

Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.¹

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

¹Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."

St. Raphael Nursery School
(St. Raphael Catholic Church, Rockville, Inc.'s School)

Handbook

1513 Dunster Road
Rockville, Maryland 20854

General Information

301-762-2143

Fax

301-762-4991

<http://www.straphaelschoolmd.org>

Established 1969

Welcome

On behalf of our parish priests, and the Staff of St. Raphael Nursery School, I would like to welcome the parents and children, new and returning, to the school. We hope this will be a wonderful beginning for your child and an exciting, rewarding, and satisfying experience for you as a parent.

This handbook will acquaint you with our school. It will have most of the information you will need to know throughout the school year. We urge you to read the handbook and keep it as a reference during the year. When registering in FACTS, there is a place for parents to acknowledge having read the handbook and agree to our governing rules and policies.

The staff looks forward to working with you and your child in the year to come. Looking forward to a great year!

Fondly,

Taylor Cotting

I. PHILOSOPHY

St. Raphael Nursery School (SRNS) offers an early childhood program for children three and four years of age. The school's goal is to develop the whole child - religiously, psychologically, mentally, and socially - so that he or she can have a pleasant school experience and a good beginning toward a successful life within a Christian environment.

St. Raphael Nursery School is above all a Catholic preschool. Children will participate in both the Catholic religion program and Catholic religion services appropriate for preschool-age children.

Children experience a wide range of activities such as free play, music, art, dramatic play, and dancing. The teacher and children engage in various group activities to help develop thought process, perception, memory, and communication skills. The group activities also encourage being part of a whole community and instill respect while helping one another. The school environment provides the child with a sense of self-worth and well-being and always encourages the positive "I can" attitude with an emphasis on doing things for oneself.

II. MISSION

St. Raphael Nursery School, as an extension of St. Raphael Catholic Community, provides a foundation for education based on Catholic values and traditions in a safe, nurturing, and spiritual environment.

III. HISTORY

St. Raphael Nursery School began in 1969 as an incorporated organization offering a non-sectarian program for three and four-year-olds in space rented from St. Raphael Church. In 1989, the school became an integral part of St. Raphael Parish, operating under the guidance of the Catholic School's Office for the Archdiocese of Washington.

IV. GOVERNANCE AND LICENSING

St. Raphael Nursery School is under the authority of the Archbishop of Washington and related to the Catholic Schools Office.

The Maryland State Department of Education licenses St. Raphael Nursery School.

In January 2022, St. Raphael Nursery School (SRNS) received its COGNIA accreditation. This accreditation means the St. Raphael Nursery School "meets rigorous educational standards and is committed to enhancing student outcomes". The COGNIA certificate of accreditation

V. ADMISSION POLICIES

The **Archdiocese's Admission & Non-Discrimination Policy** is located on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

We welcome all children, including those with special developmental or health care needs. We evaluate children individually to ensure that we can support their needs. Admission is possible for children with special needs, with reasonable accommodations on the part of the school, if they can function in the school environment. In these situations, admission is on a conditional basis and reevaluated if the need arises.

Registration is in mid-January. A \$225.00 non-refundable application fee is due at the time of registration. At the time of acceptance, a two-month tuition deposit is due, and applied to the September and May tuitions for the upcoming school year. Tuition payment is refundable only if a class is full. Children must be potty-trained by the start of school in September.

If someone wishes to withdraw a child from the school, written notice to the School Director is required. A refund of the tuition is contingent upon the replacement of the withdrawing student within thirty days.

VI. TUITION AND CLASS OFFERINGS

Order of Acceptance for the School

1. Children returning for another year at SRNS and children of SRNS faculty.
2. Siblings of returning children and siblings of alumni children of SRNS.
3. Children of SRNS alumni who have been contributing St. Raphael parishioners through their parish envelopes or other Catholic Parishes in the Archdiocese of Washington for at least one (1) year.
4. Children of SRNS alumni who have been contributing St. Raphael parishioners through their parish envelopes or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year.
5. Children who have never attended SRNS but, for at least one year, the parents are registered, and contributing through their parish envelopes, parishioners of St. Raphael or another Catholic Parish in the Archdiocese of Washington.
6. Children who have never attended SRNS but the parents are registered, and contributing through their parish envelopes, parishioners of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year.
7. Transfers of former SRNS students.
8. Non-Catholic children.

