



—✦— CATHOLIC SCHOOL —✦—

It's more than a school...It's a way of life!

# Handbook for Little Lambs / Crusader Care 2019 - 2020

J. M. J





**409 South 22nd Street, Escanaba, MI 49829**  
**906/786-7550, fax 906/786-7582**  
**[office@holynamecrusaders.com](mailto:office@holynamecrusaders.com)**



## **Catholic Schools in the Diocese of Marquette are:**

### **Communities of Faith**

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students

### **Committed to the integral formation of the student**

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

### **Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery**

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

### **Committed to excellence in all co-curricular and extracurricular areas of programming**

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co curricular programs as a means to a well rounded formation of students

## **Greetings from Holy Name Little Lambs & Crusader Care After School Programs!**

Little Lambs and Crusader Care is the after school program that will provide a safe place for registered students to be with HNCS staff until parents/guardian's arrival. We want to make it the best we can. We want to work closely with parents throughout the year; after all, we are a team working to provide children with a great learning experience. Providing affection, guidance, and a growth-stimulating environment makes the difference in the degree of success in school. Research studies have produced volumes of evidence that the child's home learning is crucial to mental development. About half of the child's general intelligence is developed before entering school.

This booklet is offered as a thoughtful checklist for parents so that you may provide all that is necessary to support and secure for your child's maximum spiritual, intellectual, social, emotional, and physical development for the years ahead.

### **Administration**

Holy Name Catholic School operates under the authority of the Office of Education of the Diocese of Marquette and the Holy Name Catholic School Council (HNCSC). The policies of the school are written by the Diocesan Board of Education and the HNCSC. The pastors from the supporting parishes and eight elected laypersons (two from each parish) are the voting membership of the school council. The principal of the school is responsible for implementing the policies of the board and council. The academic program of the school is the responsibility of the principal and the teachers. Holy Name is accredited by the Michigan Association of Non-public Schools. The after school program also falls under the State of Michigan Childcare licensing and these regulations will be followed.

### **Admission**

Students will be admitted to Holy Name School's Little Lambs or Crusader Care according to the following criteria:

- Catholic family currently enrolled
- New Catholic family
- Non-Catholic family currently enrolled
- New non-Catholic family

For children to be in these after school programs this year they must be three years old by September 1, 2018.

An appeals process will be made available to families who are refused admittance to Holy Name (Diocesan/HNCSC Policy #5111.1).

Upon admission, parents are required to provide:

- original birth certificate
- immunization record or signed waiver from the health department
- health appraisal
- Holy Name's registration form
- tuition worksheet and contract

The originals of your documents will be copied and returned to you. All forms must be submitted by the first day of school except the health appraisal which may be scheduled and submitted within 30 days.

### **Withdrawal**

Parents may withdraw their child(ren) from Holy Name after school programs by giving the teacher a one-week written termination notice. Fees for the program(s) may still be charged to the family as staffing decisions have been made based on program enrollment, unless another student is waiting to take that spot.

Holy Name may terminate care of a child for any of the following reasons:

- Failure to submit all required forms such as birth certificate, immunization record, or health appraisal which are required by law.
- Immunizations not current or waiver not on file
- Unresolved behavior problems
- Reserve the right to dismiss child if he/she harms another child.

### **Little Lambs/Crusader Care Schedule**

Little Lambs and Crusader Care meets Monday through Friday from after school until 5:15 p.m. Keep in mind that there are some scheduled days during the school year that there is no after school care. Please watch the school calendar and Friday Focus'. The typical daily schedule may be as follows:

2:30: Check in with Crusader Care Supervisor  
 2:30-3:30: Tutoring with Mrs. Bernson  
 2:30-3:30: Homework Time  
 3:30: Handwashing/Bathroom  
 3:30-3:50: Snack  
 3:50-4:20: Gross Motor Time  
 4:20-4:50: Art/Technology  
 4:50-5:15: Free Choice

\*Friday Night Movie Shown 3:50-5:15

After school care runs according to the regular Holy Name Catholic School schedule except for a few exceptions (see above). Be aware that Holy Name follows the Escanaba Area Public School decision when emergency weather conditions force cancellation of classes. When Escanaba Schools cancel, Holy Name cancels. Cancellations are broadcasted on the radio and television, and the school's Facebook page.

### **Preparation for After School Programs**

Parents need to talk to and prepare their child(ren) for arriving to their assigned rooms promptly after school as the room monitor will be signing students in.

Monitors should be notified in writing of any change in their student's daily transportation routine and who is picking up students.

### **Bathroom**

Child must be able to use the bathroom independently. Another change of clothes can be left here in case of an accident.

### **Communication**

If parents have any questions or concerns contact the teacher by phone (786-7550), note, or email (teacher will give parents her email address at the beginning of the school year). Responses will be handled promptly.

At any time, parents may request to have a conference.

If someone other than a parent is picking up a child after school, we need to be notified in writing. If the pick up person is someone we do not know or is not on your child's information card, we may ask for identification. We will not release students if not notified in writing.

Should life situations occur in the home such as moving, death, birth, etc. please let us know. These changes significantly affect children and we want to try to understand changes in the children's behavior and attitude. School is an important part of children's lives. We want to ensure that we have open communication to make our students' experience positive.

## Confidentiality

We are committed to maintaining the privacy of the children and their families. The staff is prohibited from discussing or disclosing personal information without written consent from a parent and approval from the council. Parents may request to review their child's records which are kept in the office.

## Snack Policy

A simple nutritious snack will be provided during the afternoon.

## Food Allergy Policy

A record of children and their allergies is posted in an obvious location in the room. This list is checked daily so we can determine if the snack is appropriate or if we need to offer an alternative.

