



**The Carolyn A Lynch Early Education Center
at**

Sacred Heart STEM School

**The
Little Builders
&**

**Sprouting Engineers Preschool Program
Handbook**

2024-25

SCHOOL PHILOSOPHY

We believe that Sacred Heart STEM 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 STEM School know our purpose and meaning from this context. We Function as one to further these goals.

The philosophy and goals of Sacred Heart STEM 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 STEM 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 STEM 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 STEM 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 a 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 STEM 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 (33 months) 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 Enrollment Director, Rachael White (rwhite@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
 - 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

- A fifty-dollar (\$50) registration fee is required for all returning scholars.
- A five-hundred-dollar (\$500) registration fee is required for all new families and scholars.

PROSPECTIVE SCHOLAR AND PARENT TOUR

The best time to tour is 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 evidence 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.

SCHEDULED MORNING PRESCHOOL PARENT MEET AND GREET

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 encouraged to attend. Date will be sent to all families.

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 with questions and or concerns at any time.
- Calls to the preschool program during business hours will be directed to the main office.
- Weekly emails are sent by your scholar's teachers as well as the monthly newsletter.
- Calendars of events will be available on our school website informing you of school activities, half days and closings for the month.
- Parent Bulletin Board is located in the preschool wing. The board contains information and reminders for families.

ASSESSMENT AND PROGRESS MONITORING:

All Little Builders and Sprouting Engineers will receive formal written assessments three times a year December, March, 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.

DROP OFF AND PICK UP PROCEDURE

- Drop off at the preschool entrance is from 7:30 am-8:30 am. We ask that all scholars arrive to school within the hours of 7:30 am to 8:15 am. 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 overall classroom disruption to a minimum. We ask for your cooperation.
- Pick up is anytime between 3:30- 5:30 pm. 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. **Consistent late pick up, defined as more than twice will incur a \$10.00 per minute late fee. (Preschool hours 7:30-5:30).**
- 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 that 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 8:15 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.

Moving forward all scholars attending the Carolyn A Lynch Early Education Center at Sacred Heart must be potty trained.

HEALTH CARE POLICIES:

MEDICATIONS:

- The school nurse will collect and verify all required medical forms. These forms include the Individual Health Care Plan (IHCP), Medical Consent Form, Doctor's orders.
- **No child will be allowed to attend the program until all required forms have been submitted and signatures verified by the school nurse.**
- All prescription and non-prescription medication will require a medical consent form signed by the parent.
- All medications (prescription and non-prescription) must come in the original box or bottle, clearly labelled, and up to date.
- *No prescription medication will be administered without written orders from your physician.*
- Be sure to notify the teacher if your child has been given any medication at home prior to coming to school.

ALLERGIES:

- Parents will alert the school nurse to any known allergies for their child and provide the proper medical documentation. The nurse notifies child's teacher, the administration, and the cafeteria manager.
- Each teacher will maintain a list in their classroom of the child's name and the specific allergies.
- All allergy medication is kept in the classroom in a clearly marked container with the child's name. These are then placed in a safety backpack along with the IHCP and consent form.
- Sacred Heart is a nut free zone.

SICKNESS/INJURY:

If a child becomes sick or is injured during the day, a parent or designated person will be notified immediately by the school nurse. Parents must notify the nurse and school secretary as to who will pick up the child. Each parent is required to submit a name and contact information for alternative pick up. If no one can be notified the child will remain in the nurse's office till someone can be reached.

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.

SPECIAL DIETS:

- Parents must notify the nurse and teacher of any restricted foods. This will be posted along with the allergies in the classroom.
- Any child requiring a special diet must have meals and snacks provided by the parent.

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. **Physical examinations are required to be submitted annually for all Preschool scholars.** 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 in the family portal as emergency contacts. If parents are unavailable, the school then calls the doctor listed in the portal. From that point, we follow the doctor's advice.