The above acceptance policy is subject to change. Please consult current registration procedures prior to registration.

Enrollment to St. Raphael Nursery School indicates that you have agreed to our tuition policy.

St. Raphael Nursery School uses FACTS Tuition Management Services for tuition collection. After your initial two-month deposit, you can either pay the remainder of your tuition up-front or use FACTS for invoice or direct debit processing. If at any time you need to adjust your payment plan, you can contact the school office. The SRNS tuition is the monthly tuition for nursery school or the annual tuition for full-time programs.

Please refer to the [SRNS Class Offerings page](#).

VII.CURRICULUM

The curriculum follows the Archdiocese of Washington standards.

CURRICULUM GUIDE - THREE-YEAR-OLD PROGRAM

SEPTEMBER

Family

Self: face

Red and Blue

Seasons

Name Recognition

Numbers: Zero & 1

Circle

OCTOBER

Calendar and Weather Fall

Orange, Black, White, Gray

Body Parts: left and right

Sort by color

Halloween Trees

Introduction to written lines Number 2

NOVEMBER

Senses: smell

Feelings

Brown and yellow

Shapes

Number 3

Thanksgiving

DECEMBER

Self-help skills: Coats and Zippers

Our Lady of Guadalupe

Christmas

Green

Senses: taste

Number 4

JANUARY

Review colors

Senses: hearing

Teddy Bear Day

Dinosaurs Winter

Number 5

Fire Safety (Fire Drill)

FEBRUARY

Chinese New Year

Valentine's Day

President's Day

Purple and Pink

Senses: touch

Sort by size

Introduction to Money: coins and Number 6

MARCH/APRIL

Magnets

St. Patrick's Day

Senses: vision

Community Helpers

Spring

Easter

Secondary colors

Numbers 7 and 8

MAY

Cinco de Mayo

Mother's Day

Father's Day

Plant Life

Numbers 9 and 10

CURRICULUM GUIDE FOUR-YEAR-OLD PROGRAM

SEPTEMBER

Self
Family
St. Raphael
Calendar
Letters A, B, and C
Numbers 1-10 Review

OCTOBER

Fall
Columbus Day
Halloween
Days of the Week
Letters D, E, F
Numbers 11 and 12

NOVEMBER

Counting
Shapes
Thanksgiving
Letters G, H, I
Numbers 13 and 14

DECEMBER

Our Lady of Guadalupe
Weather
Letter J
Christmas Pageant Preparation

JANUARY

Winter
Martin Luther King, Jr.
Patterns
Story Sequencing
Letters K, L, M, N
Numbers 15 and 16

FEBRUARY

Chinese New Year

Valentine's Day

Washington Lincoln

Mail

Letters O, P, Q

Number 17 and 18

MARCH

St. Patrick's Day

Graphing

Seasons: Spring

Letters R, S, T

Numbers 19 and 20

APRIL

Plants & Flowers

Earth Day

Easter

Months

Letters U, V, W

Numbers 11-20 Review

MAY

Cinco de Mayo

Mother's Day Family

Day Summer Fun

Letters X, Y, Z

CURRICULUM PROGRAM - FOUR-PLUS PROGRAM

SEPTEMBER

Self/Friends/Family

Colors/Numbers 1, 2, & 3 Baking

Letters A, B, C

Alphabet Journals

Good Manners

OCTOBER

Seasons - Fall Harvest

Oktoberfest/Germany

Dinosaurs
Columbus Day
Halloween
Letters D, E, F, G
Numbers 4, 5, & 6

NOVEMBER
England
Measurements/Inches
Native Americans/Pilgrims
Thanksgiving
Letters H, I, J, K
Numbers 7, 8, 9, 10

