

Saint Basil



Catholic School

Preschool Handbook 2018-2019

94 Superior Street
South Haven, MI 49090
269-637-3529
saintbasilcatholic.org

****NOTE: This handbook is IN ADDITION TO the Family Handbook presented to ALL Saint Basil Catholic School families. You will receive a copy of both handbooks and are asked to sign off on both.**

STATEMENT OF PURPOSE

Saint Basil Catholic Early Childhood Program is a curriculum based, developmental program in a multi-age environment (ages 2 years 6 mos.-5 years old) to help children grow socially, emotionally, physically and spiritually. **Students must be toilet trained before they can be admitted.**

REGGIO EMILIA-PHILOSOPHY

Reggio Emilia is an educational philosophy focused on preschool and primary education.

Philosophy

- Children must have some control over the direction of their learning.
- Children must be able to learn through experiences of touching, moving, listening, and observing.
- Children have a relationship with other children and material items in the world that children must be allowed to explore.
- Children must have endless ways and opportunities to express themselves.

Role of the Teacher

- Teachers are considered co-learners and collaborators with the child and not just an instructor.
- Teachers are encouraged to facilitate the child's learning by planning activities and lessons based on the child's interests, asking questions to further understanding and actively engaging in the activities alongside the child.

ADMISSIONS

The following forms must be filled out in full before your child can attend the program:

- Registration paperwork and application fee (on RenWeb)
- Child Information Card
- Annual Child Health Statement
- Preschool Program Contract
- Immunization Record/Health Appraisal
- Birth Certificate

Saint Basil Catholic School preschool admits children of any race, color, faith, national, and ethnic origin.

AFTERCARE (See BEFORE/AFTER CARE)

ATTENDANCE

Attendance is very important to our preschool program. Please call the school office and let us know if your child will be absent for the day. The school phone number is 269-637-3529.

BEFORE/AFTER SCHOOL CARE PROGRAM

Before care begins at 7 AM and goes until the first bell at 7:45 AM and is supervised by our 4 year old preschool teacher in her classroom.

After care begins at 3:20 PM and goes until 5:30 PM. It is housed in our 3 year old classroom but run by Youth Development Center. If you fail to pick your student/s up by 5:30 PM (according to the school clock), you will be charged extra. Parents are expected to provide a snack for their child(ren). If you do not, one will be provided for an extra charge.

Both programs serve our families who have students enrolled in Preschool and Kindergarten through 6th grade.

CATECHESIS OF THE GOOD SHEPHERD

The Catechesis of the Good Shepherd is a new way of Christian education that presents the most important realities of the Christian faith to the youngest members of the Church. The prepared environment (Atrium) contains materials that are models of things in the Church's worship such as altar, Eucharist, baptism, liturgical colors, etc. The catechist assists in the child's own discovery of the meaning. The motto is "Help me fall in love with God by myself." The enjoyment of the gift of God's own self to the child is the foundation of further religious insight and moral development.

CORRESPONDENCE

Newsletters about themes and activities, a calendar with upcoming events (preschool-specific and all-school), will be sent home each month; the calendar can also be found on the school website. Other correspondence will be emailed directly to parents. Parents will also receive the Friday Newsletter sent from the school office.

Occasionally, material comes to the office that is dated and cannot wait until the next Friday newsletter. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an "as needed" basis. Every effort is made to keep these items to a minimum. Any item that needs a parent signature will be sent home in hard copy format for your convenience.

DAILY SCHEDULE-3 YEAR OLD PROGRAM (TENTATIVE): Half day and all day

8:00-8:30 Announcements/Greeting Circle
8:30-10:00 Child Choice Time/Snack
10:00-10:15 Clean up
10:15-10:45 Circle
10:45-11:00 Dress for Outdoors
11:00-11:20 Outdoor Time (weather permitting)
11:20-12:00 Handwashing/Lunch
12:00-12:30 Book Circle/Prepare for Rest Time
12:30-1:15 Rest Time
1:15-2:15 Table Work
2:15-2:25 Clean up
2:25-2:50 Snack/Final Circle

