



ST. PAUL

Early Childhood Center

PRE-K 3 THROUGH GRADE 2

PARENT-STUDENT HANDBOOK

5650 N. Canfield Ave., Chicago, IL 60631
Phone (708) 867-5044
Fax (708) 867-0083
www.stpaulecc.com

On behalf of St. Paul Early Childhood Center, we wish to welcome you to the 2019-20 school year. We trust and pray that you will enjoy your year with us as we work and learn together. It is an honor and a privilege to partner with your family as we provide an inspired approach to education, in a Christ-centered environment for your children. In this handbook, you will find information that we hope will encourage clear and open communication.

PARENT-STUDENT HANDBOOK
TABLE OF CONTENTS - 2019-20

INTRODUCTION	4
ST. PAUL EARLY CHILDHOOD CENTER MISSION STATEMENT	4
ST. PAUL EARLY CHILDHOOD CENTER VISION STATEMENT	4
CHRISTIAN EDUCATION FOR YOUR CHILD	4
ADMINISTRATION	4
STATEMENT OF NON-DISCRIMINATION	4
ENROLLMENT AND ADMISSIONS	4-5
ENROLLMENT POLICY	4
ADMISSION POLICY	5
BIRTH CERTIFICATES	5
NEW STUDENT TESTING	5
TRANSFER STUDENTS	5
RECORDS AND RECORDS TRANSFERRING	5
NEW STUDENT PROBATION	5
TUITION AND FEES	6
REGISTRATION FEE	6
TUITION ASSISTANCE	6
PAYMENT METHODS AND PROCEDURES	6
SCHOOL DAYS	6-9
SCHOOL CALENDAR	6
SCHOOL DAYS/HOURS	7
ATTENDANCE	7
ABSENCES	7
TARDY POLICY	7
CHURCH AND SUNDAY SCHOOL ATTENDANCE	7
CHAPEL WORSHIP SERVICES	7
CHAPEL OFFERINGS	8
CURRICULUM	8
PATRIOTISM	8
ASSESSMENT - PORTFOLIOS	8
PARENT/TEACHER CONFERENCES	8
PROMOTION, CONDITIONAL PROMOTION, AND RETENTION	8
DRESS CODE	9
HEALTH & SAFETY	9-13
PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS	9
DENTAL EXAMINATION REQUIREMENTS	9
EYE EXAMINATION REQUIREMENTS	9
COMMUNICABLE DISEASE	9-10
CONCUSSION POLICY	10-11
MANDATED REPORTING REQUIREMENT	11
MEDICATION AT SCHOOL	12
EMERGENCY PHONE NUMBER	12
FIRST AID	12
SUPPORT SERVICES	12
TOXIC ART SUPPLIES	12
EYE PROTECTIVE DEVICES	13
EMERGENCY DRILLS	13
EMERGENCY SCHOOL CLOSINGS	13
SCHOOL SERVICES	13-14
BEFORE/AFTER SCHOOL CARE PROGRAM	13
LUNCH PROGRAM/LUNCH/MILK	13
STUDENT BIRTHDAYS	14

PUBLICATIONS	14
WILDCAT WEEKLY	14
SCHOOL DIRECTORY	14
PARENT/GUARDIAN ON SCHOOL GROUNDS	14-15
PARENTS IN THE SCHOOL BUILDING	14
VOLUNTEERS	15
PARENT/BOARD COMMUNICATION	16
MISCELLANEOUS	16-21
SUPERVISION AND EVALUATION OF FACULTY, STAFF, AND EXECUTIVE DIRECTOR	16
MISSING STUDENT REPORTING	16
INCIDENT REPORTING	16
COMPLIANCE WITH STATE AND FEDERAL REGULATIONS	16
SOCIAL MEDIA	17
EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC ATHLETIC SCHOOL ACTIVITIES.	17
ANTI-BULLYING POLICY	17-19
BEHAVIOR POLICY	19-20
WELLNESS POLICY	20-22

INTRODUCTION

ST. PAUL EARLY CHILDHOOD CENTER MISSION STATEMENT

St. Paul Early Childhood Center develops the whole child in a Christian, safe, and thriving environment where discovery and exploration lead to lifelong learning.

ST. PAUL EARLY CHILDHOOD CENTER VISION STATEMENT

Our vision is to be a recognized leader in early childhood education where each child is valued as a unique child of God. We strive to develop a strong community between families, school, and church.

CHRISTIAN EDUCATION FOR YOUR CHILD:

It is the goal of St. Paul Early Childhood Center to provide academic excellence in a Christ-centered atmosphere. At St. Paul Early Childhood Center, students are challenged spiritually, academically, and physically to reach their God-given potential.