DECEMBER
Our Lady of Guadalupe
Advent/Christmas
Nativity
Christmas Pageant
Letters L, M, N

JANUARY
Martin Luther King, Jr.
Winter
Months/Days
Letters O, P, Q, R
Matching Numbers

FEBRUARY
Transportation
Washington Lincoln
Valentine's Day Letters
S, T, U, V

MARCH
Spring Ireland
St. Patrick's Day
Sea/ Water
Letters W, X, Y, Z

APRIL

Planting

Rain

Review alphabet and numbers

Time concepts

Easter

MAY

Cinco de Mayo

Caterpillar to Butterfly

Summer

Nursery Rhymes

Mother's Day Father's

Day

RELIGION OBJECTIVES

THREE AND FOUR-YEAR OLD PROGRAM

SEPTEMBER

To Introduce God's family as an extension of our own family.

To celebrate community.

OCTOBER

To celebrate the gift of creation.

To celebrate the gift of being human.

To understand that these gifts come from God.

NOVEMBER

All Saints

Thanksgiving

To celebrate all that God has given to us.

To understand that God gives to us so that we can give to others.

DECEMBER

Advent

Christmas

To introduce the person of Jesus as friend and brother.

**To develop that art of wonder. To
celebrate self and family.**

JANUARY

To introduce the art of being quiet and listening.

FEBRUARY

Valentine's Day Ash

Wednesday

To introduce prayer as talking to God, who is like a loving parent.

MARCH

Lent

Easter

To celebrate the church's springtime.

To restate the wonder of God.

APRIL

To celebrate initiation into the Christian Community.

MAY

To celebrate Mary as mother.

VIII. CHILD ASSESSMENT

St Raphael Nursery School uses Ages and Stages Questionnaire-3 (ASQ-3) Developmental Screening Tool. At the beginning and end of the school year, we administer this tool. Additional informal assessments occur at the start of the school year, mid-year, and end of the year; faculty evaluates student growth and gains or areas for further development. Academic milestones recognizing letters and numbers, social development participation in discussions and Q & A, accomplishing multi-step directions are routinely checked.

IX. RESPONSIBILITIES OF PARENTS

Volunteer Requirements

Parents, and interested parties, wanting to help with Lunch Bunch or in the classroom must fulfill the Archdiocese of Washington requirements, including fingerprints, VIRTUS training, and the archdiocese application. In addition, volunteers need to have a physical, TB test (if required by a physician), and MSDE required documentation including the Release of Information form.

Field Trips

Field trips are an important aspect of our 4+ curriculum. During the school year, parent/guardian

volunteers drive directly to and from field trips. The children eagerly anticipate their parents' turn to accompany the class on field trips; therefore, we ask that only parents (not a relative or a babysitter) fulfill this responsibility. Parents must fulfill Archdiocese of Washington requirements, including fingerprinting, VIRTUS training, archdiocese application, and MSDE Office of Child Care forms. We will try to provide field trip dates as far in advance as possible so that working parents can also accompany us. We need a parent's full attention on field trips, so we cannot allow other siblings to come along. A copy of a valid driver's license, insurance documentation, and cell phone number is required. We also ask that cell phone use be restricted to emergency-only during a field trip.

Parent Participation

There are two general meetings, in May for new parents and in September for all parents, plus a year-end picnic which families attend in May. When needed, parent/guardian volunteers may serve on a committee and help with occasional special projects or events.

Parents/guardians with special skills, talents, hobbies, cultural traditions, or places of work suitable for field trips are encouraged to share this with the School Director or SRNS Board.

