

**St. Luke's Day School Of Good Shepherd  
10901 Calera Road  
Philadelphia, PA 19154  
215-632-8374**



**Family Policy Manual  
Revised 6/16**

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Welcome! This policy manual clearly outlines and explains all of the important information you will need now that your child is part of the Saint Luke's family. You are asked to read through the entire manual carefully, sign the last page, and return it to school. Your signature acknowledges that you read and understand the school policies and agree to abide by them. If you have any questions regarding any of the school policies, please see Kate.

### **CALENDAR**

The Center is open twelve months per year and provides preschool, pre-kindergarten and kindergarten programs. There is a special summer camp program in operation mid-June through August that includes our three groups as well as school age children. Please refer to your yearly calendar for exact dates.

Our school is closed:

- Labor Day
- Thanksgiving Day
- Christmas Eve (Open until 1:00 PM)
- Christmas Day
- New Year's Eve (Open until 1:00 PM)
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Inservice Days (Last Thursday and Friday in August)

### **DAILY SCHEDULE**

Our hours of operation are 6:45 AM to 6:00 PM. We ask that your child arrive no later than 9:00 AM to take part in our morning program. If an occasion arises that you must bring your child after 9:00, please call in advance so that your child can be included in our meal count. You are required to walk your child into his/her classroom and help them get settled in before leaving. It goes without saying that a child should never be left to walk into or out of the building unattended.

### **COMMUNICATION BETWEEN SCHOOL & FAMILY**

It is important that open communication exists between the families and staff of St. Luke's. Children learn by observing role models and when cooperation exists between home and school, children tend to be more cooperative. Therefore, if you have any questions or problems, please call your child's teacher or the director at 215-632-8374. You may also leave a message in the message book located in the Pre-K room.

You will also receive a monthly newsletter/calendar to keep you informed of special events, field trips, etc. Finally, letters that are put in your child's cubby from the teacher or director are very important. They will contain information for you or your child about our program or upcoming events. Please read them thoroughly and respond if necessary.

### **CLASSROOM REQUIREMENTS**

At the beginning of your time here at St. Luke's, your child's teacher will let you know what supplies your child will need. All children in the program must have the following:

- A crib sheet, blanket and small pillow for nap time;
- A change of clothes, appropriate to the season, including socks and underwear;
- An art box with crayons, markers, scissors and a glue stick;
- And any other items your child's teacher requires.

Failure to provide these items can result in your child losing his/her enrollment as we need your cooperation to make our program strong.

### **PARENTAL INVOLVEMENT**

As educators and parents, we believe that a strong relationship between family and school gives your child a healthy attitude towards education. For this reason, we extend an open invitation to all parents and guardians to join us for any and all activities which occur within the school. Parents are encouraged to attend "special" occasions at school as well as daily activities where you could be involved in your child's classroom.

### **PROGRESS REPORTS/CONFERENCES**

The children will receive progress reports twice during the academic year; once in January and again in June. These reports will outline your child's development and allow you to see their strengths and any areas of concern. A conference can be scheduled with your child's teacher if you wish to discuss the progress reports or any other issues. All staff is available at any given time to discuss any concerns or issues you may have with your child and/or his/her education. One conference per year is mandatory.

### **CLOTHING/JEWELRY**

Children should wear play clothes that are easy to maneuver by themselves. You must always keep a change of clothing, including socks and underwear, in your child's cubby that are appropriate for the season. If there are no clothes in your child's cubby and something happens, you will be called to bring clothes to school. In winter weather, children should have hats, mittens/gloves, and warm clothing as we do spend time outdoors. Children should not wear any jewelry to school other than post earrings. The jewelry can be caught on the playground equipment and the children can get hurt.

