



**Little Builders
&
Sprouting Engineers
Handbook
2016-2017**

SCHOOL PHILOSOPHY

We believe that Sacred Heart School must continually come to an awareness of its own reason for existence and its purpose within the context of the mission of the Catholic Church. The church has a threefold mission:

One, to impart the message of Jesus.

Two, to advance the building of Christian community by living the message of Jesus and by fostering evangelization, the life blood of Catholic existence.

Three, to exemplify the Good News by the quality and character of life through personal worship and active service.

We at Sacred Heart School know our purpose and meaning from this context. We function as one to further these goals.

The philosophy and goals of Sacred Heart School must go well beyond what can be defined as policy and regulation. As a faculty we feel that the enmeshment of our philosophy and goals lies not solely in academic success but also in how well we have prepared our students to extend the Gospel message into the twenty-first century. In striving to function effectively and to incorporate our three-fold mission we aspire to the following goals.

1. Instilling a respect for each child's worth, we welcome and recognize the diversities of culture and religions among the student body and continuously strive to give expression to the Christian message, always being mindful of our unity in faith.
2. Using the Christian values as a basis for choice, we strive to provide an education that will produce students who have an awareness of their responsibility in faith to be of service to their fellow human beings in the local as well as the global community.
3. Committing ourselves to academic excellence, we continually review and reevaluate our standards to implement methods and programs that will enable our students to meet the challenges of a changing Church, society, and world.
4. Becoming aware of our responsibility to others, we share not only materially, but also in giving of ourselves to listen to others, to be thoughtful of them, and to treat them with courtesy and respect.
5. Integrating religion with all of life, we thereby reflect an awareness of Christ's presence in our prayer life that flows through our day and motivates our actions.
6. Preparing students for effective Christian living through the education of the whole child and employing those methods that will develop each child's personal faith, as well as instilling knowledge of the secular subjects, we aspire that each child will realize that true education is a continuous search for truth and justice. We strive to develop a true community and expect that all who are involved in the life of Sacred Heart School – parents, pastor, priests, teachers, support personnel, administration, and students – must earnestly desire to make it a community of faith which is indeed "living, conscious, and active".

*Catholic Schools for the 21st Century
National Congress Executive Summary
National Catholic Education Association*

MISSION STATEMENT

“Sacred Heart School is a welcoming Catholic community built on Gospel teachings and committed to scholars who seek a challenging academic environment and aspire to be faith-filled leaders for today and the future”.

POLICIES AND REGULATIONS FOR SACRED HEART SCHOOL PREAMBLE

Students live in a world with other people and need to follow policies and regulations that govern behavior. Codes of performance are established and explained to the students. As part of the Catholic School Community, students learn that order is necessary for them to accomplish the task of education. Students learn that they must also discipline themselves so they achieve their own goals. One emphasis is on teaching students how to become contributing members of the community by wisely using their own special talents and gifts for the mutual benefit of society.

In a Catholic school, everyone is developed by those in the school. Everyone should be aware of the living presence of Jesus who today as always, is with us in our journey through life as the one genuine “Teacher”. The spirit of a school is developed by those in the school – by the mutual respect of students and teachers, and students with each other. Kindness, compassion, Cooperation, responsibility, and friendliness are a few of the virtues that everyone attending Sacred Heart School should receive and give. Our motto is, DREAM BIG!!!

ADMISSION POLICY

Sacred Heart School does not discriminate against individuals on the basis of race, creed, religion, sexual orientation, cultural heritage, political beliefs, marital status, family status, age or sex in its admission policy.

Registrations are on-going. Registrations are taken for the current year if there is an opening in the grade.

Age Requirements: Children must be 2.9 old by September to enter The Little Builders program and four years old by September 1st to enter The Sprouting Engineers program.

ADMISSION PROCEDURE

- Contact the preschool Director by calling the main number or emailing (njeangilles@sacredheart-boston.org) to schedule a tour and parent interview. Parents can also set up a tour and interview by contacting the main office in the absence of the Director.
- Interested families should complete an Application Form online or obtain one after the parent interview. Completed applications must be passed in together with:
 - Original Birth Certificate
 - Baptismal Certificate
 - Social Security card to verify the number on application
 - Most recent Physical
 - Updated Immunization Record
- Waitlist applicants are informed of openings as they become available. If you are contacted regarding placement on the waitlist, parents are asked to submit the deposit within 7 days of receiving an acceptance letter.
- Scholars accepted from the waitlist will enroll on the first Monday of the month. Mid-month enrollment must be discussed with the preschool Director.