Substitute Teaching

It is always interesting to see a classroom in action and to see your own child interacting in a setting with other children away from home. The school uses a list of paid substitutes to assist in the classroom when a teacher or aide is absent. *If you choose to substitute, we must remind you that each child comes to school with their own unique personality. We value our families and therefore appreciate, and expect, the courtesy of discretion. With this in mind, we ask that you refrain from discussing students outside of the classroom.* Substitute teachers must fulfill Archdiocese of Washington requirements, including fingerprinting, VIRTUS training, archdiocese application, and additional MSDE Office of Child Care forms; a physical is required.

X. GENERAL INFORMATION

Phone Numbers

General Information	301.762.2143
Fax	301.762.4991
Website	www.straphaelschoolmd.org

School Hours

All 3-year old **morning** classes begin at 8:00 a.m. and dismissal is promptly at 11:30 a.m. All 4-year old **morning** classes begin at 8:00 a.m., and dismissal is promptly at 12:30 p.m. Full Day and Full-time programs begin at 8:00 a.m., and dismissal is promptly at 2:45 p.m. If your child is not attending school on a regular class day, we appreciate your calling the school office by 10:00 a.m.

Punctual drop-off and pick-up of students is important to the students as well as being respectful to our staff. Habitual late pick-ups will require the parents to have a conference with the school office.

After Care

Our After Care program is available for SRNS students whose regular day ends at 2:45 pm. The After Care staff gathers children from their classroom at dismissal. Students enjoy free play, a snack and outdoor playtime (weather permitting). Parents must pick-up their child no later than 6:00 p.m. The cost is \$25.00 per day.

Weather Policy

When there is inclement weather, St. Raphael Nursery School (SRNS) will follow Montgomery County Public Schools (MCPS) concerning closings. In the case of a delayed opening, St. Raphael Nursery School classes will begin at 10:15 a.m., and parents are to walk their child to the school lobby.

In the event that there is an early closing, due to weather, SRNS students not attending Lunch Bunch will dismiss at 11:30 a.m., and students attending Lunch Bunch and full-time students at 12:30 p.m. Student dismissal is via carpool line and all afternoon classes and activities, including After Care, cancelled.

If Montgomery County Public Schools are not in session, the Archdiocese of Washington will determine and announce SRNS closings, early dismissals, and delays.

School Visitors

All visitors to campus during regular school hours must sign-in at the front desk.

Crisis Plan

St. Raphael Nursery School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, evacuation and relocation of students and staff to

one of two secure designated locations will occur. Parent updates on their child's whereabouts is via phone, text and email notification. In the event of an off-site reunification, the school will only release students to the contact on their transportation form.

Security Policy

The exterior doors to the school remain locked. The front desk receptionist will allow only authorized persons to enter the building during school hours.

Parents must complete the Emergency Contact and Transportation form during the FACTS enrollment process to give permission to anyone picking up their child by listing them on the form. Changes to the form are possible at any time during the school year through the FACTS notification system or via a note to the teacher. Parents must provide written notification for any change in your child's routine.

Carpools

Distribution of student rosters occurs at our September parent meeting. We recommend that you take a moment to familiarize yourself with your child's class roster. This roster is helpful in arranging play dates to assist with your child's transition to school. Please note that this list is for **internal use only** and may not be used to solicit student families.

Tote Bags/School Store

Our nursery school students will usually have several items to transport home after each class, and their small hands often have trouble holding their many treasures. We ask that you purchase a tote bag or backpack for your child to carry to and from school. The open shopping bag style is preferable to a backpack, as often the treasures are an odd size. The St. Raphael Nursery School tote bags, for sale at the school store, are ideal for daily use. Be sure to label the bag with your child's name. SRNS t-shirts and sweatshirts are available for purchase through the school store.

Clothing

Since the school sits on a hill, the playground area tends to be cooler and windier. Therefore, we ask that you dress your child appropriately for class. If your daughter insists on wearing a dress, which girls often do, have her wear slacks or tights on cool days. We also have found that party shoes (Mary Janes), crocs and flip-flops are difficult for running and almost impossible for climbing. Clothing should be washable and allow freedom of movement.