### **REGISTRATION PROCEDURE**

Upon acceptance of enrollment, you are responsible for the following, prior to your child's first day:

- \* A one-time, non-refundable registration fee of \$50.00 per child must be paid;
- \* Two week's advance tuition is due. This will be held as a security deposit to pay for your last two weeks in the program. Written notice is required two weeks in advance for this money to be applied to your account. Otherwise your escrow is forfeited;
- \* You must return all paperwork, signed and dated, including:
  - Application
  - Emergency Contact Form
  - Health Assessment (within 30 days of start date)
  - Consent Form
  - Emergency Care Release Form
  - Emergency Code Form
  - Civil Rights Compliance
  - Policy Manual Agreement Page

### **ADJUSTMENT AND TRIAL PERIOD**

Your child is accepted for enrollment in the school for a trial period of one month. If at any time during the first month the school Director determines that your child is unable to adjust to the school's program, the school may terminate your child's enrollment immediately. We will make all reasonable attempts to work with you and your child to help solve adjustment problems.

### **ESCROW**

Escrow is advance tuition, due upon your child's acceptance, which pays in advance for your child's last two weeks at the center. In order to take full advantage of your escrow, please provide at least two week's notice if you will be leaving the center. This will allow the Treasurer ample time to apply the advance payment to your account. If you do not give two weeks written notice, you will forfeit the right to receive a refund of your deposit.

### **TUITION/CHANGES IN TUITION**

Tuition is due every Monday for the current week. There is a grace period for all families which allows you to pay before 6:00 PM on Wednesday in order to avoid late fees. If tuition is paid after the 6:00 PM deadline on Wednesday, a late fee of \$10.00 will be applied to your account. A fee of \$15.00 will be added each week after the first week. This amount must be included in your next tuition payment in order to avoid additional fees. All tuition should be deposited in the tuition box on the wall outside the office. Do not put tuition checks on the desk in the office. You understand that the weekly tuition rate is subject to change and you agree that you will pay the new rate once given written notice.

### **METHODS OF PAYMENT**

Payment must be made by check, money order, or cash. However, if payment by check is returned unpaid, you will owe a service charge of \$25.00 in addition to other amounts due, and the center reserves the right to require payment by cash or money order after written notice is given. The school is not responsible for payments lost, stolen, or mislaid before delivery. If payments are made in cash, a written receipt will be provided. If payment is made by check, no receipt will be provided, as your cancelled check is your receipt.

### **SUBSIDIZED CARE**

St. Luke's is a state subsidized center which means that parents who meet certain financial criteria may be eligible for financial assistance. CCIS of Philadelphia (Child Care Information Services) and Apple Child Care of Bucks County provide subsidized care for St. Luke's. If you are interested in applying for funding, please see the director, or call CCIS at 215-333-1560.

### **SUSPENSION AND TERMINATION FOR LATE PAYMENT**

Payments not received by Wednesday 6:00 PM of the current week are considered late. A late fee is incurred, and after two weeks, your child's slot will be jeopardized. Should tuition become delinquent by more than two weeks, you will be notified in writing that you must bring your tuition payments current or your child will be dropped from class and permitted to return only when all delinquent fees are paid in full. You will also be given 5 days from the date of notice to bring your account current or your child's slot will be lost. If your child's enrollment is terminated due to late payments, you will not be entitled to a refund of your deposit and will be liable for all payments due and any legal fees incurred by the center. If there is a problem, you must notify the director or treasurer in writing at once. All delinquent accounts that are not rectified will be sent to collections.

### **LATE PICK-UP PENALTIES**

St. Luke's closes promptly at 6:00 PM daily. For any child picked up after 6:00, a late fee is charged. If a child is picked up between 6:01 and 6:10 PM, a \$10.00 late fee will be charged. An additional fee of \$5.00 will be charged for every 5 minute increment thereafter. For example, \$15.00 will be charged for a child picked up at 6:12, \$20.00 will be charged for a child picked up at 6:19, etc. This fee must be paid by the next day, after your child is picked up. If the late fee is not paid by the next day, after your child is picked up late, it will be doubled. If it is not paid, your child will not be able to return to school until it is. The clock in the center will be the official time.