RE-ENROLLMENT FOR CURRENT SCHOLARS AND THEIR SIBLINGS

- **Deposit of \$200.00 nonrefundable/nontransferable registration fee** submitted before or by the deadline date of January 30th with an additional \$300 due by May 15th.
- Late registration fees will be processed as “new enrollment” and is subject to the waitlist.
- If your deposit is not returned by the deadline date, your scholar’s placement will be offered to a family on the waitlist.

PROSPECTIVE SCHOLAR AND PARENT TOUR

The best times to tour are between the hours of **9am-11am**. If you would like a tour outside of those hours we will do our best to accommodate your schedule. Prospective families and their children will tour the preschool program by visiting each of the different classrooms in the preschool wing. This is an opportunity for the prospective scholar to get a feel for the environment and parents get to observe the exciting day-to-day activities that take place in the preschool program.

THE FIRST WEEK OF SCHOOL

All Preschool parents are to walk their scholar in the building, then to their lockers and finally enter in the classroom. It is up to you how you say goodbye. Consistency works well with preschool aged children. Hugs, kisses and high-fives also do the trick.

NEW FAMILIES STARTING AT SACRED HEART PRESCHOOL

Saying goodbye for the first week in the morning maybe hard. There will be streams of tears, tight leg holds and some evident moments of separation anxiety. Our staff is well trained to assist you and your scholar with the drop off transition. Communicate with your scholar’s classroom teacher to set up a drop off routine that will work for you both. **Whatever you do, always say “Goodbye”, never sneak out on your child during drop off. We want to build a sense of security within all of our scholars and for this reason we would rather establish a positive drop-off routine.**

PRESCHOOL PARENT MEET AND GREET

Scheduled for September 1st, 2016 at 5pm. This is an opportunity for parents to meet their scholar’s teachers, go over policies and procedures, and answer any questions before the official first day of school. **All parents are required to attend.**

TRANSITION UP FROM K0 TO K1 FULL DAY CLASSROOM

Transition to K1 will be based on a developmental basis. If the parents and the teacher agree that the scholar is developmentally ready move up to K1 then that scholars will have the opportunity to visit their new classroom towards the end of the school year. Report cards are mailed in December and again in June. Parent conferences are scheduled on an as-needed-basis.

TRANSITION FROM K1 TO K2

All scholars transitioning to K2 must be 5 years old by or before September 1st. This is a Massachusetts state law. Scholars moving up to K2 will have a day to visit their new classroom and teacher towards the end of the year.

HOW WE COMMUNICATE

- **Email:** Parents are welcomed to email their scholar’s teacher or the preschool director with questions and or concerns at any time.
- **Calls to the preschool program** during business hours will be directed to the preschool director at extension 28.
- **Electronic newsletter** are sent out on a monthly by basis by the classroom lead teacher and a separate newsletter is also sent out by the preschool director.

- **Calendars of events** will be available on our school website informing you of school activities, half days and closings for the month.
- **Thursday's white envelope** sent home every Thursday for parents to empty out, read the material and send back the envelope signed to confirm you received it.
- **Parent Board** is located in the preschool wing. The board contains information and reminders for families.

DROP OFF AND PICK UP PROCEDURE

- **Drop off** at the preschool entrance is from **7:30am-8:30am**. We ask that all scholars arrive to school within the hours of 7:30 am to 8:30 pm. We have a lot to offer your scholar. Arriving on time builds consistency, gives the opportunity for scholars to attend scheduled specials and it keeps over all classroom disruption to a minimum. We ask for your cooperation.
- **Drop off after 8:30am** Parent and scholar must proceed to the front door and get signed in at the main office.
- **Pick up is 2:30pm, 3:45pm or 5:30pm** depending on the option you have selected on your enrollment application. Pick up 5 minutes after the scheduled time is subject to a **late fee of \$3.00 a minute**. The late fee is due the next day upon your scholar's arrival to school. **There is no exception to this rule**. If the late fee is not paid the finance office will be notified and your scholar may not return until late fee payment is paid in full.
- **Family/Friend picking up must provide an ID**. Parents must notify the director along with the classroom teacher by email, providing us with the name of the individual picking up. Calls can also be made to the main office to inform the program of an unfamiliar family member or friend is picking up that day.