Archdiocese of Washington: Child Protection Policy

St. Raphael Nursery School complies with the requirements of the [Archdiocese of Washington \(ADW\) Child Protection Policy](#).

School Records

St. Raphael Nursery School operates under the belief that the child is in the custody of both parents unless otherwise notified.

St. Raphael Nursery School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Raphael Nursery School will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order.

Technology Policy

As a play-based nursery school, we feel students learn through creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, singing and other developmentally appropriate learning activities. Therefore, St. Raphael Nursery School incorporates technology into the classroom on an extremely limited basis.

In specific situations, interactive technology, occurs when tied to the curriculum. Some examples of these situations are 3-year old Teddy Bear Day, 4+ end of Alphabet celebration, and holiday celebrations. On some Friday afternoons, Aftercare may also use this technology. Other examples of when technology in the classroom occurs are the following:

- To facilitate active and creative learning.
- To encourage social engagement with other children and adults.
- To support curriculum concepts like science videos.
- To encourage physical movement via videos that include songs and activities.

Interactive Technology refers to educational and age-appropriate technology, including non-commercial television, videos, and streaming media. Interactive Technology supports, but does not replace, creative play, social interactions, and other developmentally appropriate learning activities.

Passive technology occurs rarely at St. Raphael Nursery School. Passive technology, i.e. non-interactive television, television videos and streaming, occurs when it is infrequent and does not

exceed 30-minutes per week.

XI. HEALTH AND WELLNESS

Physical Fitness

Physical fitness is an integral component of our curriculum and is important for children's overall development. Part of our nursery school program includes a trip outside each day, weather permitting. If it is too cold (approximately 32 degrees) or too hot, students will be provided an indoor recess location. Children will engage in gross motor activities that promote physical development, as well as personal-social development. We offer an alternate recess activity for students with medical concerns, including allergies.

Health Program Records

Each student has a confidential health file. The file holds the student's immunization record and health inventory in the **Immunization Policy Acknowledgement Form (ADW Form 3P)**. The Maryland Department of Health and Mental Hygiene, the Office of Child Care and the Archdiocese of Washington require this form. All new students enrolled at St. Raphael Nursery School are required to have a physical exam within one year of the start of school and must have the Immunization Policy Acknowledgement form signed and completed by both parent/guardian and the health care provider prior to the start of the new school year. Lead testing for children in the state of Maryland occurs at 12 and 24 months of age. The student's health inventory must contain at least one of these lead test results or documented on the Maryland Lead Certificate (included in the ADW Form 3P). All completed forms and required immunizations must be on record with the school nurse for a student to start attending classes.

While returning SRNS students are not required to have new health forms each year, it is in your child's best interest to notify the school nurse of any changes in your child's health/medication status and to update his/her health file as needed. It is important that the school nurse and your child's teacher be aware of any special health concerns and/or developmental problems to help ensure that your child receives the best learning experience. The parent/guardian and health care provider are responsible for updating this information.

Medications

A parent/guardian and health care provider must complete the Student Medication Authorization Form (ADW Form 8) in order for the school nurse to administer medication at school. The form is required for all prescription and all non-prescription medications. All medication must have appropriate expiration dates for the current school year. The school nurse will notify the parent/guardian of medication that is due to expire. It is the responsibility of the parent/guardian to replace any medication prior to the expiration date.