2:50-3:00 Dress for Outdoors

3:00-3:20 Outdoor Time

DAILY SCHEDULE-4 YEAR OLD PROGRAM (TENTATIVE): Half day and all day

7:50-8:00 Arrival

8:00-8:30 Greeting Circle

8:30-9:00 Structured Outside Activities (weather permitting)

9:00-10:30 Choice Time/Snack

10:30-10:45 Clean up

10:45-11:15 Journal Circle

11:15-11:25 Prepare for Lunch

11:25-12:00 Lunch

12:00-12:30 Outdoor Time (weather permitting)

12:30-1:30 Reading and Relaxation

1:30-2:00 Academic Table Activities

2:00-3:00 Play/Snack

3:00-3:20 Clean-up/Prepare for Dismissal

DISCIPLINE

The preschool program, in conjunction with the State of Michigan, does not allow physical punishment of children. Our staff will use appropriate positive methods of discipline which encourage self-control, self-discipline, self-esteem, and cooperation.

The program has the right to refuse or terminate service to any child who is a danger to others, uses inappropriate behavior towards themselves, other students or staff, or is deemed unmanageable by the staff. Our program will make every effort to modify inappropriate behavior with positive discipline techniques. Behavior difficulties will be discussed with parents before termination is put into effect unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

DISCIPLINE PHILOSOPHY

"If you remain in me and my words remain in you... by this is my Father glorified, that you bear much fruit and become my disciples." John 15:7-8

Saint Basil Catholic School is a Christ-centered community. Each student is a citizen who acts in accordance with expected standards of behavior. Together, staff and students share in the Gospel message. We want our school environment to be encouraging and conducive to learning at all times. Responsibility for self-discipline should ideally come from within each individual. Therefore, we commit to providing instruction for our students to learn about the virtues so that they may form habits and dispositions necessary to live as disciples of Christ.

Teachers and staff will make use of peaceful conflict resolution techniques. Students will be instructed in ways to manage any conflicts in which they find themselves and encouraged to use these skills. Peaceful conflict resolution is one tool to give our students the skills, intellectual and emotional, that they need to effectively communicate their needs and resolve disputes responsibly and respectfully.

We will provide opportunities for students to cultivate virtues within themselves and take responsibility

for their own behavior. Students who choose to compromise the learning environment will be held accountable for their actions. Communication and cooperation among the students, parents, and teachers will help nurture a productive learning environment and will encourage responsible behavior. We pray that our emphasis on living a virtuous life will assist Saint Basil Catholic School students in developing positive Christian attitudes and social skills which are so necessary for caring, successful lives.

DROP-OFF/PICK-UP POINTS

Students may enter the building between 7:45 AM and the start of school at 8 AM in the morning. Students arriving during this time are to go directly to their classrooms.

All students are dismissed from the classroom after the dismissal bell rings at 3:20 PM. Parents who arrive before that time are asked to wait at the South double doors until the dismissal bell rings.

The safety of our students is our primary concern during arrival to school and dismissing from school. Please use caution when driving in and around our school building and always be on the lookout for children. Parents arriving to pick up students must park in the streets surrounding the school/church buildings or in the designated church parking lot (over by the south entrance to the parish offices). Parents should NOT park in the lot by the South double doors as students are dismissed from there.

If you need to enter the building for business either before or after school, park on the streets surround the school/church buildings.

Parents picking up or dropping off pre-school students should also park on the streets surrounding the school/church buildings.

FIELD TRIPS

Notification of field trips that require driving will be given in advance for parental planning purposes. A parent or legal guardian is required to drive and accompany each student since the children must ride in car seats. Parents/legal guardians may not transport other preschool students.

FOG/WEATHER DELAYS

Saint Basil Catholic School will follow South Haven Public Schools concerning fog or other weather-related delays. If SHPS delays the start of school for fog or other weather-related issues, Saint Basil will also be delayed. For example, if school is delayed 2 hours, then the first bell will be at 9:45 AM, with school starting at 10 AM.

Parents will be notified via RenWeb email, Facebook, and local TV stations (WoodTV 8 and WWMT Channel 3). Parents are encouraged to sign up for text message notifications from one or both stations.