ADMINISTRATION:

St. Paul Lutheran Church of the Lutheran Church – Missouri Synod, elects members to the St. Paul Board of Education. The Director serves as the administrative officer of St. Paul Early Childhood Center and executes the policies determined by the St. Paul Lutheran Church Voters' Assembly, the St. Paul Board of Directors, and the St. Paul Board of Education.

STATEMENT OF NON-DISCRIMINATION:

St. Paul Early Childhood Center serves the entire community. St Paul Early Childhood Center does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of St. Paul Early Childhood Center complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).

St. Paul Early Childhood Center takes its non-discrimination policy seriously. The School Board of St. Paul Early Childhood Center is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

ENROLLMENT AND ADMISSIONS

ENROLLMENT POLICY:

Applications for enrollment are considered on a first come, first served basis. All new students entering St. Paul Early Childhood Center need to show proof of age by providing an official state copy of their birth certificate. The official state copy of the birth certificate will be photocopied for our records, and returned to parents.

ADMISSION POLICY:

To be admitted into St. Paul Early Childhood Center, a child must be fully toilet trained. We offer Pre-Kindergarten (students age 3) and Kindergarten (students aged 5). To enter 1st Grade (by law), a child must attain the age of 6 years old on or before September 1st of the year in which admission is sought. To enter grade 2, a student must have satisfactorily completed and met all 1st grade standards according to Illinois State Standards.

BIRTH CERTIFICATES:

St. Paul Early Childhood Center keeps on file certified copies of birth certificates for each student enrolled. Birth certificate is to be presented within 30 days of enrolling the student. If not submitted within 30 days of enrollment, student is excluded from school until submitted. (Original certified copy may be brought to school office and shown to director or office manager and returned to parent after copy is made.)

TRANSFER STUDENTS:

Students wishing to transfer to St. Paul Early Childhood Center from another school are subject to all policies and procedures governing new students. In addition, transfer students must present a satisfactory transfer, the most recent report card, an up-to-date immunization/medical record, and the most recent copy of standardized testing results (if applicable) from the last school attended. Certified copies of records of students transferring in must be requested within 14 days of enrollment and received within 30 days of enrollment.

RECORDS AND RECORDS TRANSFERRING:

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days.

STUDENT PROBATION:

New students are placed on probationary status for their first academic quarter to determine that the student's spiritual, intellectual, and emotional needs can be met by St. Paul Early Childhood Center. At the end of this probationary period, the faculty will review the student's performance. The faculty will then make a recommendation to either: 1. Grant "good standing" status to the student and remove the student from probationary status; 2. Extend the probationary period to more fully determine whether St. Paul Early Childhood Center can meet the student's needs; or 3. Recommend the student be withdrawn from St. Paul Early Childhood Center. If circumstances warrant, parents/guardians may be asked to withdraw their child from the school prior to the end of the probationary period. The Executive Director will notify parents/guardians as to the status of the probationary period.

TUITION AND FEES

REGISTRATION FEE:

Registration materials are sent home to current St. Paul Early Childhood Center parents/guardians in February. For each child that is registered, a \$200 non-refundable registration fee is required to secure each child's placement for the upcoming school year.

TUITION ASSISTANCE:

Families may be eligible for tuition assistance and/or congregational grants from St. Paul Lutheran Church. Applications for tuition assistance/grants are available from the school office.

PAYMENT METHODS AND PROCEDURES:

Tuition may be paid on an annual basis, semi-annual basis, or on a 10-month basis. Those paying on an annual basis will receive a 2% discount as long as the entire year's tuition is paid no later than July 1 prior to the start of the school year. For those families paying tuition on the 10-month plan, tuition is due on the 1st of each month starting the August 1st prior to the start of the school year and continuing through May 1st. Semi-annual payments will be made once at the time of registration and again in January.

Parents/guardians of all students attending St. Paul Early Childhood Center pay tuition and fees in order to offset the costs incurred for their child's/children's education. In order for our school to function efficiently, it is important that parents pay their tuition and fees on time. Therefore, each student must have a tuition agreement signed by a parent or guardian at the start of each year, verifying the parents'/guardians' commitment to pay their tuition on time according to the agreed upon payment schedule.

Payments not received within 10 days of the due date shall be considered delinquent. Delinquent accounts require immediate parent/guardian contact with administration, or the student will not be allowed to attend class. If an account remains delinquent 20 days after the due date (even if administration has been contacted) St. Paul Early Childhood Center reserves the right to exclude children from classes until payment in full is received.

A hold is placed on student portfolios/report cards and records for delinquent accounts. Students will not be guaranteed placement for the new school year until all tuition and fees from the previous school year have been paid in full.

There will be a \$25 service charge for all NSF checks and a \$10 late fee for delinquent tuition received after the 10th day of each month. Delinquent accounts may be required to make late tuition and fees payments in the form of cash, certified check, or money order.