It is necessary to administer the first day's dosage of any new medication at home before given at school. The parent/guardian gives all prescription medication to the health room with the pharmacist's label attached. The parent/guardian gives all non-prescription medication to the health room in the original sealed container with the manufacturer's label. Parent/guardian should label medication brought to school with the student's first and last name. All pharmacy labels and physician medication samples should contain the following information:

- Student Name
- Name of Drug
- Dose
- Route
- Frequency
- Prescriber's Name and Number

***We recommend the parent/guardian administer medication at home before and/or after school, whenever possible.**

The school nurse or trained staff will administer first aid for minor cases and will notify the parents immediately should anything serious occur. In the event your child should get sick during the school day, he/she will visit the school nurse who will notify you, or someone you have designated, as an emergency contact. Once contacted, please arrange to pick up your child as soon as possible. Please do not send your child to school ill. Fever is an indication that your child has a virus or other infection. A fever is considered a temperature of 100.4 degrees Fahrenheit or higher. However, if your child has other symptoms, without a fever, they should remain at home. Your child must be fever-free for 24 hours without requiring fever-reducing medication before returning to school. If your child has been experiencing vomiting and/or diarrhea, they must be tolerating food and fluids with no vomiting and/or diarrhea for 24 hours before returning to school.

*** School policy is that the parent/guardian should contact the nurse or the front desk by 10 a.m. if his/her child is absent from school.**

***It is the responsibility of the parent/guardian to update the Health Emergency Information for each child annually in FACTS. The health care provider's name, address and phone number are required on this form.**

Asthma Policy

A parent, having a child diagnosed with Asthma or Reactive Airway Disease, must notify the school nurse. The ADW requires that any student who uses an inhaler at school, submit the **Inhaled Medication Authorization Form (ADW Form 9)** signed by a parent/guardian and health care provider. The health room maintains inhaler medication and administered by the school nurse. A parent/guardian provides a spacer for use when administering medication from a metered-dose inhaler to children enrolled in the Nursery School. The parent/guardian should label his/her child's inhaler and spacer with the child's first and last name.

Allergy Policy

Parents must notify the school of their child's allergies, especially life-threatening allergies that may require using an EpiPen (i.e., food, insects, medications, etc.). The ADW requires the parent/guardian and health care provider to complete the **Allergy Agreement and Action Plan (ADW Form 6)**. Students with life-threatening allergies are required to have two EpiPens at school. Medication will be stored in the health room. In addition, the school nurse requires that the parent/guardian complete the Family **Food Allergy Health History Form**. The school nurse must have emergency medication and required documentation, prior to the child's first day of school. All school health forms are available on the school website. Please contact the [school nurse](#) if you have any questions.

Nut Aware Policy

St. Raphael Nursery School, consistent with the general population, is seeing an increased number of children with severe nut allergies, including potentially life-threatening anaphylactic reactions. Complete avoidance of the allergen is the only way to prevent these children from having an allergic reaction. We ask that you do not send in any food containing nuts and/or nut products (oils, flours, butters). This applies to all food coming into the school building, including lunches, snacks, and special-occasion foods. St. Raphael Nursery School will continue to allow "home-baked treats" to come to school for class celebrations, but we do ask that these also are completely free of nuts and/or nut flours, oils, and butters and the ingredients used, not be processed in a facility or on equipment that processes nuts. While we strive to be nut-free, we realize that it is impossible to eliminate all risk, as some foods may contain trace amounts of the allergen due to processing in facilities and/or via equipment, that also processes the allergen. With that in mind, we ask that the parents of children with food allergies approve the "home-baked" snack for their child and/or provide an alternative "safe snack." We realize that this may cause some inconvenience, but we feel that the health of our children with these severe reactions must be a priority. In addition, we have a "**No Sharing Food Policy**" and we request that parents reinforce this policy with their children, especially those with food allergies.

***A student receives an alternative safe snack, when there is a question of safety with food.**

* In the spirit of being more inclusive, we suggest you visit www.snacksafely.com for a listing of safe alternative food options that everyone can enjoy.

Snacks

The parent/guardian sends in a nutritious snack to school that requires no preparation by the staff. On your child's birthday, you may send in his/her favorite snack or cupcakes to share with the class! There may be a time when a specific snack is necessary to reinforce a lesson. We appreciate your being sensitive to food allergies in the class (Please see our Nut Aware Policy).