### **WITHDRAWAL BY PARENT**

You must notify the school director in writing at least two weeks prior to your child's last day in order to receive a full refund of your deposit. If you do not give two weeks written notice, you will forfeit the right to receive a refund of your deposit. Since St. Luke's operating budget is based on full enrollment, this policy is necessary as it allows the center time to fill your child's slot. Additional restrictions apply to the summer program and will be covered separately upon acceptance into the summer program.

### **TERMINATION OF SERVICES**

A. **Immediate:** The school may terminate your child's enrollment in the school effective immediately, if any of the following conditions arise:

- (1) In the judgment of the school director, the child's behavior threatens the physical or mental health of the other children in the school;
- (2) Tuition payments are more than two weeks behind;
- (3) An adjustment or behavior problem is displayed by the child which makes it difficult for him/her to function well in a group;
- (4) Uncalled for comments or actions are displayed by a parent towards a staff member or another child, or refusal of a parent to adhere to center policy.

B. **Two Weeks Notice:** The school may terminate your child's enrollment upon two weeks written notice to you if any of the following conditions arise:

- (1) Any of the conditions listed above under A (assuming the school has not exercised its right to terminate enrollment immediately);
- (2) In the judgment of the school director, the school's program does not meet the developmental or special needs of your child;
- (3) You fail to abide by the terms of the policy manual and its attachments.

### **HOLIDAYS/VACATION/SICK DAYS**

Full fees are due for holidays, sick and emergency days. These fees must be paid to ensure a continuing slot for your child. Each family accrues free days each year. These days may be used for vacation when your child does not attend and no fee will be required. A written request, located next to the tuition box, must be submitted in order for you to be able to use your vacation days. As per a vote by the Board of Directors, families receiving subsidized child care are not eligible to receive paid vacation days.

### **ILLNESS**

Any child with a communicable illness should be kept home at least 24 hours after treatment has begun, i.e. antibiotics, or as long as recommended by your child's physician.

You will be called to pick up your child when:

- \* his/her temperature is 100.3 or above;
- \* your child is vomiting, has diarrhea, an apparent communicable disease such as chicken pox, or a rash of unknown origin;
- \* the child does not feel well enough to participate in most of the daily activities;
- \* at the discretion of the director.

If the child has exhibited the same symptoms for 7 days in a row, we will ask you to take your child to the doctor. A note from the doctor will be required to return. Do not expect children enrolled in any group setting for the first time to be sick more often than usual. This is normal and will improve as your child builds his/her immunity.

### **MEDICATION**

We will give patent and prescription medication to your child. To do this, we will need:

- \* All pertinent information, signed by you, in our daily Medication Book found on the kitchen counter

in the Pre-K room;

\* A medication bottle labeled with your child's name;

\* Over the counter medication will not be given for more than 5 consecutive days unless we have a note from your child's physician.

Medication is only given at 12:00 PM and 4:00 PM unless your child has special medical needs.

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### **SPECIAL NEEDS**

Counseling, educational consultative services, psychological evaluations and speech and language remediation are offered free of charge to our Kindergarten population under Pennsylvania Act 89 through CORA Services, Inc. Parents can request services through St. Luke's.

Appropriate evaluations and services for pre-school aged children is provided through SPIN Early Intervention. Early childhood intervention services under PA Act 212 are available for children who are eligible, from birth to Pre-K. These services include: speech/language, and motor skills development. Parents can request services and initial evaluations by contacting Elwyn at 215-222-8054.

We formally request a copy of any IEP or IFSP, for our records.