- Morning only Preschool students: There will be no school for morning-only preschool students when there is a 2-hour delay.
- All day Preschool students should arrive by 10 AM.

HEALTH CARE PLAN

Saint Basil Catholic School adheres to strict health practices in order to prevent the spread of illness and infection. Children and staff are required to wash hands with soap after visiting the bathroom and before eating. In addition, children will wash hands after coming in from the playground and when seen as necessary by staff. Hand washing procedures: Wet hands and apply soap to hands, lather soap, rub hands together vigorously for 20 seconds, rinse with warm water.

Equipment and toys used by children are washed, rinsed and sanitized daily. All tables used for food are washed before and after food is served. All surfaces are washed at the end of the day. Bodily fluids are handled according to the guidelines set out by Bloodborne Pathogens training and the Department of Health.

HOURS OF OPERATION

Saint Basil Catholic School Preschool follows the school calendar for days of operation:

AM Session

The AM session begins each day at 8 AM and goes until 11:30 AM.

Full Day Session

The Full Day session begins at 8 AM and goes until 3:20 PM, with a lunch break from 11:30 AM to 12 PM.

ILLNESS OR ACCIDENT

If your child becomes ill, you will be notified and expected to pick him/her up as soon as possible. Medications cannot be administered without the written permission of a doctor. In case of minor accidents, first aid will be administered on the premises. In case of a serious accident, the staff will carry out the instructions given on the emergency form.

Exclusion Policy for Children

Parents must have a back-up plan for care in case of child's illness. Parents will be notified of illness and required to pick up child as soon as possible. If we are unable to reach a parent, the next person on the emergency card will be notified. A child cannot return to the program until no longer contagious. The following are guidelines for return:

- Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without using fever reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but we will call the parent to find out if this is the likely cause.
- Vomiting – If the child is vomiting. The child should have no vomiting for 24 hours prior to returning to care.
- Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease.
- Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis: Must be on prescription eye drops for 24 hours.

- Chicken Pox, Mumps, or Measles: Exclude until cleared by a doctor.
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

Exclusion policy for staff and volunteers:

Staff and volunteers will not be present when:

- Diagnosed with a “Big Five” illness:
 - Typhoid fever (*Salmonella typhi*).
 - Shigellosis (*Shigella* spp.).
 - Escherichia coli O157:H7 infection (*E. coli* O157:H7).
 - Hepatitis A (hepatitis A virus).
 - Norovirus infection.
- Jaundice has occurred within the last seven days.
- Conjunctivitis (Pink eye) has occurred: Must be on prescription eye drops for 24 hours.
- Experiencing noro-like symptoms (vomiting and/or diarrhea).
- Fever of 100 degrees or more.

Note: It is also recommended that employees and volunteers stay home if ill with symptoms such as cough and sore throat.

The employee or volunteer can return to work:

- When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
- When excluded for Noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for another 24-48 hours.

If the center becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease. For communicable diseases, a child/staff member/volunteer must be on prescription medication for 24 hours before returning to school.

Parents are asked to notify the school (269-637-3529) if a child will not be attending school for any reason. If a child is not attending school due to illness, parents are asked to be specific in reporting the illness, for record keeping purposes. If an illness becomes common throughout the school, parents will be alerted; therefore, specific symptoms or diagnoses are appreciated.

INCIDENTS

An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

In case of an incident:

- Parent will be notified by phone immediately. If parent cannot be reached by phone, the program director will continue contact via email and text message until a response is received.

LICENSING NOTEBOOK

The Child Care Organizations Act (1973 PA116) requires all child care centers maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook is available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

LUNCH

Saint Basil Catholic School offers a hot lunch program. Menus are sent home each month and are also posted in the classrooms and on the school website. Orders and billing are done online through RenWeb. Cost of hot lunch is \$3.25 and includes an entrée, two sides and milk. Milk only is \$0.50.

If you opt to send a lunch to school with your child, the lunch box/bag must be labeled with your child's first and last name. It must also have a tag (masking tape or some kind of removable label) that has the date on which the lunch was sent in.

The school office is to be notified of students with life-threatening food allergies. Information about protecting children with life-threatening food allergies is shared through the classroom teacher. If you receive notification of a food allergy in your child's classroom, please abide by all snack and treat guidelines given, to keep all students safe. If your child brings in a snack that contains the specified allergen in a classroom with a severe food allergy, he/she will not be able to eat the snack in the classroom.

*No child will be denied the opportunity for a snack/lunch. If the child does not bring a snack/lunch for the day and requests one, the center will provide a snack/lunch and the parents will be charged accordingly.

MASS

All Saint Basil Catholic Students, grades PreK-6, attend the school Mass on Wednesdays. Preschool students are to be in a Mass uniform if they attend preschool on Mass days. If the Mass day changes for some reason (i.e.: Holy Day that week), parents will be notified via the monthly school calendar and Friday Newsletter. Students will be expected to wear their Mass uniform on the alternate Mass day.

MEDICATION POLICY

The Diocese of Kalamazoo prohibits the administering of medication, including over the counter medications (ibuprofen, cough drops, lip balm, etc.), to any student without written permission from the student's doctor; however, the school may give emergency first aid. Parents must supply all medications administered to their children. Each medication must accompany a Medical Authorization Form which is available in the school office and on the school website.

All prescriptions and over-the-counter medications that parents bring to school must be in the original container and kept in the school office. The child's name, grade, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at

the end of the school day. All medications given to students are entered on the daily SCHOOL MEDICINE DISPENSING SHEET each time they are administered. Antibiotic medications will not be given at school as the school does not have the necessary equipment to store the antibiotics properly (i.e. locked refrigerator for medication only). All antibiotics can be given in doses that do not require dispensing at school. Students can receive medication on field trips ONLY if a Medical Authorization Form is on file at the school.

In the event of an emergency, the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions which might cause fainting or other emergencies so that the proper procedures might be followed with the least possible trauma for the child.

It is the parent's responsibility to pick up any unused medication; medication left at the school after the last day of the school year will be destroyed.

PARENT PICK-UP

A parent or authorized adult must pick up preschool students. Students will not be dismissed to older siblings. Children will only be dismissed to an adult who is listed on the Child Information Record (Emergency Card). If you will not be picking up your child, you must send a note in with the child stating the name of the adult who will be picking them up.

SNACK

Snack is offered both in the morning and afternoon. A parent provided beverage (water is recommended) will be offered as well. Water is available for all children on demand. There will be a schedule starting at the beginning of the year that will have each family's name on it. When it is your turn, we ask that you provide a nutritious snack for the entire class. More information will be provided with the snack schedule.

The school office is to be notified of students with life-threatening food allergies. Information about protecting children with life-threatening food allergies is shared through the classroom teacher. If you receive notification of a food allergy in your child's classroom, please abide by all snack and treat guidelines given, to keep all students safe. If your child brings in a snack that contains the specified allergen in a classroom with a severe food allergy, he/she will not be able to eat the snack in the classroom.

*No child will be denied the opportunity for a snack/lunch. If the child does not bring a snack/lunch for the day and requests one, the center will provide a snack/lunch and the parents will be charged accordingly.

STAFFING

Saint Basil Catholic School Preschool adheres to the rules and regulations of the Bureau of Regulatory Services when staffing the program. Saint Basil Catholic School Preschool staff (including the Licensee Designee and Program Director) has fingerprinting, criminal history background screening, and child protection registry checks, as well as clearance through the Bureau of Family Services and the Department of Human Services for child abuse and neglect. In addition, all staff are required to attend and maintain VIRTUS training (Protecting God's Children) as mandated by the Diocese of Kalamazoo.

Preschool program staff continue to receive training including, but not limited to, CPR and First Aid, Child Abuse and Neglect, Emergency Evacuation Procedures, health and administration of medication, supervision, outdoor play and communication with parents, and good practices when working with school-age children. In addition, staff will complete 16 hours of professional development annually.

TUITION/FEES

For students to be enrolled in preschool, their application fees must be paid at the time of enrollment. Tuition and fees are combined and divided into monthly payments collected through RenWeb or the school office; tuition is due the 1st of every month, August through June. Any family that experiences financial difficulty during the school year should immediately speak with the principal. Some arrangements and grace periods can be discussed and utilized.

School tuition rates are set annually; the current tuition rates are posted on the school website and are also available in the school office.

If a child is prematurely withdrawn from the Preschool program due to a change of address or illness, and if tuition was paid in full at the beginning of the school year, a refund may be requested for the balance of the school year.

TUITION REIMBURSEMENT INCENTIVE PROGRAM (T.R.I.P.)

This is a program designed to help lower your tuition. The way the program works is that you buy certificates for some of your favorite retailers and merchants through TRIP. These retailers and merchants sell their certificates to Saint Basil Catholic School at less than their face value. The discount savings will then be applied directly to your tuition bill. More information may be obtained by calling 269-637-3529, going to the TRIP section of the school website, or stopping in to the school office to speak with the TRIP coordinator, Amanda Page.

UNIFORMS

Although the manner of dress is not the most important aspect of the education program, a regulated dress code, which has many desirable aspects, is required at Saint Basil Catholic School, grades Preschool-6. Below are the uniform requirements we expect of all students who attend our school. A copy of these guidelines is available upon registration and can also be found on the school website.

The school administrator shall be the judge on any style of dress that is questionable.

**All Plaid items are to be purchase through Schoolbelles.com, school code: S1675.
School Plaid is: 193 Navy/White**

Preschool through Grade 6

Girls

- Navy blue or plaid jumper, skirt or scooter/skort (Plaid jumpers and plaid skirts/skorts to be purchased through SchoolBelles-see code above.)
- Navy blue pants or shorts
- Black, brown, or blue belts with no ornamentation and with a standard buckle
- Red, navy blue, or white collared shirts, oxford or polo, short or long sleeve, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos. Collared shirts are to be worn at all times, including under jumpers.
- Plain navy blue, white, gray, or red sweaters or sweater vests
- Navy blue, gray, or red polar fleece, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.
- Navy blue, gray, or red hoodie, crew, or hoodie zip sweatshirt, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.

Boys

- Navy blue pants or shorts
- Black, brown, or blue belts with no ornamentation and with a standard buckle.
- Red, navy blue, or white collared shirts, oxford or polo, short or long sleeve, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos. Collared shirts are to be worn at all times.
- Plain navy blue, white, gray, or red sweaters or sweater vests
- Navy blue, gray, or red polar fleece, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.
- Navy blue, gray, or red hoodie, crew, or hoodie zip sweatshirt, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.

Mass Day Uniform (Wednesdays)

Girls

- Plaid jumper (Plaid items to be purchased through SchoolBelles-see code above.) ***6th grade girls may wear a plaid skirt** (Plaid items to be purchased through SchoolBelles-see code above.)
- White collared shirts, oxford or polo, short or long sleeve, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.
- Plain navy blue, white, gray, or red sweaters

Boys

- Navy blue pants. **NO SHORTS**
- White collared oxford shirts, long or short sleeved, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos.
- Plain navy blue, white, gray, or red sweaters or sweater vests
- Navy blue or uniform plaid tie (Plaid tie to be purchased through Schoolbelles-see code above.)

Socks, Shoes & Accessories (incl. Mass days)

Boys and Girls

- Socks are to be **SOLID** white, navy blue, gray, or black.
- Shoes may be white, navy blue, gray, red, or black dress shoes or sneakers. If they are sneakers, they may have an athletic logo or secondary color, but the logo/secondary color must also be white, navy blue, gray, red, or black. • **NO** other designs or colors on the shoes/sneakers, and no flashing lights. "Fun" sneakers and shoes may be worn on color days or outside.
- **NO** boots of any kind while indoors. No crocs, flip flops or sandals. Boots and other fun shoes may be worn on color days or outside.

Girls

- Tights must be **SOLID** white, navy, red, gray, or black.
- Leggings must be **SOLID** white, navy, red, gray, or black and tucked into the sock.

Jewelry (Boys and Girls):

- Boys are not allowed earrings of any kind. Girls are allowed one pair, to be in earlobes. Earrings should be posts, not hanging below the earlobe. No ear cuffs or multiple piercings are allowed.
- A necklace with a cross or a religious medal may be worn.
- One “cause” bracelet may be worn.
- One watch is allowed.

Make-up:

- Students are not allowed to make-up.
- Girls: Nail polish-one shade only, no black. Boys are not allowed nail polish.

Hair (Boys and Girls):

- Hair is to be a natural color; no dyed hair. The style and length cannot be overly conspicuous or distracting-please save mohawk cuts for summer vacation.

Hair accessories (Boys and Girls):

- Boys are not allowed hair accessories.
- Girls: Hair accessories are to ONLY be red, white, navy blue, black, or gray, or a combination of these colors-no other colors or color combinations are acceptable. Hair accessories in the school plaid are also allowed.

UNIFORM HOLIDAYS

Most Fridays will be designated as uniform holiday days (“color days”); there will be specific “themes” to these days, as noted on the monthly calendar. Occasionally, other special days are designated uniform holidays. These will also be noted on the monthly calendar.

On uniform holidays, students are to wear clean clothes in good repair and in good taste. The following lists articles of clothing that do not conform to school policy:

- Items which expose body parts.
- Shirts with reference to drugs, tobacco, sex, or alcohol and other articles of clothing which interfere with any student’s ability to concentrate or study.
- No shirts with spaghetti straps or tank tops will be allowed.
- No make-up.
- No leggings unless worn with skirt over top.

Sleeveless shirts and shorts of an appropriate length (no shorter than fingertip length when arms are down) are an option if they meet the above standards. Hats may be worn outside only. Sandals are permitted but it is expected that students will have the appropriate footwear for recess. The school administrator shall be the judge on any style of dress that is questionable.

Students who wear inappropriate clothing on uniform holidays will be issued clean, used uniforms from our uniform stock or parents will be called and asked to bring in appropriate clothing.

UNIFORM VIOLATIONS

School policy is to send home a written reminder with the first uniform violation. Subsequent violations will result in students being issued uniform components from our used uniform collection or parents called to bring in the child's uniform.

VOLUNTEER REQUIREMENTS

While Saint Basil Catholic School welcomes parent and other volunteers into our school, they are required to first go through our screening policy. All school volunteers, school employees, and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the Protecting God's Children Program (Virtus) adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community. This training will be necessary for all parents that wish to volunteer, even if it is to drive your own child on a field trip. Please make arrangements to get this training early in the year if you would like to volunteer. Training opportunities can be found online at www.virtusonline.org or you may inquire in the school office.

Saint Basil Catholic School also mandates background checks for all school volunteers and employees.

Volunteers are not to be left unattended with children; a Saint Basil Catholic School Preschool staff member must be with volunteers at all times.

WEATHER-RELATED CLOSINGS

Saint Basil Catholic School will close if South Haven Public Schools announces a closing due to weather conditions. Snow, bad weather and other emergencies will be announced on local TV stations (WoodTV 8 and WWMT Channel 3) and you will also be notified through RenWeb email and the school Facebook page. Parents are encouraged to sign up for text alerts with one or both TV stations.

Saint Basil Catholic School will follow South Haven Public School policy on dismissals regarding tornado warnings or other disasters. When weather emergencies arise while school is in session, and time does not permit safe dismissal, children will be sheltered at school. If a tornado watch is in effect, after school events and classes hosted by Saint Basil Catholic School will be cancelled. In case of any public emergency, please do not call the school. Listen to the local radio or television station for school information. We will do our best to notify parents as soon as possible as to status and further instructions.

Right to Amend

Saint Basil Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents through e-mail communication and/or the Friday Newsletter.

Saint Basil



Saint Basil Catholic School, in collaboration with our families, fosters strong Catholic values and academic excellence for all students in an environment filled with innovation, rigorous curriculum, social justice, and commitment to God and community.

Catholic School

Agreement to abide by policies and practices of the Preschool Program

I have received the Preschool Program Handbook. I have read and understand policies and practices as outlined in the Program Handbook. I agree to abide by these policies and practices.

Parent/Guardian Signature: _____

Name/s of Student/s: _____

Date: _____