St. Paul Early Childhood Center is proud to use FastDirect for parents to access tuition status and balance.

SCHOOL DAYS

SCHOOL CALENDAR:

A printed copy of the annual school calendar is distributed to each school family prior to the beginning of the school year, and is also available on the school's website. The calendar includes: days off,

vacations, academic quarters, and important activities. Parents/guardians will be notified of any changes in the calendar in the school's weekly newsletter.

SCHOOL DAY / HOURS:

School hours for St. Paul Early Childhood Center are from 8:00 A.M. until 3:00 P.M. Hours for half-day Jr. Kindergarten are from 8:00-11:30 A.M. Before/After School Care hours are from 7:00-8:00 A.M. and from 3:00-6:00 P.M. Kindergarten, Grade One, and Grade Two students are required to attend school DAILY.

School doors open at 7:55 A.M. Students should not arrive prior to 7:55 A.M. unless they are going to Before/After School Care or have been requested by a teacher or the Director to arrive early for a school-related reason. Students arriving prior to 7:55 A.M. without one of the above reasons will utilize Before/After School Care. Any student that arrives before 7:45 A.M. will be billed accordingly. The regular school day ends at 3:00 P.M. any student who remains in the building by 3:05 P.M. will be sent to Before/After School Care and billed accordingly.

ATTENDANCE:

Kindergarten, Grade One, and Grade Two students are required to attend school DAILY. We recommend that doctor and dentist appointments be scheduled outside of school hours, if at all possible.

ABSENCES:

Parents should notify the school office each day their child will be absent before 8:00 A.M. The school office and teacher should be notified one week prior to all planned absences. Students missing up to 3 hours of the school day will be marked one-half day absent. Students missing more than three hours of the school day will be marked a full day absent. Excessive absences will result in a parent conference with teacher and/or Director and in extreme cases retention may occur.

TARDY POLICY:

We encourage students to arrive by 7:55 A.M. so that they have sufficient time to unpack backpacks and get ready for the day at 8 A.M. Students who are not ready to start the day by 8:05 A.M. will be considered tardy.

CHURCH & SUNDAY SCHOOL ATTENDANCE:

Worshipping our Lord is considered a very important part of a child's education at St. Paul Early Childhood Center. We encourage students/families to be involved in worship on a regular basis, either at their home congregation or at St. Paul Lutheran Church. If you have no church home, we encourage and invite you to join us for worship at St. Paul Lutheran Church. Worship service on Saturdays is at 6 P.M. and on Sunday at 9:30 A.M. Adult Bible Class and Sunday School is at 11 A.M.

CHAPEL WORSHIP SERVICES:

Special chapel worship services for the children of our school are held weekly. Chapel is normally held on Wednesday mornings at 8:15 A.M., but may occasionally be held on other days of the week to celebrate church holidays. These services give children an opportunity to develop positive worship attitudes and skills, and give our students an opportunity to show their love for God through their worship and praise. St. Paul's pastor and teachers develop and lead these worship services, with students assisting in various capacities. Guest worship leaders from a variety of Lutheran agencies/ministries may also be utilized. Parents and St. Paul congregation members are always welcome and are invited to attend our chapel services.

CURRICULUM

St. Paul Early Childhood Center provides an environment based core academics as well as project based learning. Project based learning is a researched based instructional approach to teaching that enables students to master academic skills and content knowledge while developing tools necessary for future success. During the school day children are engaged in projects that are meaningful and relevant to their lives and future. Under guidance from adults and peers students explore, discuss, design, share, and reflect on their discoveries. Project based learning is integrated within the academic content areas and helps to develop strong social, emotional, and spiritual skills.

We are very proud to be an early childhood center, who serves grades Pre-K 3 through 2nd grade and are dedicated to providing a rich learning environment that encourages children to ask important questions that will empower them to work together in finding the answers.

PATRIOTISM:

St. Paul Early Childhood Center provides instruction in American patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag; and shall require pupils to recite the Pledge of Allegiance daily.

ASSESSMENT - PORTFOLIOS

Here at St. Paul Early Childhood Center we use student portfolios as one of our assessment tools. These portfolios are directly linked to Illinois early learning standards and give parents/guardians a more complete and evidence-based assessment. Additionally we are proud to have these portfolios accessible to the students so they too can see pictures and evidence of all the great work and progress they have made throughout the year.

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are scheduled for all students following the end of the first and third quarters. These conferences are held at school in the child's classroom and are mandatory. Teachers may request that the child be present at this conference. Conferences may be arranged at other times during the school year at the request of either the teacher or parent(s). Such conferences will be scheduled so as not to interrupt the school day.

