

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

1513 Dunster Road
Rockville, Maryland 20854

Handbook

General
Information

301-762-2143

Fax
301-762-4991

<http://www.straphaelschoolmd.org>

Established 1969

Welcome

On behalf of Fr. Mike Salah, 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 is designed to 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 TADS, there is a place for you to sign indicating that you have 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,

Teri Dwyer

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 be expected to participate in the Catholic religion program and participate in 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 accreditation from the North Central Association Commission on Accreditation and School Improvement (COGNIA). SRS (K-8) received its accreditation in 2014.

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. Children with special needs will be admitted if, with reasonable accommodations on the part of the school, they can function in the school environment. Children will be conditionally accepted, and status will be reevaluated, if the need arises.

Registration is in mid-January. A \$200.00 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 parishioners, through their parish envelopes, of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for at least one (1) year.
4. Children of SRNS alumni who have been contributing parishioners, through their parish envelopes, of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year.
5. Children who have never attended SRNS, whose parents have been registered parishioners of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for at least one (1) year. The parents must be contributing parishioners through their parish envelopes.
6. Children who have never attended SRNS, whose parents have been registered parishioners of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year. The parents must be contributing parishioners through their parish envelopes.
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.

Admission to St. Raphael Nursery School assumes that you have agreed to our tuition policy.

St. Raphael Nursery School uses TADS 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 TADS for invoice or direct debit processing. If at any time you need to adjust your payment plan, do not hesitate to call the school office. We need your support and your prompt payment.

Tuition consists of the following items:

- Monthly tuition for the nursery school or annual tuition for full-time programs
- Annual activity fee for each nursery school program
- One-time security fee upon enrollment

Class Offerings

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: 0 and 1
Circle

OCTOBER

Calendar and Weather
Fall
Orange, Black, White, Gray
Body Parts: left and right
Sorting 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

Christmas

Green

Senses: taste

Number 4

JANUARY

Review colors

Senses: hearing

Teddy Bear Day

Dinosaurs

Winter

Number 5

Fire Safety (Fire Drill)

FEBRUARY

Valentine's Day

President's Day

Purple and Pink

Senses: touch

Sorting 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
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
Number 1

OCTOBER
Fall
Columbus Day
Halloween
Days of the Week
Letters D, E, F
Numbers 2 and 3

NOVEMBER
Counting
Shapes
Thanksgiving
Letters G, H, I

DECEMBER
Weather
Letter J
Christmas Pageant Preparation

JANUARY

Winter

Martin Luther King, Jr.

Patterns

Story Sequencing

Letters K, L, M, N

Numbers 4 and 5

FEBRUARY

Valentine's Day

Washington

Lincoln

Mail

Letters O, P, Q

Number 6

MARCH

St. Patrick's Day

Graphing

Seasons: Spring

Letters R, S, T

Numbers 7 and 8

APRIL

Plants & Flowers

Earth Day

Easter

Sailing

Months

Letters U, V, W

Number 9

MAY

Mother's Day

Family Day

**Summer Fun
Letters X, Y, Z
Number 10**

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

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

DECEMBER

**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
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. RESPONSIBILITIES OF PARENTS

Volunteer Requirements

Parents, and interested parties, wanting to help with lunch 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 parents attend in May. When needed, parent/guardian volunteers may serve on a committee and help with occasional special projects or trips.

Parents/guardians with special skills, talents, hobbies, cultural traditions, or places of work suitable for field trips are encouraged to share this with the 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, and we ask that you do not discuss individual children outside the classroom. We owe the children and their parents this courtesy. 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.

IX. 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 9:15 a.m. and are dismissed promptly at 11:45 am. All 4-year old **morning** classes begin at 9:15 am. and are dismissed

promptly at 12:45 pm. Full Day and Full-time programs begin at 9:15 am. and end at 2:45 pm. If your child is not attending school on a regular class day, we appreciate your calling the school office by 10:00 am.

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.

Before and After Care

Before Care starts at 7:30 am. Children are escorted to their classroom at 9:15 am. The cost for Before Care cost is \$10.00 per day.

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 pm. The cost is \$20.00 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 students should be walked to the lobby by their parents.

Before Care will be available beginning at 8:00 a.m. Parents will escort their child to the front desk and be directed to Before Care by the Receptionist.

In the event that there is an early closing, SRNS will have an 11:45 am. dismissal for students not attending Lunch Bunch, and a 12:45 pm. dismissal for students attending Lunch Bunch and full-time students. All afternoon classes and activities, including After Care, will be canceled.

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

Crisis Plan

There is a crisis plan on file in the school office. Children participate in various emergency drills, including fire drills. If children need to be relocated from our campus, we have a reciprocal relationship with Ritchie Park Elementary School and Georgetown Hill Early School, Falls Road location.

Security Policy

The outside doors to the lobby are locked. All other doors, including the door to the Trumpet Room, are also locked. A receptionist in the lobby will allow only authorized persons to enter the building during school hours.

Parents must give permission for anyone picking up their child by listing them on the transportation form that is completed during the TADS enrollment process. Changes can be made at any time during the school year in the school office, and written notification must be provided for any change in your child's routine.

Doors

Please remember to close the main doors when entering and leaving the building. The parish employees, along with the electric bill, will benefit greatly. **Thanks!**

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 which can be 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

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 or make a tote bag 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 tote bags, for sale at the school store, are ideal for daily use. Be sure to label the bag with your child's name. The school store also offers SRNS t-shirts and sweatshirts available for sale.

Clothing

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. An alternate recess activity will be offered to students with medical concerns, including seasonal allergies. Since St. Raphael 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) 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 ADW's Child Protection Policy. A full explanation of this policy is located at www.adw.org.

School Records

St. Raphael Nursery School assumes 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, St. Raphael Nursery School incorporates technology into the classroom on an extremely limited basis.

Interactive technology may be used in specific situations when tied to the curriculum. Examples include: 3-year old Teddy Bear Day, 4+ end of Alphabet celebration, and holiday celebrations; it may also be used in after care on Friday afternoons. Technology may also be used to facilitate active and creative learning; to encourage social engagement with other children and adults; to support curriculum concepts which may include science videos; or with videos that include songs and activities that encourage physical movement. Interactive Technology is described as 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. This technology is allowed if it occurs infrequently and does not exceed 30-minutes per week. Passive technology means non-interactive television, videos and streaming technology.

As a play-based nursery school, we feel students learn through creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, playing, singing and other developmentally appropriate learning activities.

X. HEALTH AND WELLNESS

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 in St. Raphael Nursery School are required to have a physical 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. At least one of these lead test results must be documented in the student's health inventory or on the Maryland Lead Certificate (included in the ADW Form 3P). Students will only be permitted to start school if all forms are completed, and students have received all required immunizations.

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

Medication will only be given at school, if the Student Medication Authorization Form (ADW Form 8) is completed by both the parent/guardian and health care provider. 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 parent's/guardian's responsibility to replace any medication prior to the expiration date.

The first day's dosage of any new medication must be given at home before it can be given at school. All prescription medication must be brought to the health room by parent/guardian and must come to school with the pharmacist's label attached. All non-prescription medication must be brought to the health room by parent/guardian and must be in the original sealed container with the manufacturer's label. Parent/guardian should label medication brought to school with the student's name. Pharmacy labels and Physician medication samples should contain the following information:

- Student Name

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

***Any medication that can be administered by parent/guardian before and/or after school, should be administered at home.**

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 be sent to 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 call/email the nurse or the front desk by 10 am if his/her child is absent from school.**

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

Asthma Policy

Parents must notify the school nurse if their child was diagnosed with Asthma or Reactive Airway Disease. 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. Inhaler medication will be maintained in the health room and administered by the school nurse. The school nurse recommends that a spacer be provided by the parent/guardian 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 **Allergy Agreement and Action Plan (ADW Form 6)** be completed by the parent/guardian and health care provider. 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**. Emergency medication and required documentation must be brought to school prior to the 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, 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 or with 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.

***When there is a question of safety with food, a student will be given an alternative safe snack to eat.**

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

Snacks

Parents are asked to send in a nutritious snack for their child 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 you are asked to provide a specific snack to reinforce a lesson. We appreciate your being sensitive to food allergies in the class (Please see our Nut Aware Policy).

XI. LUNCH PROGRAM

Students attending full-day programs and Lunch Bunch bring a bag lunch from home. Student lunches should be labeled clearly with the student's name on the outside of the lunch container and should include a drink. In accordance with licensing requirements, milk can be offered. 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. We also ask that food containing nuts and/or nut products (flours, oils, and butters) not be sent to school.

Lunch Bunch is one-hour long and consists of two parts: one-half hour for playing and one-half hour for eating. An SRNS Board member coordinates the program which is staffed by parents. If it is too cold (below 32 degrees Fahrenheit), too hot, or other inclement weather, students will be provided an indoor location to play. Students suffering from severe allergies can also be provided an indoor location to play.

If your child has food allergies, please note specific food allergy/allergies when registering your child.

XII. 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 Director and/or a teacher-parent-director meeting can be arranged.

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 giving time-outs.
- * 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 Director and a conference will be arranged with one or both parents, the teacher and the Director.
- * If the situation does not improve by the established deadline, the Director may expel the student.
- * If, per the Director's discretion, the safety and/or health of others in the school will be impaired by the child's continued attendance, the Director may require the child's immediate withdrawal.

XIII. PARENT-SCHOOL COMMUNICATION

Conferences will be held twice a year in November and April. A written evaluation will be given in the Spring. If you have any questions about your child's progress, you may call or email the teacher and ask to be contacted after school hours.

Classroom Visits

Parents are welcome to visit the class and see their child in action. The most ideal situation for observing is through a one-way mirror like those used in most college nursery school laboratories. Since we do not have a mirror at St. Raphael Nursery School, we do have 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 3- or 4- year old and knowing you are being watched. 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

A roster of all students currently enrolled is printed each summer. If personal information should change during the school year, we ask that you update your information in TADS. If you need assistance, contact the school office. Please note: **This roster is for internal use only and may not be used to solicit student families.**

XIV.NURSERY SCHOOL BOARD

The purpose of St. Raphael Nursery School Board is to provide assistance to the Pastor and Director in the operation of the school. They offer input regarding budget, personnel and policy. In addition, they oversee the lunch program and parent participation program. St. Raphael Nursery School consists of a President and eleven permanent Board members with the Director as a non-voting member.

The term for Board members is from April through the following May. Staff and Board members who have served for at least eight consecutive months are eligible for priority registration.

(All policies are subject to change.)