MANDATED REPORTING: All school personnel are mandated reporters under M.G.L.c.119, 51A. They shall make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the Program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

EMERGENCY COMMUNICATIONS:

Please make sure all your information is current and up to date in the Parent Portal on Ren Web.

SCHOOL CANCELLATIONS:

In case of stormy weather, please watch the local news for cancellations for Sacred Heart STEM School, Roslindale. Announcements usually begin at 5:25 a.m. Email notification by the teacher will also be sent.

HOME AND SCHOOL ASSOCIATION:

The Home and School Association consists 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 fundraising 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 reach a higher achievement level.

UNIFORM

All Little Builders and Sprouting Engineers are to wear the Sacred Heart STEM School gym uniform. The gym uniform consists of black sweatpants or shorts and a red t-shirt or sweatshirt with the school's name on them. All scholars are required to wear sneakers. (No wheels).

All uniforms, boys and girls, must be purchased from:

Donnelly's School Apparel, www.donnelysclothing.com/SACREROSLMA

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

LUNCH:

The parent or scholar's caregiver must provide all snacks. On school vacation week and during the Summer, the parent or caregiver must provide lunch.

LUNCH PROGRAM:

Sacred Heart STEM School will be participating in the **National School Lunch/Breakfast program, designated as a CEP school.** As part of this program, **Sacred Heart STEM School** will offer healthy meals every school day at NO COST due to the Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022. Students will be able to participate in these programs without having to pay a fee or submit a household application.

YOU STILL NEED TO SUBMIT A COMPLETED LUNCH MENU ON TIME.

GLASS BOTTLES ARE NOT ALLOWED IN THE CAFÉ OR CLASSROOM.

WELLNESS POLICY

A healthy school nutrition environment provides students with consistent, reliable health information. Good nutrition is essential for optimal learning. The classroom and lunch program provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

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- Availability to participate in after-school physical activities.
- Health/nutrition classes by the school nurse.
- Gym once a week
- Daily exercise and activity
- Daily walking
- School wide field days

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WELLNESS GOALS:

Wellness is a state of being healthy in body, mind, and spirit. It is the result of making choices that lead to a more balanced and fulfilling life. When we are well, we have more energy, feel better emotionally, and are able to enjoy our lives more fully. By making small changes, we have a great opportunity to build lasting wellness through healthy habits and ultimately achieve our health goals.

Drink more water. Ideas: Use larger (re-fillable) water bottles; implement 30-second “water breaks/reminders” during your classes; keep a post it notes at your desk to track water consumption throughout the school day. Faculty and staff will model healthy water consumption throughout the day. Water is available to all students throughout the day.

Take more steps. Ideas: Don’t use escalators or elevators for a month; take a short class break to walk in place or take a quick lap of the classroom; set up a schedule to walk your pet (or your neighbor’s pet!). Recess games and physical activity.

Try a new form of exercise. Ideas: Dance to five of your favorite songs every day; join a sports team; try a new sport or game at recess.

Practice mindfulness. Ideas: Sit quietly for 5 minutes every day; listen to a calming instrumental song every morning while you get ready for school; get the entire class to spend two (quiet) minutes focusing on their breath after coming back from recess.

Create healthy sleep habits. Ideas: Read a few pages of a book before bed; don’t look at screens for 30 minutes before going to sleep; spend a few minutes stretching before bed.

Healthy School Celebrations. Birthdays are celebrated with a dress down day, birthday crown and a birthday pencil. No food may be brought into school for parties **NO OUTSIDE FOODS WILL BE SOLD**, and branding and marketing of these foods is prohibited.

Healthy Snacks. Parents are notified that no chips, candy maybe sent in for snacks. Acceptable snack choices include fruit, vegetables, yogurt etc. Weekly nutrition classes for all grades.

The Wellness Committee’s meeting times, minutes of the meetings will be made available to the public.

The Wellness Committee reviews its policy every three years. Policy established 2023. The next scheduled assessment of the policy will be in September of 2025. Results of that assessment will be made public by the website and notifications sent home.

School lunches are ordered from TILL INC. and follow the National School Lunch program requirements. The program is Allergy Aware. Menu order forms will be sent home monthly. The school provides balanced meals with low-fat milk. Soft drinks, candy, and other non-nutritional foods are NOT sold in the cafeteria. For safety reasons, students are NOT allowed to use a microwave at lunch. In the interest of fairness to all students and to encourage healthy eating habits, fast food and /or take-out food are NOT allowed. **NO OUTSIDE FOODS WILL BE SOLD**, and branding and marketing of these foods is prohibited. Water is available to all students during the school day. Free and reduced

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Non-Discrimination Statement:

Sacred Heart School will be participating in the **National School Lunch Program and School Breakfast.** As part of this program, **sacred Heart School** will offer healthy meals every school day at NO COST due to the Nationwide Waiver through School Year 2021-2022. Students will be able to participate in these programs without having to pay a fee or submit a household application.

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Meal Modifications in Child Nutrition Program

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation (7 CFR 15b), as well as the regulations governing the Child Nutrition Programs, make it clear that substitutions to the regular meal must be made, at no extra cost, for children who are unable to eat meals served in any Child Nutrition Program (CNP) because of their disabilities.

Definition of a Disability:

The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the meaning and interpretation of the term "disability." The changes demonstrated Congress's intent to restore the broad scope of the ADA by making it easier for an individual to establish that he or she has a disability. After passage of the ADA Amendments Act, most physical and mental impairments constitute a disability.

Please contact Iveka Soto at isoto@sacredheart-boston.org or 617-323-2500 if you need a Meal Modification request form.

Meal Price Policy

Notification to Parents/Legal Guardians

To maximize federal nutrition benefits and minimize further debt to the household, during this 30-day period, school districts should affirmatively contact households and offer an application for the National School Lunch Program (NSLP).

When notifying households of unpaid meal debt, Sacred Heart School will contact the responsible parent or legal guardian of a student with unpaid meal debt. Recommended ways to ensure households have received and read the notification are either the use of first-class mail or through email communication that includes a receipt response.

Districts are urged to make every effort to reach and discuss unpaid meal charges with the responsible adult.

Determination of a Student's Free and Reduced-Price Meal Eligibility

During the 30-day period after notifying the parent or legal guardian of unpaid meal debt, DESE is requiring all school districts to access all methods of benefit determinations including:

- direct certification matching through the Virtual Gateway,
- determining if the student is otherwise categorically eligible through either the homeless, migrant or runaway categories,
- in foster care through the state, or
- determined through an NSLP household application.

As noted in the companion memorandum "New Requirements Related to Special Provisions," school districts are strongly encouraged to conduct monthly direct certification file uploads to timely capture students who are automatically eligible for free or reduced-price meals. Given the more than 30% increase in Supplemental Nutrition Assistance Program (SNAP) participation in the Commonwealth since the onset of the pandemic¹ and the expiration of the federal pandemic unemployment assistance in September of 2021, more Massachusetts students and their siblings are in receipt of SNAP benefits and thus are also eligible for free school meals.

Required Serving of a Reimbursable Meal

Students should not be denied access to school meals during the 30-day period unless the district has decided that the household is ineligible for free or reduced-price meals. Ineligibility for free and reduced-price meals takes place when an application is determined over income. The meal provided during that timeframe must meet the United States Department of Agriculture (USDA) meal pattern whether it is the main meal being offered or an alternate meal.

Protection of Students with Unpaid Meal Debt from Public Identification and Punishment

M.G.L. Chapter 71, Section 72B also protects students with unpaid meal debt from public identification, embarrassment or any disciplinary action due solely to unpaid meal debt.

M.G.L., Section 71, Section 72B (b) states the following:

No agent, employee or volunteer of a school or school district shall:

- take any action that would publicly identify a student when payment has not been received for a school meal or for meals previously served to the student.

- serve a student with unpaid meal debt an alternate meal that is not also available to all students at the cafeteria.
- deny a student a meal as a form of behavioral discipline or punishment.
- dispose of an already served meal because of the student's lack of funds to pay for the meal or because of unresolved meal debt.
- prohibit a student or a sibling of a student from attending or participating in non-fee based extracurricular activities, field trips or school events solely because of the student's unresolved meal debt.
- prohibit a student from receiving grades, official transcripts, report cards or from graduating or attending graduation events solely because of unresolved meal debt; or
- require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

FIELD TRIPS: Each class may take at least one educational field trip a year. The procedure for each field trip is as follows:

GLASS BOTTLES ARE NOT ALLOWED IN THE SCHOOL.

REMINDER WE ARE A PEANUT FREE SCHOOL.

MANDATORY FUNDRAISING

There are two fundraisers per year, and it is the way to keep the cost of tuition low. **All families are required to participate.**

DISCIPLINE: Self-discipline and self-control are the objectives of character formation and training offered at Sacred Heart STEM 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

B ELIEF
I N
G OD!

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, and depending upon the behavior the following actions will be taken:
 - a. The group will be moved for safety reasons.
 - b. After a period of time has elapsed, the same teacher making the initial contact with the child will process with the child about the behavior and then work with him/her 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 are notified in writing
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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 the child correct behavior. This includes developing a plan for behavioral intervention at home as well as the program. Referrals for parents for evaluation, diagnostic or therapeutic services will be offered.
Third offence:	Parent must come and remove child from facility. A meeting will take place with parents for options moving forward.
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

Behavior requiring a referral:

If a child exhibits behaviors needing outside services and/or referrals, that the program cannot provide, the program will work with the family and be given 30 days to transition to a new school that can support and accommodate the behavior.

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.

Preschool Notification Policies:

Parent Notification:

The school utilizes a digital student information system RenWeb. This system is utilized to text/email parents, send notifications, updates, etc. The system can be utilized as a parent alert system in case of an emergency. All parents have access to the system through the parent portal.

- In the case of any illness, injury, minor first aid administered, identification of a communicable disease or condition, the school nurse will notify parents immediately.
- In the case of an allegation of abuse or neglect, the parent will be notified by the school administrator.
- In the case of unanticipated absence, where the parent has not called in, the parent is called by the administrative office.
- Animals are not allowed in the building unless it is a special presentation by an outside vendor. Parents will be notified by lead teachers before the event.

- In the case of any use of herbicides or pesticides, parents will be notified prior to use, by the lead teachers.

Open Door Policy:

Parents are always welcome in the building while their child is present. The only exception is during the Pandemic when called for.

Notifications to EEC: In accordance with EEC policy, the following procedures will be followed:

The Head of Campus, Assistant Head of Campus will notify EEC for any of the following:

- The EEC will be notified immediately of a death of a child while in care, or the result of any injury or event while in care.
- Any injury which requires hospitalization or emergency medical treatment while in the care of the program.
- Any reportable contagious illness as set by the Division of Communicable Disease Control and the Department of Health.
- Any medication errors while the child was in care.
- The Head of Campus/Assistant Head of Campus will notify EEC within 5 days of any initiation of legal proceedings brought against the program or any person employed by the program if it is related to the care of children or impact the continued operation of the program.
- The Head of Campus/Assistant Head of Campus will notify EEC by telephone within 24 hours for the following:
 1. Any report to law enforcement officials or response by the Fire Department that could impact the health, safety, and well-being of children in care.
 2. In the event of the arrest of a Provider or person regularly on the childcare premises. A written report will be provided to EEC upon request.

The Head of Campus/Assistant Head of Campus will notify EEC whenever non-compliance with applicable codes and regulations prevents renewal of inspection certificates.

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.

The Parent/Student Handbook enables you to know and understand the policies and regulations of Sacred Heart STEM School. **By signing the enrollment package, you agree to adhere to all Sacred Heart's school policies and regulations and is binding.**