PROMOTION, CONDITIONAL PROMOTION, AND RETENTION:

Student promotion is the goal of both teacher and student. Promotion is based upon the level of successful completion of the objectives of the current grade level and readiness for the next academic level. Students may be promoted conditionally, but faculty/Director stipulated conditions (i.e., summer school, tutoring, testing, etc.) must be successfully completed before the start of the next school year. When the need arises to consider a change in the normal pattern of promotion, the student's parents/guardians will be informed as early in the school year as possible. If a teacher feels a student is in danger of retention, the teacher will notify the parent of that fact in a timely manner (as

early in the school year as is practical). The teacher will meet with the parent(s) and student to discuss strategies that may be implemented to assist the student. If insufficient student progress is made toward meeting minimum competencies, the Director will become involved in the process. There may be times when the Director/faculty recommends that a student be placed elsewhere because of special needs. In such cases, the parents/guardians and the faculty will work closely to determine what is best for the student. The Director will report all retentions/recommendations that a student be placed elsewhere to the Board of Education.

SCHOOL DRESS CODE:

Students of St. Paul Early Childhood Center are required to dress and groom in a manner that is neat, clean, and comfortable to learn in. Clothing should be appropriate for school activities, and should not be distracting or detract from the educational process, safety, or well-being of the student. Boots should be worn during inclement weather and removed immediately upon entering the building for safety. Students are encouraged to look their best for chapel and picture day. Shoes must be closed toed and have a back. Gym shoes should be kept in the classroom and used for days students will go to gym.

HEALTH & SAFETY

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS:

The state of Illinois requires parents/guardians to present proof to the school of a complete physical examination and state required immunizations for all students entering an Illinois school for the first time and for all students entering Kindergarten (or first grade if that is a child's first entry into school).

If parents/guardians have not satisfied the requirements of this policy by September 30th, the Executive Director will notify the parents/guardians advising them of their non-compliance. Non-compliance with any of the state's requirements by October 15th will result in the child's exclusion from school until proof of compliance is presented.

DENTAL EXAMINATION REQUIREMENTS:

The state of Illinois requires that all children in Kindergarten and second grade have an oral health examination performed by a licensed dentist. Proof of School Dental Examination forms may be obtained from the school office. Proof of school dental examination must be presented to the school by May 15th of the school year in which it is required. Non-compliance may result in the child's portfolio being withheld.

EYE EXAMINATION REQUIREMENTS:

The state of Illinois requires that all children entering Kindergarten or enrolling for the first time in a public, private, or parochial elementary school in Illinois have a comprehensive eye exam performed by a qualified eye doctor (optometrist or ophthalmologist) within one year prior to starting school. The State of Illinois Eye Examination Report must be submitted by October 15 of the school year the child enters school. Non-compliance may result in the child's portfolio being withheld.

COMMUNICABLE DISEASE:

Parents should immediately notify the school if their child contracts or is otherwise infected with any type of communicable disease. Parents/guardians must comply with the following procedures, which are in accordance with the rules and regulations of the Illinois Department of Health.

All children are to be excluded from school for a communicable disease or a condition that is readily transmitted to others. The following restrictions apply:

Chicken Pox: Exclusion for at least six days after onset of skin eruption.

Mumps: Exclusion for nine days after onset of swelling and until all swelling is gone.

Strep Infection: Exclusion until the child has been on antibiotic therapy for 24 hours.

Skin rashes or eruptions: Exclusion until condition clears or a written statement from the physician that contagion does not exist.

Conjunctivitis ("Pink Eye"): Exclusion until the child has been on antibiotics for 24 hours.

Mononucleosis, meningitis, and hepatitis: Exclusion until written release from physician.

Head lice: Exclusion until effective treatment has been administered and written statement from physician that the child is clear to return to school.

In order to prevent the spread of illness, a child must be kept home if he/she has an acute respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100 degrees or more. In addition, it is recommended that a child remain home for 24 hours following an episode of fever, diarrhea, or vomiting to ensure full recovery.

CONCUSSION POLICY:

Concussions received in and out of school are a serious diagnosis that must be monitored carefully due to both short-term and long-term potential consequences. St. Paul Early Childhood Center recognizes the importance and priority of students that may suffer a concussion at any time. The following outlined protocol is to ensure safety for the child who has received a concussion. It must be coordinated between faculty, the child and family and their primary care giver or specialist diagnosing the concussion:

1. The principal appoints a concussion oversight team. Clef School Nurse, Pat Braun is automatically a member of the team.
2. Faculty, staff, and coaches review and complete an online educational training video on identification, signs and symptoms of concussion at the beginning of the school year. This is to be reviewed annually. Training video is selected from among the many available online.
3. A child with symptoms of concussion happening at school goes to the school nurse or trained adult staff or faculty to express symptoms or a possible concussion if an incident was not witnessed. If the child experiences a potential concussion in a school activity (sports related, playground, classroom) they must be removed from the activity and sit quietly until they can receive further evaluation. If the child receives an out of school concussion, the school must be notified as soon as possible. Both in and out of school received concussions require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school. The school nurse and/or faculty must be notified to assist with monitoring the child.
4. Once back in school, the following assessment are made each day by the school nurse and /or faculty. A child is assigned a level when he returns to school or school is notified of concussion and gradually progresses to the top level. Each level or stage should be approximately 24 hours or longer. If symptoms reoccur, the child would return to the previous stage. Consult with the parent, primary provider (Pediatrician or Nurse Practitioner) or specialist may be done if questions or if the child has reoccurring symptoms:

Return to Learn Policy

Level 1:

No school

Complete Cognitive Rest

No screen time, No reading, No physical activity

Level 2:

Modified School Attendance with Accommodations

Student will observe

Allow visit to the nurse as needed or symptomatic

Reduced academic engagement

Shortened task duration of 10-20 minutes

No physical activity

No tests, no homework

Frequent breaks as needed

Allow extra time between classes

Limited exposure to loud environments

Level 3:

Full Day Attendance with accommodations

Gradual increase of Cognitive Demands as Tolerated

Student will actively engage

Prioritizing assignments and tests; quizzes

Limited exposure to loud environments

Allow extra time for text/ in-class assignment completion

Breaks as needed

Allow visit to school nurse as needed

Focus on content and basic essential learning

Extended time allowance for homework

Increased task duration of 20-40 minutes

No physical activity

Level 4

Full Day Attendance without Accommodations

Full Cognitive Engagement

Removal of accommodations

Return to physical activity as specified by primary health care provider (Physician or Nurse Practitioner)

Each day and progression of level must be documented by the school nurse or assigned faculty member as well as any communication with parent/family or Health care provider.

MANDATED REPORTING REQUIREMENT:

School personnel are mandated reporters of child abuse and neglect. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.

MEDICATION AT SCHOOL:

No student is allowed to bring medication (prescription or non-prescription) to school without proper authorization. If at all possible, medication should be administered by parents/guardians outside of the school setting. It is understood, however, that there may be situations in which medication must be administered during school hours. If this is the case, it is highly preferable that a parent/guardian of the student involved come to school to administer the medication. If this is impossible, a School Medication Request Form must be filled out by parents/guardians and accompany the medication when it is brought to school. The medication must be in its original packaging and in a container that is clearly marked with the child's name, the medication's name, the doctor's name, the desired dosage, and the times at which the medication is to be administered (measuring device must accompany all medications that need a measurement). The medication must be given to the Executive Director (or his/her designate) for storage in the school office. (Exception – Asthma inhalers, auto-injectors (i.e., epi-pens), and diabetes medication/testing kit may be kept with the student, as long as there is a doctor's treatment plan on file for the student.) Medication will be self-administered under the supervision of the Executive Director or her designate. If this is not possible, medication will be administered by the Executive Director or her designate. It is understood that the school is acting gratuitously and in reliance on the request of the parents/guardians (and the statement of the physician that the prescribed medication and dosages are safe). Accordingly, parents/guardians assume all responsibility regarding the administration of medication at school and release the school, its personnel, and governing administrative bodies from any liability as to injuries or ill effects of any kinds which may be caused thereby, including those ill effects caused by school personnel failure to administer the medication, to remind students to take the prescribed medication, and to monitor its dosage. In the case of cough drops/throat lozenges, a written note of permission from a parent/guardian will be considered sufficient.

EMERGENCY PHONE NUMBER:

Parents/guardians must provide the school office with a phone number/numbers that can be used to contact either a parent/guardian or another adult who will be responsible for the child's welfare in an emergency. This information is kept in the school office for use by the teachers and the school staff. Parents/guardians must notify the school of changes in these numbers. An emergency information form is distributed for the beginning of each new school year. This form must be completed and returned to the school office by the first day of school.

FIRST AID:

Teachers will provide first aid for minor injuries. Parents/guardians will be notified if extensive injury has occurred. Fire department paramedics will be called if the situation warrants. St. Paul Early Childhood Center adheres to state regulations concerning first aid training. Teachers and staff have current CPR and first aid training. An AED (Automated External Defibrillator) is located in the hall outside the gym and toward the west end of the main hallway and also in the main school hallway west side of the wall, outside of Room 29.

SUPPORT SERVICES:

Students' needs for support services such as counseling and social work are evaluated when school staff believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. The director will have a list of sources available. The decision to involve outside personnel will be made by the director and/or designated representative.

TOXIC ART SUPPLIES:

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in any grades.