### **SNOW CLOSING/INCLEMENT WEATHER**

Our center closes due to severe weather conditions. Please tune your radio to KYW 1060 and listen for our school snow number: 3061. This is usually announced by 6:00 AM, or you may call the school by 6:00 AM to listen to the pre-recorded message for the day. The school machine will be updated with the school closing information. The payment policy when the center is closed due to inclement weather is parents pay all days that the school closes due to inclement weather. Sometimes the weather worsens after school is in session and schools close during the day. We generally follow the Philadelphia public and parochial school in this instance. You will be notified in the event that we close early. Please have a "snow emergency" person listed with us or whom you may call to pick up your child if you are unable.

### **FIELD TRIP PARTICIPATION**

The school's regular program includes neighborhood walks, field trips, and other off-ground activities that may involve yellow bus transportation of the children. You will always be given advance notice of field trips, and are encouraged to join your children on these trips.

### **LIABILITY**

The school maintains insurance policies to cover its liability for injuries, losses, and damages, which occur to your child, child's property, or your property caused by fire, theft, storm, the negligent operation of the school, or the negligent acts of the employees and agents of the school. Applicable limits of this policy are available from the office. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims which you, your child, your child's property, or your property to the extent that the monetary amount of such injuries, losses, or damages exceed any amount payable under the school's insurance policies. You agree to be responsible for indemnity, and hold harmless the school from and against any claims, suits, judgements, or costs which may be brought against the school, its officers, employees, or agents for the actual or alleged acts or omissions, which are not intentional or reckless, of your child.

### **MEAL PROGRAM**

St. Luke's provides a nutritional breakfast, lunch, and afternoon snack every day. You will be asked to complete paperwork for our meal program as we receive reimbursement from the site for our food purchases. No outside food will be allowed unless there are special dietary needs or food allergies.

We are required by the state food program to provide milk at every meal. A substitute for milk will only be given if a physician's note states that there is a milk allergy. Children cannot be given a substitution simply because they do not like milk. You are required to leave a copy of a note from your physician for your child's file if milk cannot be given. The note must state that a milk allergy exists.

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### **PUBLICITY AND OUTSIDE CONSULTANTS**

The school's program may involve publicity of children and outside consultations regarding the children. Having read this, you agree to grant permission for your child to be photographed or interviewed for publicity or news purposes. (Notes will be sent home in advance if this situation arises.)

### **ACCIDENT/INCIDENT REPORTS**

An accident report will be completed and given to you if your child is injured during the day. We will of course apply first aid, and will call only if the accident is severe, or involves the head in any way. Please sign and return accident reports when you pick up your child. It will let us know that you are aware of what has happened, and you will be able to follow up with any additional care. Of course, in an extreme emergency, you will be notified by telephone immediately.

An incident report is given if your child physically harms another person in any way. This is usually given when the injury is severe in some way. Please take this report seriously as three incident reports are grounds for dismissal at the discretion of the director.

### **MEDICALLY INVASIVE PROCEDURES**

For the protection of the staff and safety of the children we have felt it necessary to institute a policy regarding medically invasive procedures. Given clear written procedures, only a child's private nurse can perform procedures that are considered medically invasive. The following are considered medically invasive procedures:

- Injections
- Finger Sticks
- Aspirating Airways
- Tube Feeding
- Rectal Insertions
- Catheterization

### **SEVERABILITY**

If any term of this policy manual is declared invalid or unenforceable, it will be severed and all other items will remain effective, and they will be construed as though the invalid terms did not exist.

### **TRANSFER OF STUDENT RECORDS AND INFORMATION**

If at any time your child transfers to another school, any and all records will be transferred to their new school upon written request from parents/guardian and/or the school district. This transfer of information will include a copy of current health assessment, progress reports, and for entrance into first grade, all kindergarten test results.



## PARENT SIGNATURE PAGE

You are asked to sign this policy manual upon enrollment and at the beginning of each new school year to acknowledge any changes that have been made to the school policies. It is understood that you accept these policies, and will be given written notice should any policies change during the school year.

Please sign and return this paper upon your child's enrollment.

I certify that I have read this entire policy manual and agree to abide by all of the provisions stated within. I agree to notify St. Luke's if there is any change in information I have supplied.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_