XII. LUNCH BUNCH

The Lunch Bunch program is for students that participate in lunch and recess during the school day. The staffing for this program mainly consists of nursery school parent volunteers covering a 90-minute shift. Our SRNS teachers supervise the students during lunch and the parent volunteers supervise the students during recess. An SRNS Board member coordinates the staffing for Lunch Bunch. This program is a great opportunity for parents to meet while also supporting the teaching staff during their lunch. Lunch Bunch offers the flexibility to work once a week or once a month as your schedule allows.

For lunch:

- Students bring a bag lunch, labeled with the student's name, and a drink from home. In accordance with licensing requirements, milk is available if requested. We encourage parents/guardians to send in a healthy lunch that their child can open with minimal assistance and eat independently. We ask that parents/guardians do not include glass bottles, soda, or excessive amounts of candy/sweets in lunches. Per our Nut Aware Policy, food containing nuts and/or nut products (flours, oils, and butters) are discouraged. If your child has food allergies, please note specific food allergy/allergies when registering your child.

For recess:

- Students play outdoors on the playground or at the circle. Outdoor recess may be canceled, and indoor recess occurs, if the temperature outside is below 32 degrees or if there is severe weather. Students should come to school dressed appropriately for outdoor recess throughout the school year. An indoor location to play is available to students suffering from severe outdoor allergies.

XIII. DISCIPLINE POLICIES AND PROCEDURES

Classroom Problems

If, on occasion, there is a classroom issue you would like to discuss - please follow the procedure below:

1. Discuss the issue with the teacher.
2. If you feel there is still a problem, you may contact the School Director and/or a teacher-parent-director to arrange a meeting.

Behavioral Concerns

- If the teacher determines that a child's behavior is inappropriate, the teacher will first attempt to resolve the situation with the child by actions including, but not limited to,

talking to the child about what is appropriate and acceptable behavior in the class, and/or providing breaks.

- If the behavior continues, the teacher will discuss the situation with one or both parents.
- If the behavior does not improve and/or one or both parents do not agree with the teacher, the teacher will speak with the School Director to arrange a conference with one or both parents, the teacher and the School Director.
- If the situation does not improve by the established deadline or the child's behavior may impair the safety and/or health of others on campus, the School Director may require the child's immediate withdrawal.

XIV. PARENT-SCHOOL COMMUNICATION

Conferences are twice a year in November and April. The teacher provides a written evaluation in the spring. If you have any questions about your child's progress, you may call or email the teacher. The teacher will contact you after school hours.

Classroom Visits

Parents are welcome to visit the class and see their child in action. St. Raphael Nursery School has suggestions for helpful hints to "successfully observe" your child. Be sure to arrange your classroom visit with the teacher in advance. In the past, we have discovered that one hour is a good length of time to observe, although you may stay for a shorter period, if you wish. A good way to "inconspicuously watch" your child in the classroom setting is to substitute teach when the teacher or aide is away from the classroom. Your child then sees you in a working situation and not just as "a parent who is here to watch me". When observed by their parents, children often display behavior atypical from their usual classroom behavior. Do not be alarmed! It is just part of being a three- or four- year old under a parent's watchful eye. After observing, if you have any questions about your child, and his or her progress, it is best to wait until the end of the class or call or email the teacher after school.

Student Roster

At the beginning of the school year, parents receive a printed roster of students currently enrolled. If personal information should change during the school year, we ask that you update your information in FACTS. If you need assistance, contact the school office. Please note: **This roster is for internal use only and is not to solicit student families.**

XV. NURSERY SCHOOL BOARD

The St. Raphael Nursery School Board assists the Pastor and School Director in the operation of the school. They offer input regarding activities and policy. In addition, they oversee the lunch program and parent participation program. St. Raphael Nursery School consists of a President and Board members with the School Director as a non-voting member.

The term for Board members is from April through the following May (ongoing, for as many years as desired or as long as their child attends the nursery school). Staff and Board members who have served for at least eight consecutive months are eligible for priority registration.

(All policies are subject to change.)