EYE PROTECTION DEVICES:

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

EMERGENCY DRILLS:

- ❑ FIRE/EVACUATION DRILLS – Fire/evacuation drills are conducted to train students how to respond when conditions outside the school building are safer than inside the school building. Norwood Park Fire Department officers visit St. Paul Early Childhood Center to assist in conducting fire drills. A minimum of three fire drills will be conducted each school year. The Director and teachers will conduct additional drills to train children in safe exit from the school building in case of other emergencies.
- ❑ SHELTER IN PLACE DRILLS – Shelter in place drills are conducted to train students how to respond when conditions inside the school building are safer than outside the school building. Tornado/severe weather drills will be conducted so that students are prepared to move to safe shelter areas in case of a tornado/severe weather emergency. Tornado/severe weather drills will be conducted a minimum of once during the first month of school and once during February/March.
- ❑ LOCKDOWN DRILLS – Lockdown drills will be conducted so that students know what to do in the case of a lockdown situation (intruder in building, dangerous individual in neighborhood, etc.) Lockdown drills will be conducted by the Cook County Sheriff's office a minimum of once per year.

EMERGENCY SCHOOL CLOSINGS:

Emergency school closing announcements will be delivered via email and or phone. It is also disseminated by the Computerized Storm Information Center, which is a service of participating Chicago-area television and radio stations. (We are listed as St. Paul Early Childhood Center. Our phone number is 708-867-5044. Parents can check for closings online at www.emergencyclosings.com.) In the unlikely event that school needs to be closed after the school day has begun, parents/guardians will be notified by phone and email, and asked to pick up their children as soon as is practical.

SCHOOL SERVICES

BEFORE/AFTER SCHOOL CARE PROGRAM:

The Before/After School Care program is designed to provide before and after school care for St. Paul Early Childhood Center children. It is a supervised, safe environment for students who need to arrive at school earlier than 8:00 A.M., or who need to be picked up from school later than 3:00 P.M. Before/After School Care is offered from 7:00-7:55 A.M., and from 3:05 until 6:00 P.M. Students arriving for Before/After School Care before school should be escorted to the Before/After School Care area by a parent or guardian. For current Before/After School Care rates, billing, and procedures please refer to the Before/After School Care information found on our school's the website.

LUNCH PROGRAM:

A limited hot lunch program (Tuesdays and Fridays) is conducted at St. Paul Early Childhood Center. Menus/order forms from local restaurants are distributed to students in advance of the beginning of each month. Students/parents indicate their selections on the order form and return the form to the school office along with payment for that month. Currently, hot lunches from cooperating local

restaurants are available on Tuesdays and Fridays. Menus and prices will be available on the order sheets. To assist children in developing proper eating habits and to comply with government requirements, students in our school are encouraged to eat foods that are part of a healthy diet. “Junk food” items/snacks should not be brought for lunch. Parents should use good judgment in regards to the quantity of food sent for student lunches. Food not eaten at lunchtime should be taken back home if possible so that food is not wasted. **While packing your child’s lunch, please keep in mind we do have nut allergies**

STUDENT BIRTHDAYS:

St. Paul Early Childhood Center promotes healthy choices. If a student wishes to bring a treat for his/her birthday, we request that it be a small cupcake, cookie, or munchkin (or similar). This treat may be handed out to classmates during the lunch period, or at another time during the school day with the teacher’s permission. **Please keep in mind we do have nut allergies.**

PUBLICATIONS

WIDCAT WEEKLY

Wildcat Weekly, the school’s weekly newsletter, will be available each Friday (or the last day of the school week if classes are not in session on Friday). It contains information that will help keep you informed about school and church activities and upcoming events. The Wildcat Weekly newsletter is one of the main avenues of communication between the school and home and will be emailed every Friday.

SCHOOL DIRECTORY:

St. Paul Early Childhood Center produces a new school directory each school year. The directory lists the names, addresses, phone numbers, and e-mail addresses of school families. Contact information is also given for the teaching staff, office staff, Before/After School Care personnel, and St. Paul Lutheran Church’s pastor. Parents/guardians will be asked to fill out an information form, which will give the family information to be included in the directory. *This directory is intended to be used by parents only.* If you do not wish to have your address, phone number(s), or e-mail address listed in the directory, please indicate that fact on the directory information form when you return it to the school office. A copy of this directory will be distributed to all families early in the school year.

PARENT/GUARDIAN ON SCHOOL GROUNDS

PARENTS IN THE SCHOOL BUILDING:

We have a strong sense of community here at St. Paul Early Childhood Center and value parents/guardians as an important part of this community. We do ask that parents coming to school during the day sign in at the office. Items that need to be delivered to a student should be brought to the school office and will be delivered to the classroom by the school administrative assistant.

VOLUNTEERS:

The school sometimes has jobs available that can be done by parents and St. Paul Lutheran Church congregation members on a volunteer basis. St. Paul Early Childhood Center appreciates our volunteers’ willingness to assist with our curricular and extracurricular programs. Those who are interested in volunteering their help must get approval from the classroom teacher. Volunteers should make sure to sign in at the school office upon arrival.