## Health Care Policy

Ensure your child's health appraisal form is completed and returned within 30 days of the first day of school. This form includes health history, immunization record, and health clearance by a physician.

## Cleaning and Sanitizing Equipment, Toys, and other Surfaces

Tables are cleaned and sanitized after activities, prior to and after snack.

## Handling Infection

Regular attendance is important during kindergarten years as in later years. However, if a child has been sick in the night or next morning before school, he/she should not attend school. Parents need to contact school by 9:00 am if their child will be absent for any reason. If a student becomes ill at school, the parents or an emergency contact will be called to come and pick up him/her. The student needs to stay home until he/she is fully recovered. During the school year, the teacher must be notified if children have been exposed to a communicable disease.

The following chart, adapted from American Academy of Pediatrics recommendations, may help parents decide if their child is well enough to attend school. Teachers will be watchful and notify parents if any symptoms of illness occur during school. A child who becomes ill will be made comfortable away from others with supervision until a parent or designated person arrives to take the child home. If a student is well enough to come to school, he/she will be expected to go outside with the other children.

Symptom	Description	Keep child home until . . .
Fever	Temperature of 100° or higher (101° when taken orally)	Temperature reads below 100° and normal behavior for 24 hours
Runny Nose	Thick yellow or green discharge	Discharge clears
Sore Throat	Especially with fever and swollen glands	Doctor determines no strep infection exists and throat is healed
Cough	Severe enough to cause child to get red in the face or make high-pitched whooping	Either coughing subsides or no other symptoms exist (fever, sore throat, etc.)
Diarrhea	Runny, watery or bloody stools	System returns to normal for one day
Vomiting		Child is eating normally without causing stomach upset for one day
Rash	Especially with fever	Doctor determines the cause and gives written recommended return time
Eye discharge, Pink eye	Thick mucus or pus draining from the eye	Child must be seen by a doctor and treated for pink eye for 24 hours or when redness, draining, and itching are gone
Ear ache	Child pulls at ear and complains of pain; Ear canal may be red or leak fluid	Doctor examines the ears and prescribes medication if needed
Pale, flushed, or yellow skin		Color returns to normal
Head lice	Parasite or its eggs (nits) are	Child and family members have been

	present (usually on scalp); intense itching	treated and home cleaned; no new nits are found
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**Medications**

Prescription medication will only be administered from the original container with a doctor’s order and signed parental permission.

Children should take needed medications such as cough syrup, Tylenol, etc. before or after class time. If child must receive a dosage during class time, we require that parents provide it in the original container with full written instructions as to times and amounts of dosage (not to exceed manufacturer’s recommended dosage unless written directions from a doctor’s order). Parents need to sign a form giving us permission to administer the medication. All medications are kept in the school vault.

**Health-related Resources**

If parents are in need of agencies about licensing regulations, nutrition, family counseling, disabilities, or early childhood associations the office may be able to provide some information.

**Reporting for Child Abuse/Neglect**

The staff is required by law to immediately report any known or suspected abuse to the Michigan Department of Human Services or law enforcement agency.

**Sexual Harassment Policy**

Under State and Federal Law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students. The diocesan policy is as follows:

A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.

B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II.

The policy definitions and procedures can be found in entirety on the internet at [diceseofmarquette.org](http://diceseofmarquette.org).

**Emergency Policies**

Emergency supplies such as first aid, ER instructions, and signs are provided in all classrooms. A direct communication link to the office is available. Supplies are brought off site as well.

Directives/procedures have been established and documented for all emergencies. Emergencies are practiced throughout the year. Teachers have an emergency bag including walkie-talkie, documentation, and supplies. A complete and accurate class list is maintained and included in the bag.

**Minor Emergency Procedures**

For minor injuries, the designated staff assesses the condition of the child and administers immediate first aid. If the child needs to go home, parent is called. For injuries that require more than simple first aid, parents will be notified. Further treatment for the children will be at the parents’ discretion.

**Major Hospital Emergency**

Child is transported using car or ambulance as appropriate. An adult accompanies injured child and takes along accident/injury documents. Parents are notified. The school office is notified. Accident report form is completed by appropriate personnel and submitted to the school office within twenty-four hours.

**Evacuation Procedures for Fire**

Fire drills are practiced five times during the school year. Evacuation is signaled by a fire alarm/siren. Children line up by the south door of the classroom. Teacher grabs the emergency bag; aide shuts windows, turns off the lights and closes the door. Teacher leads the children outside to safety to the playground along the fence.

Once everyone has reached the assembly point, attendance is taken and clearance is communicated to the principal using the walkie-talkie. Once safe, principal indicates when the premises are secured.

### **Tornado Emergency**

Tornado drills are practiced twice a year. Procedures are similar to the evacuation; however, teacher leads the children into the hallway away from windows. Everyone is asked to crouch down by the lockers and put head to the floor. Once everyone is in place, attendance is taken and clearance of everyone's safety is given to the principal.

### **Lockdown Emergency**

These drills are practiced three times per year to familiarize students with the proper procedures in case of a bomb threat, harmful person in the building, or other out-of-the-ordinary event. Personnel are alerted through our P.A. system and are to proceed with the lockdown procedures until given the all clear signal.

### **Conclusion**

The Holy Name Catholic School after school programs will touch the heart, mind, and spirit of your child. Program activities are created to provide a wholesome value-oriented foundation for the successful future school life of your child.

All efforts are made to assure that children enrolling in Holy Name Catholic School adjust to the daily routine of the school with a minimal amount of trauma. Should a child have difficulty with this adjustment, the staff and parents will work together to resolve the problems and assure a positive experience for the child, parents, and school.

Our professional staff is required to have a keen understanding of the developmental needs of your child and to create a wholesome program within a distinctly Catholic environment.