ABSENCE

If a child will be absent, an email or phone call is requested to the school office before or by 8:30 am, (617-323-2500) on the day of the absence. To safeguard the child, the school will phone the home if no phone call is received.

POTTY TRAINING PROCEDURE

The facts regarding potty training are this, children learn to use the bathroom once they understand how their bodies feel when it is time to go pee or poo. Toileting accidents are part of the toilet training process. If a scholar shows the signs of not being ready then the process will be delayed and revisited once they do show more signs of readiness.

Parents will need to provide the following items:

- 1 bag of Pull-Ups,
- 3 changes of pants
- 3 changes of underpants
- 3 pairs of socks
- A pair of sneakers

Teachers will do the following each day:

- Ask the child if he/she needs to go
- Take them often to the bathroom to try to go
- Watch for signs of having to go such as the pee pee dance
- Encourage them to go when other scholars are going
- Make a big deal when they go!

- Document each time the scholar was taken to the bathroom

Parents will do the following to support the potty training process:

- Scholar should choose his/her own underwear each day
- Send them to school wearing underwear.
- Remind them to tell the teacher if they have to use the bathroom
- Check the locker each day for soiled clothing
- Replace soiled clothing with clean clothing
- Make a big deal when they go!

SICKNESS/INJURY:

If a child becomes sick or is injured during the day, a parent or designated person will be notified immediately. Parents must notify the secretary as to who will pick up the child.

Guidelines for exclusion from program:

- A temperature above 100 degrees
 - Severe nasal or chest congestion or strep throat
 - Diarrhea
 - Vomiting
 - Behavior indicating pain or discomfort
- Children must be fever free for 24 hours without the use of fever reducing medication (i.e. Tylenol, Motrin) before returning to school.

MEDICATION POLICY

If your child requires medication during the school day, the school nurse will be called to administer it. The medication must be in the original prescription container with your child's name, current date, dosage, doctor's name, etc. Be sure to notify the teacher if your child has been given any medication at home prior to coming to school. The medication can be refrigerated if necessary. Please do not forget to retrieve the medication when your child leaves school at the end of the day.

No medication will be administered without written orders from your physician

SCHOOL CANCELLATIONS

In case of stormy weather, please listen to radio stations WBZ or WEEI or TV channels 4, 5, 7 or 10. Announcements usually begin at 5:25 a.m.

COMMUNICATION EMERGENCY CARDS

Information on the Emergency Card must be kept up to date. Please complete the card in PENCIL and notify the office immediately if there is a change in addresses or telephone numbers. Being able to reach parents in case of sickness, injury or if a child is not picked up at dismissal is important to your child's health and safety. Please be sure the contact people are known to your child, are available to assist and have been notified that they are listed on the Emergency Card.

HOME AND SCHOOL ASSOCIATION

The Home and School Association consist of all current parents in the school. A strong Home and School Association is an essential part of any Catholic School. The Association provides a sense of community for parents, promotes communication between parents and the school, and supports the school through fund raising events. Association activities are an excellent way to meet other parents, to learn about the school and to have fun while participating in activities that support the school.

Research shows scholars whose parents are visibly active in schools achieve higher.

The Home and School Officer meetings are usually the first Monday of the month. Parents are encouraged to participate in these meetings.

HEALTH AND SAFETY

Health assessments and complete immunizations are requested for each student prior to entering school. Health assessments should have been done within the twelve months prior to enrollment. A physical is required annually to grade one then every other year after that. During the school year parents are notified of cases of contagious diseases. Please notify the school immediately if your child has a contagious disease. When an outbreak of pediculosis (head lice) occurs, the child(ren) is sent home if treatment is required. Parents are asked to check their children before school begins and periodically throughout the year. In the event of any medical emergency, the school tries to reach the parents at the numbers indicated on the Emergency Card. If parents are unavailable, the school then calls the doctor listed on the Emergency Card. From that point, we follow the doctor's advice.

In the event of any serious or life-threatening situation, the local rescue unit is immediately called and the child is taken to the nearest hospital – Faulkner and or Children's Hospital. It is crucial that information on the Emergency Card turned in at the beginning of the school year is current. We will count on you to advise the school of changes.

UNIFORM

All Little Builders and Sprouting Engineers are to wear the Sacred Heart School gym uniform. The gym uniform consists of black sweat pants or shorts and a red t-shirt or sweatshirt with the school name on them. All scholars are required to wear sneakers. (No wheels).