St. Paul Early Childhood Center policy requires all families to complete a minimum of 10 service hours per school year. All families receiving financial aid need to complete an additional 10 service hours per

school year, for a total of 20 service hours. Hours can be completed at the school, event/function, or with St. Paul Church. A volunteer binder is located in the school office. After completion of volunteer hours, parents / volunteers should fill out their hours in the volunteer binder. Families will be billed at the rate of \$15 per hour for service hours not completed prior to the end of the school year.

Because volunteers work in a Christian school setting, St. Paul Early Childhood Center has the following expectations:

- ❑ We expect that the attitude and behavior of our volunteers will reflect the Christian philosophy of St. Paul Early Childhood Center. We expect that volunteers will speak well of the school and the teachers during your volunteer experience and after you leave.
- ❑ We expect volunteers to understand that St. Paul Early Childhood Center is a professional educational environment. It is important to keep your observations of the students and the teachers confidential. It is imperative that volunteers not discuss student behavior with other parents. It is the teacher's job to report a child's academic and behavioral needs to parents.
- ❑ We expect volunteers to be aware of the potential conflict of interest if they work with a group of students that includes their own child. We expect volunteers to make every effort to be fair and impartial in their treatment of all children.
- ❑ We expect volunteers to sign in and sign out in the school office, and to remain in the area of the school in which they are serving. It can be distracting to students and teachers when volunteers make unannounced visits to or observations of classes/groups of students with whom they are not working.
- ❑ We expect volunteers to allow the professional staff to handle discipline situations. If a child's safety is at risk, a volunteer may intervene, but the incident should be reported immediately to the teacher or Director so that it can be handled by school personnel.
- ❑ We expect that volunteers will not solicit student help or participation in activities without prior approval of the Director and/or teacher.
- ❑ We expect that volunteers will not bring younger children or any siblings with them when they volunteer.
- ❑ Volunteers are expected to submit to a background check in order for St. Paul Early Childhood Center to maintain a safe environment for our students, staff, and other volunteers.

PARENT/BOARD COMMUNICATION

The Board of Education of St. Paul Early Childhood Center is the governing board of St. Paul Early Childhood Center. Parents who wish to address the board regarding a board policy or board action may do so through email at boardofeducation@stpalecc.com.

MISCELANIOUS

SUPERVISION AND EVALUATION OF FACULTY, STAFF, AND DIRECTOR:

The director is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily. The director is to counsel personally with teachers and others who provide or assist with instruction regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation in terms of proficiency and competency at least twice yearly. Teachers and others who provide or assist with instruction are formally evaluated at least twice yearly in terms of proficiency and competency. The director is evaluated at least twice yearly in terms of proficiency and competency.

MISSING STUDENT REPORTING:

When a student is transferred in or out of the school, the school checks to confirm that the student is not listed as missing. Procedure is to go to <http://www.isp.state.il.us/crime/missing.cfm>, and click on Missing Children from Illinois. This leads to a database that covers missing children nationwide. Enter student's name under search. If listed, administrator gives notice by email to the Department of State Police at missing@isp.state.il.us, and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at missing@isp.state.il.us, and to the local police department.

INCIDENT REPORTING:

Battery of School Personnel

The chief school administrator

1. Immediately notifies local law enforcement officials of written complaints from school personnel concerning instance of battery committed against school personnel.
2. Notifies the Illinois State Police within 3 days of each incident.

Firearms and Drugs

The chief school administrator

1. Immediately notifies a local law enforcement agency of firearm incidents at the school.
2. Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
3. Notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
4. Notifies the Illinois State Police of such incidents.

COMPLIANCE WITH STATE AND FEDERAL REGULATIONS:

St. Paul Early Childhood Center complies with all applicable sections of the Illinois School code (105 ILCS 5), with relevant case law including Phylar v Doe, and with 23 Ill. Admin. Code Part 425.

SOCIAL MEDIA

St. Paul Early Childhood Center:

1. May not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
2. May conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC ATHLETIC SCHOOL ACTIVITIES

In case of emergency during an interscholastic athletic activity:

1. Student is removed from the activity. If a concussion is suspected, student may not return to the activity until they have followed the protocol in the school's concussion policy and received clearance from a licensed physician, nurse practitioner, or medical specialist.
2. Parent is notified. Normally parent will determine immediate next step(s).
3. If parent cannot be reached, school personnel will determine immediate next step(s). This may include calling 911 for assistance from paramedics.
4. If student is in immediate danger, school personnel will immediately (before contacting parent) call 911 for medical assistance.

ANTI-BULLYING POLICY:

Introduction

All children and young people have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behavior, academic and social development right through into adulthood.

At St. Paul Early Childhood Center, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a Christian atmosphere free from abuse.

