



SAINT  JAMES
CATHOLIC SCHOOL

Early Learning Center

Family Handbook

2022 – 2023

The stronger the start, the better the finish.



+Dear Parents,

Saint James Catholic School prepares students for a life of learning as disciples of Christ.

Welcome to the Saint James Catholic School Early Learning Center! As you tour our campus, I hope that you will experience the heart and soul of our mission as a Christ-centered community founded on the charism of the IHM Sisters. This charism of love, creative hope, fidelity, and hospitality permeates all aspects of campus life.

Our dedicated faculty and staff cultivate an atmosphere where students thrive in all aspects of the learning environment: academically, physically, and spiritually. Extra-curricular activities enrich our daily program through Soccer Shots, Southern Stars Dance and Baton, and Kindermusik.

In 2020 St. James Catholic School ELC joined SJCS and became accredited under COGNIA (formerly AdvanceED. SJCSEL is also licensed with the state of Georgia through Bright from the Start.

We are proud of our Little Chargers and their success at SJCS! They often come back and thank their former teachers for the love and support shown to them during their time with us.

Strong family involvement and support enriches our mission of a solid Catholic education. Our parents are vital partners in education. Many activities support the family atmosphere, and we are grateful for parents as volunteers.

Thank you for considering St. James Catholic School Early Learning Center as the educational home for your children. It is a wonderful place full of energy, enthusiasm, and excitement!

Sincerely,

A handwritten signature in cursive script that reads 'Sister Joan Felicia O'Reilly, IHM'.

Sister Joan Felicia O'Reilly, IHM
Principal

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ABOUT US

Saint James Catholic School Early Learning Center is a Drug-Free, Smoke-Free and Nut-Free Environment.

Mission

Saint James Catholic School Early Learning Center (SJCSEL) is a not-for-profit childcare center dedicated to the education and care of young children, located at Saint James Catholic School in Savannah, GA. Our mission is to provide a high quality, developmentally appropriate, play-based program that allows children to engage in meaningful interactions with their peers and caregivers, while providing parents flexible and affordable options for childcare, within our community. Childcare services are available without discrimination based on religion, sex, race, color, creed or national origin or ancestry.

Philosophy

Our core belief lies in the fact that children are natural learners, curious seekers of knowledge, and explorers in every sense of the word. They have a voice and an important point of view, which is listened to and respected in the classroom. Children are encouraged to develop positive relationships while engaging in meaningful interactions with their caregivers and peers daily. We believe that young children learn best when they are given the opportunity to learn in a language rich classroom that offers a variety of learning opportunities through play and hands-on activities.

HOURS OF OPERATION

SJCSEL is open Monday through Friday from 7:30 AM to 6 PM.

The 2022-23 school year will begin August 8, 2022, and end Friday, May 26, 2023. A 5-week summer camp will be offered and will require registration in February / March 2023. The Summer Camp is only available to our current SJCSEL families and there is a financial commitment to the weeks you select care.

Holidays

We are closed for the following holidays:

September 5, 2022	Labor Day
October 6-7, 2022	Teacher Work Days
October 28, 2022	Faculty Retreat
November 21-25, 2022	Thanksgiving Holiday
December 19-31, 2022	Christmas Holiday
January 1-2, 2023	New Years Holiday
January 13, 2023	Parent Teacher Conferences
January 16, 2023	Martin Luther King, Jr. Day
February 20, 2023	President's Day
March 17, 2023	St. Patrick's Day
April 7-14 Easter Break	Memorial Day

All dates and times, including school closings, are subject to change without notice. Please, always have backup plans for childcare, including for drop-offs and pick-ups.

ADMISSIONS & ENROLLMENT

Statement of Assurance

Schools in the Diocese of Savannah admit students regardless of sex (unless traditionally a single sex school), national origin, or disability, if with reasonable accommodation on the part of the school, the

disabled person could be accommodated. In admitting students, Catholic schools give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside parish boundaries; finally, to non-Catholic students.

SJCSELC complies with the State of Georgia's *Bright from the Start* licensing Rules & Regulations. Our staff-to-child ratios at the SJCSELC exceed the state mandates to provide high quality care. Class sizes are targeted at 10 full-time enrollees for 1's, 14 for 2's, and 18 for 3's. The staff to child ratios are 1:5 for the 1's, 1:7 for the 2's, and 1:9 for the 3's.

Required Entry Age by September 1st

- 1 year and walking independently for ELC 1
- 2 years for ELC 2
- 3 years and Bathroom Trained* for ELC 3

**Bathroom trained means the child independently knows when and how to use the restroom. The child can pull down clothing, wipe themselves and pull up clothing.*

Admissions

The application process opens in January. You will need the following documents to apply:

- Current Immunization Record* (Form 3132) ***No exemptions permitted**
- Birth Certificate
- Baptismal Certificate (if applicable)
- \$30 Application Fee

Wait List and Priority for Enrollment

If space is not available in your age group, your child may be placed on a wait list. Children are given priority for enrollment in the order listed below, and then on a first-come basis, first-serve basis:

1. Current SJCSELC & SJCS Families (Must meet Sept. 1st date to enter)
2. Saint James Participating Parish Families
3. Delayed Start Children
4. Others As Space Available

Tuition & Fees

Tuition is determined by the Saint James Catholic School Advisory Board. Tuition payment plans are available for one annual payment, two annual payments, or monthly payments. Tuition and fees are paid through FACTS Student Information System.

2022-23 Tuition Rates

- **Registration Fee:** \$250 per family

St. James Parishioner ELC 1, ELC 2, ELC 3

- **1st Child** - \$8,090 (\$7,715 + 375)
- **2nd Child** - \$7,510 (\$7,135 + 375) *(or sibling in PK-8)*

Standard Tuition Rate per child

- \$8,495 (\$8,120 + 375)

Student Activity and Supplies Fee: \$375 per child *included in the above tuition rates*

School Tours

Prospective parents may call and make an appointment to visit the SJCSEL. There will also be several open house opportunities available during the year.

Delayed Start Program

- **Walking-** If your one-year-old is not walking by August 8, 2022, they will be in the delayed start program for Room 1. Tuition for non-walkers on the wait list is 50% of regular tuition through September 30, 2022. If they still are not walking, they will be moved to the wait list or full tuition may be paid to save their space. Once they are walking, they may begin childcare.
- **Potty Training-** If your three-year-old is not fully potty trained by August 8, 2022, they will be placed on the wait list for Room 3. If your child starts school on August 8, 2022, and has one or more accidents daily, we will notify you that they are not ready. Since you paid August tuition, they will continue to be registered and have a space through September 30, 2022 but will not be able to attend class until they are potty trained.

STAFF QUALIFICATIONS

Staff Qualifications

All licensed childcare providers in the State of Georgia must undergo comprehensive background checks and fingerprinting. All employees, substitute teachers and aides must adhere to the SJCSEL Staff Policy Handbook, which is reviewed in an orientation for new employees. SJCSEL Directors in licensed facilities must obtain the 40-hour Director's Credential, fingerprinting, comprehensive background check, plus ongoing training in the field. The Director and all staff members, including substitute caregivers, must complete a minimum of 10 hours of training per calendar year and maintain updated Pediatric First Aid & CPR Certification.

VIRTUS Training

The Catholic Diocese of Savannah requires that every person working or volunteering with children must have VIRTUS (Latin for valor, moral strength, excellence) training. This includes best practices to prevent wrongdoing and promote "right doing" in religious organizations. VIRTUS programs empower organizations, people to better control risk, and improve the lives of all those who interact with the Church. All who help in the operation of the SJCSEL (directors, teachers, aides, volunteers) submit to a national background check and take a three-hour VIRTUS training course. They must also remain current in their training by completing monthly bulletins.

Communication & Family Partnership

Communication between the director, teachers, and families is primarily done by email and/or phone. If you would like to set up a meeting time with your child's teacher or the administrators, please call and make an appointment in the SJCSEL office.

Parents or guests will be expected to conduct all business in a courteous, calm manner. Families are expected to abide by all SJCSEL policies. Parents are responsible for keeping their child's records current in FACTS if changes occur, such as telephone numbers, email addresses, emergency contacts, and physician information.

Staff Babysitting

We realize that parents may look to an individual staff member to provide private babysitting services for their child(ren). Please be advised that the SJCSEL will assume no responsibility for employees who are asked to privately provide services for families. All arrangements for these services must be done after work hours and off school grounds. Children are not permitted to go home with staff members unless the parent specifically lists that person on their authorized pick-up list in the office and provides it in writing to the Director.

CURRICULA & LEARNING

Learning Environment

The curricula guided by *the Georgia Early Learning and Development Standards (GELDS)* is used with the children in our center. The activities are hands-on, sensorial, and fun for our little explorers. Developmentally appropriate practice is focused as the children grow and develop. Many different early childhood books, magazines, and websites are used for ideas and activities.

- The teachers post monthly lesson plans/activity calendars that highlight a special daily activity.
- Teachers will also include faith-based activities into the daily program.

The Daily Schedule

Publishing a daily schedule gives the children a sense of familiarity as they move from one activity to the next throughout the day. We recognize that the daily schedule is a guide and does allow for flexibility. Schedule changes may occur due to weather or other situations that arise when caring for young children.

Activities & Clothing

Children are encouraged to participate in all the planned activities at the SJCSEL, including supervised water play (e.g., water hose, water table, splash pools). Children also use paint and play dough and play in sand and dirt. To best succeed, parents should choose loose-fitting clothes that are easy to pull on and off. Avoid buttons, snaps, belts, etc. Dress your child in play clothes, as all sorts of messy things can appear on their clothing. Please keep an extra set of weather-appropriate clothes, including shoes and socks, at the SJCSEL. During cold months, use layers of clothing to provide maximum comfort for inside and outside play. Make sure your child wears comfortable, well-fitted tennis shoes and crew socks each day. Avoid loose sandals or flip-flops because they will not provide the foot protection and traction for inside and outside activities. We are not able to honor requests to keep children indoors when the other children are going out to play. We do adhere to licensing rules for hot and cold weather days and use the indoor gymnasium whenever possible. Children may not arrive to school in pajamas, partially clothed, or without shoes.

Behavior

We believe that when children have their basic needs met and have time for indoor and outdoor play each day, they usually require very little behavior management. When children are actively engaged in a variety of age-appropriate activities throughout the day, they are better able to manage their feelings and behavior in the classroom. We have been highly successful with the use of redirecting as our main behavior management technique. This quickly takes the focus off any unwanted behavior and refocuses the child's attention in a more positive direction. Caregivers promptly attend to all matters of student conflict by being consistent, peaceful, and concise.

Children are also expected to behave while in childcare and act in a friendly, cooperative manner. Immediate termination of enrollment could result in any disruptive, threatening, and/or violent behavior shown by children. At no time will it be permitted for a parent to discipline, yell at or bully another child in the classroom.

The Director will work with the parents to resolve any behavior issues to enable the student to grow and remain in the program.

Biting Policy

Biting is not unexpected behavior for young toddlers. Some children and many toddlers communicate through this behavior if they cannot communicate verbally. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. Our goal is to help

identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, SJCSELC requires that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

Birthday Parties

Please plan with the child's teacher in advance. Nut-free cupcakes/muffins and juice boxes for the class may be given to the staff at drop off. Party hats, party bags, piñatas, and/or balloons are not permitted. No private party invitations are permitted to be distributed during school hours unless every boy or every girl in the class receives an invitation.

Holiday Celebrations

We celebrate the following holidays, in an age-appropriate manner: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter and End of the Year. The parties will consist of a special snack supplied by the SJCSELC. Parents may join in the special holiday celebrations.

Additional Services

Outside therapy services are permitted at the SJCSELC. The service provider must provide background check information prior to visiting.

Extracurricular Activities

All extracurricular activities will be paid for separately by the families. Any communication about extracurriculars will take place between the provider and the parents. All service providers must provide background checks prior to visiting.

ARRIVALS & DISMISSALS

Children will be checked in and out at the gated entrance facing Laberta Blvd.

All classroom doors will be locked throughout the day for safety. Please advise the SJCSELC office if you need to pick up early or if an authorized person will be picking up your child. This person must be on your approved pick-up list in FACTS. A photo ID and car seat are required for all pickups. Your child will not be allowed to enter or leave the premises without being escorted by parents, an authorized pick up person, or SJCSELC staff.

- **Arrivals:** Students may arrive as early as 7:30 AM. All students are expected to arrive before 8:45 AM. Late arrivals after 9 AM disrupt the flow of the day; If arriving after that time, please notify the director and bring your child to the Office.
- **Dismissals:** Dismissal is available beginning between 2:30-2:45 PM. Please note: SJCS Dismissal begins at 2:55 PM and the parking lots will be completely closed from 2:55 – 3:05 PM each day.

Absences

Parents should communicate their child's absence with the director by phone or email by 10 AM.

Withdrawals

If you are withdrawing your child from the SJCSELC, please notify the director as soon as possible.

Termination of Enrollment

Teachers and parents working together is an integral part of our program. Every effort will be made to work through any concerns regarding your child. However, if a resolution cannot be reached, we reserve the right to terminate the child from the program on a timeline that is in your child's best interest. Situations that may result in the termination from our program are as follows:

- A. Lack of cooperation from parents with the school's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences.
- B. Abusive behaviors and/or verbal threats by parents toward staff or other parents.
- C. A child who exhibits special needs or needs related to a serious illness that cannot be met by the school. In this case, the school staff will make every effort to involve the parents, and other resource persons (as appropriate), to decide together the best course of action for this child, prior to any termination.
- D. Exhibition by the child of a safety issue involving hurtful behavior.

If a child's or adult's behavior becomes a serious disruption or threat to the other children and/or adults, then arrangements will be made to remove the child from care. No child enrolled in the SJCSELN will be permitted to behave in a manner that may hurt him/herself, another child, an adult, nor damage property. Termination of enrollment can occur after all attempts to modify behavior have been exhausted.

Personal Belongings

Please do not allow your child to bring any personal belongings to school unless it is part of a school project or a "lovey" for nap time. Please avoid jewelry such as necklaces, bracelets or hoop earrings to school as it can be a safety hazard.

What to Bring

All Items Must be Labeled

- **ELC 1:** The Student should bring a backpack (no larger than 14x11x5), a crib sheet with a crib blanket, stainless-steel sippy cup (8 oz or less), an insulated lunch box with an ice pack and bib, one complete change of weather appropriate clothes, sunscreen, bug spray, diaper cream, diapers and wipes.
- **ELC 2:** The Student should bring a backpack (no larger than 14x11x5), a blanket roll, a water bottle with a pop-up spout, an insulated lunch box with an ice pack, two complete changes of weather appropriate clothing (including underwear and socks), sunscreen, bug spray, pull ups and wipes.
- **ELC 3:** The Student should bring a backpack (no larger than 14x11x5), a blanket roll, a water bottle with a pop up spout, an insulated lunch box with an ice pack, disposable or reusable plastic utensils, two complete changes of weather appropriate clothing (including underwear and socks), sunscreen, bug spray and flushable wipes (if needed).

FOOD GUIDELINES

SJCSELN is a Nut-Free Center. Additional foods not permitted are hotdogs, fish, grapes, cubed cheeses and popcorn. No fast food may be brought in or dropped off. Sodas, sweet tea, sugary drinks, diet drinks, and/or candy are not permitted.

If your child has a food allergy, please complete the Food Allergy Action Plan (Page 15).

- **The SJCSELN provides both a morning and afternoon snack for each child.** This includes whole milk, fruit juices, water and a variety of snacks (e.g., Cheerios, diced fruit, yogurt, muffins). A snack calendar will be posted in the classrooms and be available on the FACTS website at the beginning of each month; If your child requires a special diet, you will need to supply snacks/drinks. Morning Snack is served at 9:30 AM each day. Afternoon Snack is served approx. 2 PM, after naptime. An additional snack is provided at 5 PM if needed.
- **Lunch, including a drink, is packed at home by the parents. Lunch is served between 11AM – 12 PM.** We will microwave anything that takes under 2 minutes. Any food that is opened

but not eaten will be disposed of at the SJCSEL. All foods from home must be diced to avoid choking hazards. Parents may drop off a forgotten lunch in the Office no later than 10:30 AM.

TOILET TRAINING

- **Room 1:** Parents are to provide all diaper supplies - labeled. If any child shows an interest in potty training, the teachers will assist them with the potty in Room 2. If your child does not have enough supplies and/or change of clothes you will be notified.
- **Room 2:** Toddlers/Twos may potty train throughout the year as they begin to show interest. There is a diaper changing station in the two-year old room, as well as a small toilet and sink for the children to use. Staff will aid two-year old children at bathroom times. Although potty training is up to the parents, this is the classroom where they focus on independent potty skills in preparation for moving to Room 3. If your child does not have enough supplies and/or change of clothes you will be notified.
- **Room 3:** All three-year old children must be fully potty trained to enroll in this class. The child must be willing and able to tell the teacher that they need to go to the bathroom, and they must be able to use the bathroom with minimal assistance. To best succeed in potty training, parents should choose loose fitting clothes that are easy to pull on and off. Avoid buttons, snaps, belts, etc. Pull-ups and diapers are no longer permitted as they move into this class. The room is equipped with two separate bathrooms and children are encouraged to use the bathroom freely during the school day. The staff will aid if the child asks for it or if it becomes obvious that help is required. All potty related achievements and/or difficulties will be communicated to the parents by the lead teacher. If, for some reason, a child begins school in Room 3 and is not potty trained, parents will be notified, and the child will begin the Delayed Start Program. If your child does not have enough supplies and/or change of clothes you will be notified.

**Bathroom trained means the child independently knows when and how to use the restroom. The child can pull down clothing, wipe themselves and pull up clothing.*

HEALTH

Pandemic Policy

SJCSEL follows CDC Guidelines, Georgia Department of Health protocol as well as Bright From the Start Regulations. All policies are subject to change without notice.

Please notify the Director if your child or any member of the immediate family tests positive for COVID-19. The SJCSEL will implement the current COVID-19 guidelines, which may change through the school year.

Immunizations

Your child must be up to date with all vaccines to attend SJCSEL. If your child's vaccinations record is out of date, you will have 30 days (about 4 and a half weeks) to get them updated. After 30 days (about 4 and a half weeks), your child will not be permitted to attend school. No exemptions from vaccinations are accepted.

Illness

Under *Bright from the Start* Rules and Regulations a child is not permitted in with a fever (100.3F), cough, diarrhea, vomiting, rash, contagious illness or any other symptom of illness. If the teacher notices any signs and/or symptoms of fever/cough/respiratory illness/infection upon arrival, the child will not be permitted to stay in childcare that day. A fever is one indicator that the body is fighting an illness and should be taken as a sign that a child is ill. We request that children showing symptoms

of illness and/or infection remain at home until they are well. If a child develops an illness including a cough, fever, respiratory issue, has diarrhea, a rash, and/or infection, the parent will be called to pick up the child immediately.

Sick Children

Children will be exposed to germs and things that can make them ill. We cannot prevent illness, but measures are taken to reduce the spread of disease whenever possible. Therefore, we need to work together to protect the health of our children, our teachers, and our families. Children who are restricted from participation in care due to illness or contagious disease may not return to care for 24 hours and longer depending on the illness. All contagious illnesses must be reported to the classroom teachers and allowed to run their course at home. A pediatrician's note is required upon return to school.

Medications

Medication is not given at SJCSEL, other than an Epinephrine Injection and/or the ones listed on the **Authorization to Dispense External Preparations Form (Page 16)**. A staff member will witness and sign off on the administration of these medicines in childcare.

Long-Term Illness

If a child is absent due to long-term illness or injury, the parent must contact the Director and Principal. For longer absences, arrangements need to be discussed to preserve a space in the program. In case of withdrawal, any subsequent re-enrollment may require a registration fee assuming space is available.

SAFETY

Car Seats

Under State Law, all children must be transported to and from school in an installed child restraint seat. Please transport your child safely and in accordance with the law each day. Failure to abide by this law may result in a report to the Department of Family and Children Services.

Emergency Information

Parents are responsible to inform SJCSEL of any changes in primary address, phone number, work schedules, authorized release persons, emergency contacts, health/allergy issues and all pertinent information. St. James Catholic School will not be held responsible for anything that may happen because of false, incorrect, or incomplete information provided by a parent or guardian on the Emergency Form, or any other documentation given to SJCSEL.

Emergency Closings

The SJCSEL follows Saint James Catholic School and Savannah-Chatham County Public Schools procedures for all emergency closings. Childcare may be shut down without much notice. Childcare will resume only when it is deemed safe to return and within the law to do so. All communications between home and school are primarily done by email or text through FACTS. There are no tuition refunds for emergency closings.

Fires and Other Disasters

In the event of a fire at the SJCSEL, the children and staff will be evacuated to the Saint James Catholic School building. Other locations could be assigned and will be determined based upon safety and health issues. In the event of a natural disaster such as tornado, tropical storm, hurricane, or severe thunderstorm, the children will be moved to the safest location in the church building. In all emergency situations, parents will be notified to the best of the SJCSEL's ability. The children will be kept in the care of the SJCSEL staff and as comfortable as possible until picked up by a parent or authorized person.

Police Lockdown

If the local police deem it necessary to secure the safety and well-being of the children in our care, they may place the SJCSELC on lockdown. If this occurs, no one is permitted to enter or leave the premises until the police lift the lockdown. If this happens during regular hours, a note will be sent home with the child. If this interrupts pick-up times or the lockdown remains in effect beyond the SJCSELC hours, then parents will be called with further instructions.

Emergency Medical Care

Staff members will document any illness, accident and/or injury that occur at school. If the staff believes that a child needs emergency medical care beyond basic first aid or needs a medical evaluation, appropriate steps will be taken to secure such care for the child. These steps include, but are not limited to, contacting a parent or guardian, emergency contact persons, the child's physician and 911.

If a child must be transported to the hospital, the child will be taken by emergency vehicle as deemed necessary by 911 emergency medical technicians. A staff member will remain with the child until a parent or authorized person takes custody of the child at the medical facility.

Accidents/Injury

Families should carry their own health insurance to be assured of adequate coverage. Paperwork will be prepared in the event of an accident or injury that requires medical attention. We will notify you as quickly as possible if there is any illness, an accident, injury, or other emergency.

Child Abuse Reporting Requirements and Mandated Reporting

No staff member, volunteer or anyone connected with the SJCSELC may subject a child to verbal, physical or mental abuse, neglect, or injurious treatment. The Director or designated person in charge shall report the following: *Suspicion or Evidence of Child Abuse, Neglect or Deprivation*. Following state law, suspected incidents of child abuse, neglect or deprivation shall be reported to the local county Department of Children & Family Services. We also notify *Bright from the Start* and the Diocese of Savannah to comply with licensing regulations.

All SJCSELC employees are Mandated Reporters. A mandated reporter is a person who, by virtue of his or her job, is legally required to report to authorities any suspected or confirmed abuse of children. Typically, mandated reporter professions include social workers, doctors, classroom teachers, childcare workers, and other educators. Notification may be made to State agencies/Diocese without prior parental notification. Reports should be filed with the proper state offices, such as the Child Protective Services department or similar. The Mandated Reporter Hotline number in Chatham County is 912-644-7925.

CONTACT US

St. James Catholic School

Principal: Sister Joan Felicia O'Reilly, IHM

Assistant Principal: Ms. Erika Minnis

Office: 912-355-3132

St. James Catholic School Early Learning Center

Director: Mrs. Misty Youssef

Office: 912-629-2430

Faculty and Staff

Father Daniel Firmin	Pastor
Father Peter Lanshima	Parochial Vicar
Mrs. Isabel Serrano	Secretary
Mrs. Laurie Schmidt	Receptionist
Mrs. Megan O'Neil	Advancement
Mrs. Debbie Wilson	ELC 1
Ms. Brittany Malouf	ELC 2
	ELC 2A
Ms. Dove Daniels	ELC 3
Mrs. Alice Smithberg	ELC Aide
Ms. Mary Bartido	ELC Aide
	ELC Aide
Ms. Jolawna Fitzgerald	ELC Aide



SAINT  JAMES
CATHOLIC SCHOOL

Family Handbook Acknowledgement

Please sign this acknowledgement and return it to the center prior to enrollment. Thank you for your cooperation, and we look forward to getting to know you and your family!

To preserve our ability to meet student and employees' needs under changing conditions, Administration may amend any or all policies, procedures, practices, and statements contained in this Handbook at any time without notice.

I have reviewed the St. James Catholic School Early Learning Center Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask Administration any questions I may have regarding any policy, procedure or information contained in the St. James Catholic School Early Learning Center Family Handbook.

I agree to abide by the policies and procedures for St. James Catholic School Early Learning Center.

Child's Name _____

Mother's Name

Mother's Signature

Date

Father's Name

Father's Signature

Date

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: Yes (higher risk for a severe reaction) No










NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

- If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.





**FOR ANY OF THE FOLLOWING:
SEVERE SYMPTOMS**

 LUNG Shortness of breath, wheezing, repetitive cough	 HEART Pale or bluish skin, faintness, weak pulse, dizziness	 THROAT Tight or hoarse throat, trouble breathing or swallowing	 MOUTH Significant swelling of the tongue or lips
 SKIN Many hives over body, widespread redness	 GUT Repetitive vomiting, severe diarrhea	 OTHER Feeling something bad is about to happen, anxiety, confusion	OR A COMBINATION of symptoms from different body areas.

↓ ↓ ↓

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

 NOSE Itchy or runny nose, sneezing	 MOUTH Itchy mouth	 SKIN A few hives, mild itch	 GUT Mild nausea or discomfort
--	--	--	--

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: 0.1 mg IM 0.15 mg IM 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., Inhaler-bronchodilator if wheezing): _____

Authorization to Dispense External
Preparations

590-1-1-.20(1)

Parental Authorization. Except for first aid, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

I give _____, permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

_____ Baby Wipes

_____ Band-aids

_____ Neosporin or similar ointment

_____ Bactine or similar first aid spray

_____ Sunscreen

_____ Insect Repellent

_____ Non-Prescription ointment (such as A & D, Desitin, Vaseline)

_____ Baby Powder

Other (please specify) _____

Parent/Guardian Signature

Date

*center should maintain in child's file