All uniforms, boys and girls, must be purchased from:
J.B. Pride, 28 Corey Street, West Roxbury, MA 02132
617-323-8832

PERSONAL BELONGINGS

Please have all clothing and personal belongings clearly marked with your child's name first name and last initial. We ask that children do not wear valuable rings or other jewelry to school except pierced earrings (studs only).

ALL SCHOLARS MUST KEEP A COMPLETE CHANGE OF CLOTHES AT SCHOOL

ASSESSMENT AND PROGRESS MONITORING

All Little Builders and Sprouting Engineers will receive formal written assessments twice a year in January and June. If at any time you have a concern regarding your child please contact the teacher. All scholars will be academically screened in May for placement for the following academic term.

PHYSICAL EDUCATION

All students are required by Massachusetts State Law to participate in the school's physical educational program. If, because of medical reasons, your child cannot participate please send a note to the school office with a doctor's certificate regarding this.

LUNCH

The parent or scholar's caregiver must provide all snacks. On school vacation weeks and during the summer the parent or caregiver must provide lunch.

GLASS BOTTLES ARE NOT ALLOWED IN THE SCHOOL.

WE ARE A PEANUT FREE SCHOOL.

DISCIPLINE

Self-discipline and self-control are the objectives of character formation and training offered at Sacred Heart School. To foster, encourage and develop self-discipline, the **DREAM BIG! CORE VALUES WILL BE UTILIZED AS THE BASIS FOR DISCIPLINE.**

Determination

Respect- people, places, and things

Excellence- personally, academically, spiritually

Accountability

Mastery

All this is possible because of a

BELIEF

IN

GOD!

DISCIPLINARY CODE

If a scholar engages in behaviors that are unsafe or disruptive, or is a danger to himself or herself or another student or faculty member the following procedures will be followed:

1. The child will be given an explanation by the teacher of his/her unacceptable behavior and will be given a warning that includes further consequences if the behavior continues.
2. If the behavior continues, the child will be given a time-out. Depending upon the behavior the following actions will be taken:
 - a. The child will be placed away from the group
 - b. After the time period has elapsed, the same teacher making the initial contact with the child will speak to the child about the behavior and then ask them to rejoin the group. .
 - c. The teacher will inform the parents of the child's actions, when the parent comes to pick up the child or with a note or phone call.

CONTINUAL BEHAVIOR ISSUES

If after following the disciplinary code a child has continual behavior issues the following steps will be followed

First offence:	Parents is notified in writing
Second offence:	Parent is called and notified in writing by the end of the day. Faculty and parents will work on a plan to help child correct behavior.
Third offence:	Parent must come and remove child from facility – outside intervention may be requested at this time.
Fourth offence:	Child must be removed from facility and involved staff will meet with parents before the child can return to school.
Fifth offence:	Child cannot return to school

C.O.R.I. (CRIMINAL OFFENDER RECORD INFORMATION)

In accordance with the guidelines provided by the Catholic School Office in conjunction With the directives issued by the Office of Child Advocacy, all employees and *school*

Volunteers must complete the Virtus Program and submit to a yearly C.O.R.I process. ***This includes all parents whose duties will directly bring them in contact with the students or who wish to volunteer for field trips and various other school activities.***

MANDATORY REPORTING

All teachers and school staff are mandated by law to report any instance or observation of actual abuse or suspected abuse of a minor to the Department of Social Services.

PLEASE NOTE:

****The principal/administration is the final recourse and reserves the right to amend this handbook. Parents will be given notification.**

THE PARENT ACCOUNTABILITY CONTRACT IS PART OF THIS HANDBOOK AND THEREFORE BINDING.

SACRED HEART SCHOOL

Dear Parents,

The Parent/Student Handbook enables you to know and understand the policies and regulations of Sacred Heart School. After carefully reading this Handbook, you are asked to indicate your awareness of the policies and regulations of the school by signing and returning this form to the school office where it will be kept on file.

Thank you,

Monica Haldiman
Principal

Kathleen Cody
Assistant Principal

Natasha Jean-Gilles
Preschool Director

PARENT STUDENT HANDBOOK

My child and I have read the Parent/Student Handbook of Sacred Heart School and will abide by the policies and regulations contained in it.

Parent Signature: _____ Date: _____