

*Saint Mark Catholic School*  
*Pre-Kindergarten*

**Philosophy and Goals**

We welcome you and your child to Saint Mark Catholic School. Through a well organized, though minimally structured program, with emphasis on individuality, our main objective will be to provide an environment which promotes creativity and spontaneity. Minimally structured refers to the manner in which our learning program is implemented - not the content of the program. We utilize a variety of learning strategies emphasizing the use of all five senses to convey reading, science, math and social studies concepts. We will always strive to create a happy, nurturing environment for your child.

We believe that learning at its best happens through imaginative play, rather than forced structure. This imaginative play will have very definite goals, but will allow our children the freedom to respond independently within a relaxed atmosphere.

We provide every opportunity for the development of the whole child--intellectually physically, emotionally and especially spiritually. God will feel very welcome at Saint Mark Catholic School. Religion is an integral part of our day for all of our children, providing an opportunity to hear and understand Bible stories. We will guide them to an appreciation for God's beautiful world, His love for us and our responsibility to Him in prayer.

Our early childhood program provides an integrated approach to a developmental education, addressing the intellectual, emotional, physical and social aspects of children 2 1/2 to 5 years of age.

**OBJECTIVES**

We believe that it is the responsibility of our Early Childhood Program to:

1. Realize that children must be treated as individuals.
2. Guide, protect and encourage children to learn at their own rates.
3. Provide activities that are flexible for both large and small groups.
4. Provide materials for learning that relate to each age group.
5. Provide information to parents concerning the welfare of the child and activities in the school environment.

Preference in Pre-Kindergarten admission is given first to siblings, active participating parish members, then to Catholics from other parishes.

## GENERAL INFORMATION

### ADDRESS/TELEPHONE

Change of address or telephone numbers must be reported immediately to the school office.

### AFTER SCHOOL CARE PROGRAM

This program is offered for children registered in the full-day program. This program is an extension of the school day. It is available from 2:30 PM to 6:00 PM on days when school is in session. On early dismissal days, After School Care will begin at 12:30.

### ALLERGIES

Please make sure you notify your child's teacher and the school office of any allergies your child has. This is of utmost importance for your child's safety.

### ANGEL DAY

On the first Friday of every month, in a charitable effort, the students, faculty and staff will not be required to abide by the school uniform policy. A donation of \$1.00 for this privilege is asked of all students and staff members. The monies collected will be donated to a charity in the name of the children of Saint Mark Catholic School. Students enrolled in the half day program are dismissed at 11:30 – full day students are dismissed at 12:30.

### ATTENDANCE

Daily attendance is encouraged. Consistency gives the child a sense of belonging and a feeling of security. In case of illness or an extended absence, please notify the office.

#### **Pre-Kindergarten Hours**

Half day program (Tweens & PK3 Only) **8:30 AM - 12:00 PM**

Full day program **7:45 AM - 2:30 PM**

**We ask that you have your child in the classroom and ready to begin at 7:45 for full day students and 8:30 for half day students.** The morning is a very important part of the students' day.

## **BIRTHDAY/HOLIDAY CELEBRATIONS**

These celebrations will focus on our Faith (Christmas, Easter, Advent etc.). Celebrations will be scheduled via the room parent at the request of the teacher as deemed appropriate. All plans for parties/celebrations will be at the discretion of the teacher and the administration. When planning an out of school party, invitations are to be mailed. **No invitations or gifts are to be given at school.**

Students are permitted to have birthday treats **during snacktime only.** Please check with your child's teacher to coordinate birthday treats. The preferred treats are cookies, donuts or ice cream cups. Pull-apart cupcakes, sheet cakes and other heavily frosted items are **not** permitted. All holiday/birthday celebrations, if approved, may have store bought food goods only. Florida law prohibits "home-baked" goods.

**Siblings are not permitted to be signed out of class to attend parties or classroom celebrations.**

## **CAR LINE**

**Everyone** is required to use the car line for arrival and pick up. Please display a sign with your child's name on your rear view mirror in order to assist us with dismissal. Please remain in your vehicles.

If someone is to pick up your child other than yourself, the teacher and office must be notified in writing. The school reserves the right to require proper identification from anyone who is coming to the school to pick up a student who is not personally known to the teacher or administrator and to refuse the release of the child without it. If the teacher is not familiar with the person picking up the child, they will be asked to park their car and proceed to the office, where their identification will be verified.

## **CHANGE OF CLOTHING**

We ask that each child have a complete change of clothing in his/her classroom in the event of an accident (be sure to include socks). These should be sent to school in a zip lock bag marked with the child's name. If your child does have an accident, be sure to send in a new change of clothing with him/her to school the next day.

## **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the

presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## **COMMUNICATION**

Notices from the school office and teachers are of the utmost importance. It is our only means of communication with you. A blue correspondence folder will be sent home with your child every Friday. If there are any papers or money to be returned to school, please return them in these folders. Please be sure to register on the school website [www.stmarknet.com](http://www.stmarknet.com) to be sure you receive all the up to date information regarding Saint Mark Catholic School.

## **CONFERENCE**

Arrival and dismissal times are very busy for teachers and aides. If you would like to schedule a conference with the teacher, please call the office and leave a message for your teacher to call you. Car line is not the place or time to discuss your child with their teacher.

## **CURRICULUM**

Our Pre-Kindergarten program is developed within an experiential, hands-on curriculum; with an emphasis on religious experience, language arts, problem solving, gross and fine motor development, and acceptable social behavior.

## **DISMISSAL PROCEDURES**

Dismissal time is **12:00 PM** for those students enrolled in the **half day** program and **2:30 PM** for the students enrolled in the full day program. **On Angel Days, the first Friday of each month, half day students are dismissed at 11:30 and full day pre-kindergarten students are dismissed at 12:30.** Everyone is required to use the car line for arrival and pick up. Please hang the sign provided with your child's name on the rear view mirror in order to assist us with dismissal. If someone is to pick up your child other than yourself, the teacher and office must be notified in writing. The school reserves the right to require proper identification from anyone who is coming to the school to pick up a student who is not personally known to the teacher or administrator and to refuse the release of the child without it. If the teacher is not familiar with the person picking up the child, the person picking up your child will be asked to park their car and proceed to the office, where their identification will be verified.

## **EMERGENCY CONTACT CARDS**

These cards are sent home with your child the first day of school and must be filled out completely and returned promptly. Please notify the office of any changes during the year. It is imperative that the office has emergency numbers to contact parents during the day. In a situation that would require immediate medical care, we will contact the first

person listed. Your signature on the back of the emergency contact card empowers the school authorities to exercise their own judgment in calling the physician listed or if not available, transport the child to a hospital emergency room.

### **FAMILY SCHOOL ASSOCIATION**

The Family School Association is an important part of Saint Mark Catholic School. We invite and encourage all families to actively participate in our many fund raising and volunteer efforts.

### **FINANCIAL OBLIGATIONS**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### **FUNDRAISING**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **HAIR**

**Girls** - parents should use good judgment in selecting hairstyles. **HAIRCUTS ARE TO BE TRADITIONAL AND CONSERVATIVE.** Extreme hairstyles (fads, tails, dyed or bleached) are not permitted. Final determination as to what is traditional and conservative will be determined by the Administration.

**Boys** - parents should use **GOOD** judgment in selecting hairstyles. **HAIRCUTS ARE TO BE TRADITIONAL AND CONSERVATIVE.** Extreme hairstyles (fads, tails, shaved, buzzed, dyed, bleached, highlighted, etc.) are not permitted. When getting a hair cut, a number 3 blade and blended styled is required. Final determination as to what is traditional and conservative will be determined by the Administration.

### **HARRASSMENT AND DISCRIMINATION**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are

protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **HOLIDAY/BIRTHDAY CELEBRATIONS**

These celebrations will focus on our Faith (Christmas, Easter, Advent etc.). Celebrations will be scheduled via the room parent at the request of the teacher as deemed appropriate. All plans for parties/celebrations will be at the discretion of the teacher and the administration. When planning an out of school party, invitations are to be mailed. **No invitations or gifts are to be given at school.**

Students are permitted to have birthday treats **during snacktime only**. Please check with your child's teacher to coordinate birthday treats. The preferred treats are cookies, donuts or ice cream cups. Pull-apart cupcakes, sheet cakes and other heavily frosted items are **not** permitted. All holiday/birthday celebrations, if approved, may have store bought food goods only. Florida law prohibits "home-baked" goods.

**Siblings are not permitted to be signed out of class to attend parties or classroom celebrations.**

### **HYGEINE**

Handwashing before meals, after toileting, and at other appropriate times will be taught and required of all students.

### **ILLNESS OR INJURY**

If a child becomes ill or injured, the parent(s) shall be called. If we are unable to reach the parent(s), we shall call the person designated on the emergency contact card.

According to state guidelines, there are certain illnesses that require us to send the child home and to refuse admittance for a designated time period or until a physician has given permission in writing for the child to return to school.

The following is a **PARTIAL LIST** of such illnesses.

Chicken pox - all lesions are to be dry and crusted  
Cold with green, nasal discharge

Conjunctivitis (Pink Eye) - 24 hours after start of medication  
Diarrhea  
Fever - Auxiliary temperature over 99 degrees - 24 hours - fever free  
Lice and Scabies - following medical treatment  
Rash  
Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours following an injection  
Vomiting - 24 hours after vomiting subsides

### **Clinic**

You will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the office has the correct information and phone numbers for emergency contact. School clinics, by law, are for first-aid only. The school is not permitted to send a child to a doctor for emergency treatment without the permission of a parent or guardian. The signature on the back of your child's emergency contact card will allow the school to seek emergency care for your child should the need arise and we cannot contact you.

### **IMMUNIZATIONS**

Every child must have a completed HRS form 3040 and 680 in order to be admitted to school. Immunizations must be up to date at all times. You will be notified when health records need to be updated. We hold the right to refuse admittance to school until records are brought up to date.

### **LIBRARY**

Our Pre-Kindergarten classes will have the opportunity to visit the library with their class at a designated time and day.

### **LOST AND FOUND**

To avoid frequent loss of items, please mark all belongings with your child's name. Lost items will remain in the office for two weeks. If they have not been claimed they are given to the needy or put in the used uniform inventory.

### **LUNCH**

The children enrolled in the full-day pre-kindergarten program will have lunch at school. Saint Mark Catholic School offers a hot lunch and milk program. Children may only purchase the main Pre-K meal of the day. **No alternates** may be requested. If you do not purchase lunch please send your child to school with a nutritious lunch. Carbonated sodas or glass bottles are not allowed at any time. We have no provisions for refrigeration or heating. **Napkins and necessary utensils should be included in the lunchbox.** We also ask that you **do not bring** special lunches for your child such as

Burger King, McDonalds, etc. "Lunchables" that require the teacher to open and assemble the food are strongly discouraged (ie - pizza, hot dog, hamburger, deli sandwiches). If a lunch is lost or left at home, we will notify you as soon as possible. If you are unable to bring a lunch to school, your child may charge his/her lunch and bring in the money the following day. Lunch money should be sent in an envelope with the child's name, date and beverage choice (juice, white milk or chocolate milk). Lunch menus are posted on the website and updated monthly.

## **MEDICATIONS**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

## **MORNING ARRIVALS**

The children are to arrive no earlier than 7:20 AM for the full day program and 8:15 AM for the half day program. We ask that you please use the car line and **be on time**.

## **PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines, at its discretion, that the parent or student partnership with the school is irretrievably broken.

## **PHOTO USAGE**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly, must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from, or are related to, the use of student or parent photos.**

## **RELIGION**

Religion in the Pre-Kindergarten program will be integrated into the activities of the day. The concepts of God and His Family will be presented in a manner which gives students an opportunity to creatively express these concepts. Students will learn prayers, and participate in religious celebrations that are age appropriate.

## **REST TIME**

Florida State Early Childhood regulations require quiet time for all preschools. All full day pre-k children will use a roll-up mat with sewn-in pillow and blanket. This item must be purchased from the school office prior to the start of school. The mat will be sent home on Angel days for laundering.

## **SCHOOL HOURS**

Full Day program 7:45 AM - 2:30 PM

Half Day program 8:30 AM - 12:00 PM

We ask that you please have your child to school on time. The morning is a very important part of their day. Please be prompt in picking up your children. Any child who has not been picked up by 12:30 PM or 3:00 PM will be sent to the office and their parent(s) will be called.

**The first Friday of each month (Angel Days), and other designated days students will be dismissed early. Half day pre-kindergarten students will be dismissed at 11:30 AM and full day students will be dismissed at 12:30. Any student not picked up by 1:00 on early dismissal days will be sent to the school office and their parent(s) will be called. If a parent cannot be reached, the child will be sent to the After School Care Program and a fee will be assessed.**

## **SCHOOL PROPERTY**

Accidental damage to school or church property must be reported immediately to the school office staff. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property will be brought to the principal's attention.

## **SCHOOL SPONSORED EVENTS**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **SCHOOL SUPPLIES**

We will provide all materials for your child's use. From time to time teachers may send written requests for special supplies needed in an individual classroom for a specific project (paper plates, ribbon, egg cartons, yarn etc.)

### **SNACK**

Each child is encouraged to share the joy in bringing a morning snack to school to share with their class. Teachers prepare a monthly calendar. Each day a child is designated to bring in snack and juice/milk for the class. Your child's name will appear about once a month. As we strive to encourage good nutrition, we ask that you choose snacks carefully. This day will be your child's "Special Day". Cookies, cupcakes, chips and "fruit roll ups" or candy treats are to be avoided. Healthy snack suggestions include: cheese sticks, carrots, fresh fruit, crackers, dry cereals (Cheerios, Chex), popcorn, pretzels and yogurt.

### **TARDINESS**

The learning experience is a sequential process building on earlier skills. Children that are consistently dropped off late not only disrupt the class time but run the risk of missing out on an important experience. In the event you and your child are late you must stop in the office, sign in the tardy book and receive a tardy pass. **No one is to proceed directly to a classroom without signing in tardy at the office.**

### **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or

other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **TOILETING GUIDELINES**

All students enrolled in the Saint Mark Catholic School Pre-Kindergarten program are expected to be fully toilet trained and capable of adequately cleaning themselves following toilet use. No “pull-ups”, training pants or diapers are permitted. Teachers and aides will provide verbal assistance and oversight and may not provide physical toileting assistance. Children using “flushable” wipes must provide them from home.

Young children may have unexpected toileting accidents and these will be treated with understanding and the necessary clean-up assistance. However, following a 30 day transition period from the first day of school, no student experiencing more than four (4) accidents in a 30 day period shall be permitted to continue in school. A mandatory one month home retraining period will be required before returning to school.

### **TOYS**

We ask that children do not bring toys from home unless specified by the teacher.

### **TRANSPORTATION**

Be sure your child fully understands transportation arrangements before leaving home in the morning. Please, **unless it is an emergency, avoid calling the school at the last minute** to relay a message to your child or another parent.

### **TROPICAL STORMS**

If such an emergency arises during school hours, parents are encouraged to come to school and pick up their children. We will observe the same regulations as Broward County Schools/Archdiocese of Miami regarding school sessions during hurricanes or severe storm days. **Parents, please follow instructions from the local television and radio stations.**

### **TUITION**

Payment is due the first of the month beginning in June and continuing from August through April. A late fee of \$15.00 will be assessed after the 10th of the month. Tuition covers the academic school year. We reserve the right to refuse admittance to children whose tuition is delinquent and no arrangements have been made with the office.

### **UNIFORMS**

The children are required to wear the Saint Mark casual uniform (P.E.) with **Velcro** sneakers and socks. These uniforms are available for purchase in the school office. The children visit the playground on a daily basis. (weather permitting)

Children are required to carry a folder-sized backpack to school every day. Please be sure that your child's backpack does not depict any characters of violence.

### **VOLUNTEERS**

We welcome parents as volunteers. There is always something that needs to be cut, pasted, copied, laminated, painted, repaired etc. Our Family School Association is responsible for implementing all volunteer programs and fund raisers that will directly benefit Saint Mark Catholic School. All volunteers working in the classrooms must fill in an Archdiocese of Miami volunteer form and complete the VIRTUS training – Protecting God's Children program. Programs will be offered throughout the school year. Please refer to the school calendar that is on the website. The calendar will be updated as needed.

### **WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

## **POLICIES AND DISCIPLINE**

Discipline means respect for others, helping the child feel good about himself, setting limits, and helping the child learn to control himself. Discipline consists of time out. If a negative behavior continues, the teacher will request a conference.

The Discipline policy at Saint Mark is one of **“loving limits”**. This policy includes:

**Preventive Discipline** - Structuring the program and environment for maximum benefit and interest of the children.

**Self Control** - Guiding the children in a loving way to understand the need for such control.

**Discussions** - Explaining more directly the limits of behavior.

**Short Term Separation** - "Time Out" chair

**AT NO TIME WILL PHYSICAL PUNISHMENT BE USED, NOR ANY METHOD THAT UNDERMINES THE CHILD'S SELF-ESTEEM.**

While Saint Mark Catholic School attempts to meet the needs of every child in our learning community, if it becomes apparent that the school is unable to accommodate the particular needs of a child, Saint Mark may, at its sole discretion, request that the child be withdrawn from school.

## **AFTER SCHOOL CARE PROGRAM**

### **Hours of Operation**

Regular School Days: 2:30 - 6:00 PM

Early Release Days: 12:30 PM - 6:00 PM

**(954) 434-3712**

## **PHILOSOPHY**

The After School Care Program is an extension of the school program and, therefore, the philosophy of a Christ-centered program extends to after school care.

The After School Care Program strives to provide an enjoyable atmosphere with varying activities, including outdoor play, art activities, study time and indoor games. After School Care is only available while school is in session.

### **ADMISSION POLICY**

Only students who are enrolled in and are in good standing at Saint Mark Catholic School may attend the After School Care Program.

Attendance in the program is a privilege, not a right. After School Care is considered a convenience and a service for our families. Children in attendance must adhere to the rules and regulations set forth in the Student/Parent Handbook of the school.

### **COMMUNICATION**

Staff is available if parents have any questions at all times. If you need to reach someone in the After School Program, please call (954) 434-3712.

### **DISCIPLINE CODE**

Every child is expected to abide by the rules of the After School Care Program and all the rules delineated in this handbook. Children are not permitted to run inside the building. Pushing, shoving or fighting of any kind is prohibited. Outside equipment is to stay outside. Throwing of toys or objects inside will not be permitted. Furthermore, children are expected to respect staff members, other students, and all property.

If a child violates these standards, we will first take action by removing the child from the group and seating them by themselves for a 5 to 20 minute period depending on the age. If the behavior persists, the parent will be called in for a conference. Should there continue to be problems, a second conference will be arranged with the principal and After School Care Supervisor.

### **DISMISSAL PROCEDURE**

Parents must sign their child out from the After School Care Program **every** day. Children will only be released to designated persons. Parents should communicate to the After School Care staff of any changes or conditions of child pickup in writing. The After School Care staff holds the right to require identification of anyone who is picking up a child.

**All students enrolled in the After School Care Program must be dismissed and**

**signed out from After School Care. They will not be allowed to go to car line for dismissal.**

If any question arises regarding the release of a child, the After School Care staff will call the parent. Furthermore, if there is a question in the mind of the After School Care Staff as to the physical or emotional state of the person to whom the child is to be released, which in the judgment of the After School Care staff would result in harm to the child, the principal or pastor will be called for a determination before releasing the child.

**SAINT MARK CATHOLIC SCHOOL AFTER SCHOOL CARE PROGRAM CLOSSES AT 6:00 PM. ANY CHILD REMAINING AFTER THIS TIME WILL HAVE A FEE ASSESSED AT \$5.00 PER 10 MINUTES TO BE BILLED SEPARATELY FROM TUITION AND FEES. If a child is continuously picked up after 6:00 PM you will be asked to make other after school arrangements.**

### **EMERGENCY PROCEDURES**

In the event of an emergency, parents will be contacted at home or at work. If the parent cannot be reached, the emergency contacts listed by the parent will be contacted. In the case of an extreme emergency, 911 will be contacted first. Please be sure the After School Care Supervisor is notified of any changes in your contact numbers.

### **HEALTH AND SAFETY**

The most important component of the After School Care is the safety and well being of the children in our care. An emergency/information form will be filled out by every parent during the first week of school. At least two emergency phone numbers must be provided. Rules for attendance apply the same as for school. If your child is sick or has a fever, you will be notified to come and pick up the child. The giving of any medication must adhere to the rules of the school handbook.

**NO TOYS, TAPES, CDs, VIDEOS OR GAMES MAY BE BROUGHT TO AFTER SCHOOL CARE FROM HOME WITHOUT THE PRIOR APPROVAL OF THE STAFF. THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE APPROPRIATENESS OF MATERIALS.**

### **LOST AND FOUND**

Please put your child's name on all personal items; e.g., clothing, sweaters, backpacks, etc. The After School Care program is not responsible for lost or misplaced items.

### **STAFF**

After School Care staff is easily identifiable by their Saint Mark Catholic School shirt.

## **TROPICAL STORMS**

If such an emergency arises during the After School Care hours, parents are encouraged to come to school and pick up their children. Parents please follow instructions from our local and radio and TV announcements regarding closings of schools due to inclement weather.

## **TUITION**

I understand that I must sign a tuition agreement for the coming academic year. I accept the policy that no student will be permitted to attend after school care classes unless the tuition account is paid on time and in full.

## **VISITORS**

Only parents or their designees are allowed on the After School Care site.

## **Saint Mark Catholic School Car Line Safety Rules 2009/2010**

### **Morning procedure:**

- Access to the campus is only permitted from 3 points of entry

1. Northbound Flamingo Road
  2. Southbound Flamingo Road
  3. S.W. 55<sup>th</sup> Street coming across with the light from the east side
- Methodist Lane cannot be used during the morning line.
  - Once across the bridge we will form TWO (2) lanes of traffic headed northbound on the perimeter access road, then curving westbound towards the wetlands.
  - When you reach the western part of the property the cones will help direct you and cars must weave one at a time into one lane through the overhang. Unless the corner is attended by a volunteer. If attended, we will allow a full lane from the left lane, followed by full lane from the right. This will safely speed up our load/unload process. **NO EXCEPTIONS-BE COURTEOUS!**
  - **DO NOT UNDER ANY CIRCUMSTANCES UNLOAD WHILE IN DOUBLE ROW. THIS IS EXTREMELY DANGEROUS AND WE WILL HAVE A ZERO TOLERANCE POLICY.**
  - **PLEASE ROLL DOWN YOUR DRIVERS SIDE WINDOW FOR COMMUNICATION PURPOSES.** We cannot communicate with a closed window. It is a safety issue.
  - All students are directed to exit from the drivers' side. We will only make exceptions if you do not have a vehicle an accessible door on the drivers' side i.e. traditional vans.
  - Volunteers or Staff will help your child safely exit the vehicle and direct them safely to the building. Preschool students are always escorted for safety reasons.
  - Traffic will be directed to move all at once for safety reasons.
  - Do not stop until you are directed to, and please, for safety sake, keep your eyes forward.
  - Right turn only onto Flamingo Road when leaving campus.

### **Afternoon procedure:**

- **TIMING IS EVERYTHING**—regardless of when you arrive the earliest the line will move is 2:35pm and that is RARE.
- Access to the campus is only permitted from 3 points of entry
  1. Northbound Flamingo Road
  2. Southbound Flamingo Road
  3. S.W. 55<sup>th</sup> Street coming across with the light from the east side
- **PLACARD MUST BE HANGING FROM REAR VIEW MIRROR. IF LOST or SOMEONE ELSE IS PICKING UP A SHARPIE AND PAPER WILL DO. DO NOT STOP AT ANNOUNCERS SPOT AS THIS DELAYS THE LINE.**
- **Please do not arrive before 2:20pm** on regular release days. We have nowhere to put 300+ cars so if you arrive earlier that 2:20pm you are creating a potential hazard. Your children are safe and enjoying some fresh air while socializing with friends. Our 2:30 release students are outside until about 3:00pm so experiment with different pickup times to ease traffic & frustration.
- A volunteer will bring your child safely to the vehicle. Please help us by training children to buckle up immediately. Those who may need extra help **may be** asked to park in a holding zone to help speed up carline.
  
- **If your child is not loading during the stop of the carline**, please do not panic or become frustrated, you will be directed to a holding area (center of south parking lot). Even if your child is standing next to the Director we cannot stop the line once in motion. Simply park and we will radio for your child if needed and then escort your child safely to you. This will ensure that the maximum numbers of students are safely loading during each stop of the carline. Additional stops are dangerous and will not be allowed.
- **We reserve the right to refuse to load a child into your vehicle if there is no seat belt available. Be sure if you are carpooling, that your vehicle is equipped with enough seatbelts for every child.**
- When directed resume driving and exit the campus. Passing other vehicles is prohibited.

## **BASIC SAFETY & PROCEDURES:**

- **Cellular phones are strictly prohibited – ZERO TOLERANCE, ZERO EXCUSES.** To ensure the safety of the children, staff and volunteers **there will be no exceptions.**
- Practice PATIENCE & RESPECT—it is extremely warm and our volunteers are just that. If we lose them we will be forced to implement a mandatory carline service hour program.
- Regardless of Arrival time, the front of carline is at the southern curve of the south side parking lot. **Do not stop while carline is in motion.** Eliminating gaps removes as many cars as possible from Flamingo Road. That is why you are asked to eliminate **ALL** Gaps in carline. **When you stop the vehicle must be placed in Park.**
- **DO NOT STOP WHILE LINE IS IN MOTION TO ALLOW ARCHBISHOP STUDENTS TO CROSS.** For safety reasons these students have been advised daily to cross in a designated area that does not interfere with our traffic flow.
- **Drivers or other adults are never permitted to exit the vehicle.** Please save yourself the embarrassment of having to be asked to get in your car. Staff or volunteers will assist your children.
- **PLEASE DO NOT ARRIVE EARLIER THAN 10 MINUTES PRIOR TO PICKUP.**
- Maximum speed of **15 mph.**
- **Parent Teacher conferences may not be conducted during carline.**
- **Parking is prohibited in all coned areas.**
- **All parents are to conduct themselves in a Christian manner. Tempers, arguments and all other inappropriate behaviors will not be tolerated and will be directed to the Priest and Principal for intervention.**
- When directed, resume driving and exit the campus. Our exit route will be on the south side of the Parish Center and it will have incoming and outgoing traffic so please remain in the right lane. Passing other vehicles is prohibited.
- **On Angel Day do not arrive earlier than scheduled release.**

Very Simple:

- Use Car Line
- Be Timely
- Remain in your Car
- Be Patient

Suggestions are always welcomed. WE can always use volunteers NO RSVP'S NEEDED - WE WILL TRAIN.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Saint Mark the Evangelist Catholic School**

### **Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies, whether written or verbal, are only guidelines and are subject to change at the sole discretion of the school, with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

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Print Parent/Legal Guardian Name

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Date

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Signature Parent/Legal Guardian

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Print Student Name

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Grade