Bullying is an anti-social behavior and affects everyone. All types of bullying are unacceptable at our school and will not be tolerated. All pupils should feel able to tell and when bullying behavior is brought to our attention, prompt and effective action will be taken. We are a TELLING school. This means that anyone who is aware of any type of bullying that is taking place is expected to tell a member of staff immediately.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

The following steps may be taken:

- A report of bullying can be reported anonymously when student or parent is afraid to have their name used when the bullying is confronted.
- If bullying is suspected or reported, the incident will be dealt with immediately by the member

of staff who has been approached.

- A clear and precise account of the incident will be recorded and given to the director.
- The director will interview all concerned and will record the incident.
- Parents will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.
- If necessary and appropriate, police will be consulted.

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Exclusion from certain areas of school premises
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent exclusion

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in assemblies and subject areas, as appropriate, in an attempt to eradicate such behavior. Teachers will review this policy and why it is important.

Signs and Symptoms

Many children and young people do not speak out when being bullied and may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- is frightened of walking to or from school
- changes their usual routine
- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- starts stuttering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- uses excuses to miss school (headache, stomach ache etc)
- begins to suffer academically
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises or shows signs of being in a fight
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- changes their eating habits (stops eating or over eats)
- goes to bed earlier than usual
- is unable to sleep
- wets the bed
- is frightened to say what's wrong
- gives unlikely excuses for any of the above
- is afraid to use the internet or mobile phone

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should always be investigated.

BEHAVIOR POLICY

At St. Paul Early Childhood Center we:

- Set clear, appropriate, and enforceable limits.
- Model acceptable behavior
- Use positive reinforcement
- Implement active listening
- Recognize each child's individual needs
- Structure the environment and schedules to maximize good behavior
- Recognize and praise the children's efforts
- Anticipate and eliminate potential problems
- Redirect when needed
- Use a mixture of choice and structure
- Use natural and logical consequences
- Implement a short time-out (removal of a child from an activity or the group), or removal of privileges when necessary

We strive to provide gentle guidance along with appropriate limits. Our staff guides children to develop self-control and orderly conduct in relationship to peers and adults. Any aggressive behavior towards staff or children is unacceptable.

When a student's unacceptable behavior continues to disrupt the classroom and requires an increased amount of teacher or staff guidance and time, the teacher and / or director will implement the following procedures:

1. The child will be placed on behavioral probation.
2. Observation and recording of the child's behavior will be logged daily.
3. A plan will be formulated in effort to help guide and improve behavior. The teacher and director will consult with child's parent/guardian, and other professionals when appropriate.
4. Implement the plan to guide the behavior.
5. If the persistent unacceptable behavior cannot be managed by teachers and staff, the child will be dismissed from SPECC.

Here are some examples of unacceptable behavior:

- Hitting, kicking, biting, punching, pushing, or any other physical aggression

- Excessive outbursts of screaming, yelling, and refusing to cooperate
- Throwing of objects
- Excessive disrespect, verbal backtalk to teachers or staff, foul language
- Threatening others or self

It is at the discretion of the teacher and/or the director to make a recommendation for an evaluation of any student. If the teacher and/or the director have evidence to believe the student may have a developmental delay or special need, a parent / guardian will be contacted. The parent / guardian then has 30 days to begin the evaluation process. If the parent / guardian fails to have their child evaluated or does not begin the process within the 30 days, the student may be subject to dismissal.

St. Paul Early Childhood Center reserves the right to dismiss or expel a student from the school program without a refund if a student's behavior is harmful in any manner.

WELLNESS POLICY

Belief Statement

The School Board of St. Paul Early Childhood Center is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence student beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness; helps to reduce childhood obesity; supports nutrition education, physical activities rationale

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of premature death and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active.

Goals for Nutrition Education

Students in Preschool through grade 2 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age.

To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.

Goals for Physical Activity

Students in Preschool through grade 2 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness.

It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age.

Students shall participate in a daily supervised recess or physical education period.

Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

Goals for School-Based Activities to Promote Student Wellness

Parent Partnerships

Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children.

Parents shall be provided information to help them incorporate healthy eating and physical activity into their students' lives. This information may be provided in the form of handouts, postings on the school website, information provided in newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Food or Physical Activity as Reward or Punishment

School personnel shall be encouraged to use non-food incentives or rewards with students and shall not withhold food from students as punishment.

School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

Healthful Food Options

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Parents are encouraged to avoid sending foods containing trans-fat, high fructose corn syrup, and high sodium content. Parents are encouraged to send whole grain foods. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are *listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges: cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit: nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk

- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies
- Lean meats and cheese with whole grain bread
- Pretzels
- Baked chips with salsa
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- String cheese, single-serving cottage cheese, cheese cubes
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices*