



# PARENT HANDBOOK 2024-2025

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# ST. PATRICK'S

EPISCOPAL CHURCH & DAY SCHOOL

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## ST. PATRICK'S EPISCOPAL DAY SCHOOL

St. Patrick's Episcopal Day School is an outreach ministry of St. Patrick's Church. We seek to provide the best possible environment for young people in our area to grow in their ability to work, play and love.

Our approach to education is flexible, responsive to the needs of each child, and designed to help each child discover his or her own gifts through learning in many ways. The ministry of this school is based in our community of faith, which we share by helping others.

**Let the little children come to me... For the kingdom of heaven belongs to such as these.  
- Matthew 19:14**

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# ST. PATRICK'S

EPISCOPAL CHURCH & DAY SCHOOL

## 2023-2024 PARENT HANDBOOK

### Welcome to St. Patrick's Episcopal Day School

We are so happy that you have decided to join our family! This handbook will serve as a guide to our school. It covers our mission, goals, requirements, programs, policies, and expectations. Please read through this handbook carefully and keep it for future reference. If you have any questions or concerns, please contact our team.

#### OUR MISSION

St. Patrick's Episcopal Day School's mission is to share the love of Christ with the world as we serve our families and guide our children as they grow spiritually, socially and academically.

#### OUR GOALS

St. Patrick's Episcopal Day School will provide:

- a program centered in Christian ideals and values
- an atmosphere to encourage a positive self-concept and a joy for learning
- learning activities appropriate for each age and ability
- an atmosphere where children learn through experience-oriented activities

#### HOURS OF OPERATION

We are open Monday through Friday from 6:30 AM to 6:00 PM and are licensed to care for children ages 3 months through Pre-K4 in our preschool program and children up to 14 years-old in our elementary program.

St. Patrick's closes in observance of the following holidays: New Year's Eve; New Year's Day; Martin Luther King, Jr. Day; Lundi Gras (for staff development); Mardi Gras; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Black Friday; Christmas Eve; and Christmas Day. *Additional days may be added depending on when holidays fall within the week.*

#### OUR PROGRAMS

- PRESCHOOL: Infant, Toddler, Pre-K-3, & Pre-K-4                      Ages 3 months to 4 years old
- ELEMENTARY: Before/After/Early Release/Holiday Care              Ages 5 to 14 years old
- ELEMENTARY: Summer Camp    Ages 5 to 14 years old

#### ENROLLMENT REQUIREMENTS

Before enrolling at St. Patrick's Episcopal Day School, please have the following:

- Complete registration packet; which can be found at [StPatsLA.org/Admissions](http://StPatsLA.org/Admissions) or in our Lobby
- Copy of current immunization record
- Copy of birth certificate
- Copy of any legal documents establishing custody and/or parental rights, *if applicable*
- Registration fee to be paid at time of enrollment

#### SCHOOL CONTACT INFORMATION

Phone: (225) 654-4091      Fax: (225) 654-4074      Mailing Address: 1322 Church Street,  
Website: [www.stpatsla.org](http://www.stpatsla.org)    Zachary, LA 70791  
Email: [Office@stpatsla.org](mailto:Office@stpatsla.org) & [admissions@stpatsla.org](mailto:admissions@stpatsla.org)

## SECURITY

St. Patrick's Episcopal Day School utilizes a limited-access door which can only be opened with unique access codes, registered fingerprints, or permission of staff-in-charge.

Each family member or authorized pick-up person can choose to sign up with codes or fingerprints. Children will only be released to individuals listed on file with the proper identification/access. Your child will not be released to anyone who is not on file. In the event you need someone not previously authorized to pick up your child, notify the front desk in writing and ensure the third party brings proper identification.

## SIGNING IN AND OUT

All adults entering a school campus must enter through our School Front Door/Lobby and must present their photo identification at lobby window before passing through the security door.

Visitor passes must be worn by all visiting adults on campus.

The name of the parent/guardian/authorized pick-up person must be indicated on Emergency Card. \*Parents are responsible for providing current court orders. \*Court orders should be kept on file by the school.

The parent/guardian/authorized pick-up person must sign out the student through our lobby kiosk with fingerprint or by-pass code and password, which will activate the security door. (Sign-out logs are carefully maintained.)

- ⇒ In the event of a power outage or internet outage, staff-in-charge will activate "Personal Hotspot" and use Pro-Care via iPad for checkouts or use Master Cards and paper checkout log to verify authorized pick-up persons.

Our staff-in-charge also has the ability to check a child in or out.

## MEALS AND SNACKS

The children are served a balanced breakfast, lunch and afternoon snack each day. Whole milk is served at breakfast and lunch; water is served at snack and is available throughout the day.

A current Breakfast and Lunch menu will be published, posted in each classroom, posted in the school office lobby, and sent electronically through our parent communication app before the new month starts.

Please see page 10 for the complete Food Policy

## DROPPING OFF AND PICKING UP CHILDREN

Our School opens at 6:30 a.m. and closes at 6:00 p.m. When your child arrives at the center you will need to park and escort your child inside the building to the appropriate classroom. Please make sure the child is first checked in at the front desk. You may pick up your child following the same procedure in the afternoon.

Administration will not allow your child to leave our campus with someone who is not listed on your registration paperwork unless we are properly notified. We require written notification from a parent/guardian to allow a person not listed in your child's paperwork as authorized for pick-up. If you need to add persons to your authorized list, please contact the front desk.

## LATE ARRIVALS

St. Patrick's Episcopal Day School preschool learning program begins daily at 9 a.m. Please have your child at St. Patrick's no later than 9 a.m. so that your child gets the most out of our learning program. We understand extenuating circumstances arise, such as doctor's appointments, and we are happy to make exceptions in these cases with a doctor's return to school note. We cannot, however, allow students back on campus during their classroom's naptime as the disruption will likely wake the class.

St. Patrick's Episcopal Day School closes at 6:00 p.m. Any child picked up after 6:00 p.m. will be billed a late charge of \$1.00 per minute.

# PREPARING FOR ENROLLMENT AT ST. PATRICK'S

## INFANTS – AGES 5 TO 15 MONTHS

Required For Enrollment	Prepare Before Start Date	Keep In Classroom	Bring Daily
Completed Registration Forms	Label all bottles, bottle lids, and pacifiers	Diapers and wipes, Labeled	Labeled bottles of milk
Current Immunization Record and Copy of Birth Certificate	Label jackets and spare sets of clothing	Two complete changes of seasonally appropriate clothes – each in a Ziploc bag, Labeled	Solid baby food once your child begins eating, labeled
Infant Feeding Instructions Form	Label diaper bag		Labeled diaper bag
\$150 Registration Fee	Look for ProCare invite email and download ProCare app		

## TODDLER 1'S – AGES 15 TO 24 MONTHS

Required For Enrollment	Prepare Before Start Date	Keep In Classroom	Bring Daily
Completed registration forms	Label pacifiers, <i>if needed</i>	Diapers and wipes, Labeled	Wear socks and tennis shoes daily
Current immunization record and copy of birth certificate	Label jackets and spare sets of clothing	Two complete changes of seasonally appropriate clothes – each in a Ziploc bag, Labeled	Labeled Backpack
\$150 Registration fee	Look for ProCare invite email and download ProCare app	Nap-mat or bedding for cot ( <i>blanket and pillow</i> ), Labeled	Pacifiers, <i>if needed</i>

## TODDLERS 2'S—TWO YEARS OLD

Required For Enrollment	Prepare Before Start Date	Keep In Classroom	Bring Daily
Completed Registration Forms	Label jackets and spare sets of clothing	Diapers, pull-ups, and/or underwear and wipes, labeled	Wear socks and tennis shoes daily
Current immunization record and copy of birth certificate	Look for ProCare invite email and download ProCare app	Two complete changes of seasonally appropriate clothes – each in a Ziploc bag, labeled <i>Extra underwear, bottoms and socks when toilet training</i>	Labeled Backpack
\$150 Registration fee		Nap-mat or bedding for cot ( <i>blanket and pillow</i> ), labeled	

## PRE-K-3 AND PRE-K-4—AGES 3 AND 4 YEARS OLD

Required For Enrollment	Prepare Before Start Date	Keep In Classroom	Bring Daily
Completed registration forms	Label jackets and spare sets of clothing	Nap-mat or bedding for cot ( <i>blanket and pillow</i> ), labeled	Wear socks and tennis shoes daily
Current immunization and copy of birth certificate	Look for ProCare invite email and download ProCare app		Labeled Backpack
\$150 Registration fee			
Fully Potty Trained, see page 17			

## PREPARING FOR ENROLLMENT AT ST. PATRICK’S, CONTINUED

BEFORE AND AFTER CARE—AGES 5 TO 14 YEARS OLD		
Required For Enrollment	Prepare Before Start Date	Bring Daily
Completed registration forms	Label ALL personal belongings	Wear socks and tennis shoes daily
Current immunization record and copy of birth certificate	Look for ProCare invite email and download ProCare app	
\$50 Registration fee		

SUMMER CAMP—AGES 5 TO 14 YEARS OLD		
Required For Enrollment	Prepare Before Start Date	Bring Daily
Completed registration forms	Label ALL personal belongings	Wear socks and tennis shoes daily
Signed permission forms	Look for ProCare invite email and download ProCare app	Labeled water bottle
\$100 Registration Fee		Check summer camp calendar for special event days that will require special dress <i>(water days: swimsuit &amp; towel)</i>

## 2022-2023 ANNUAL REGISTRATION AND TUITION RATES

Program	Annual Registration	Tuition
Infant (3 months to 15 months)	\$150	\$895 part-time, \$950 full-time/month
Toddler (16 months to 2 years)	\$150	\$860 part-time, \$915 full-time/month
Pre-K3 (3 Years Old)	\$150	\$810 part-time, \$860 full-time/month
Pre-K4 (4 Years Old)	\$150	\$785 part-time, \$835 full-time/month
Before Care	\$50	\$155/month
After Care	\$50	\$235/month
Before and After Care	\$50	\$335/month
Holiday Care – <i>students enrolled in Before and/or After Care</i>	\$50	\$30/day
Holiday Only Care – <i>students NOT enrolled in Before and/or After Care</i>	\$50	\$50/day
Early Release – <i>students not enrolled in Before and/or After Care</i>	\$50	\$30/day
Summer Camp	\$100	\$160/week per child

## TUITION

A non-refundable, annual registration fee of \$150 per child is required for children enrolling in our preschool program. Annual non-refundable registration fees for our *Before and After Care* and *Summer Camp* programs are \$50 and \$100, respectively.

Monthly tuition bills must be paid in full by the 10th of the month. Tuition bills paid after the 10th of the month will be charged a \$25 late payment fee.

If a family's tuition account for the billing month is not paid by the end of the month, the student or students will be unenrolled from St. Patrick's Episcopal Day School and the position(s) will be assigned to another student.

We do not issue refunds for holidays or absences.

Payments made by check should be placed in the tuition box located in the lobby. Please make checks payable to St. Patrick's Episcopal Day School. If making a cash payment, please see the front desk attendant who will issue a receipt.

Payments may be made online at MyProcure.com. You may also pay by ACH draft by submitting our auto-draft agreement.

Upon enrollment at St. Patrick's Episcopal Day School, the full month's tuition will be charged for the enrollment and attendance of a child on or prior to the 15th of the month. One half of the full month's tuition will be charged for the enrollment and attendance of a child after the 15th of the month.

Upon ending enrollment, one half of the full month's tuition will be charged if the child attends through the 15th of the month. The full month's tuition will be charged if the child attends after the 15th of the month.

Elementary students will be given credit for the last week of May if they attend the first session of summer camp. Elementary students will be given a credit for the first week of August if they attend the last session of Summer Camp. No other proration will be given for May or August.

Summer Camp tuition is due on the first day of every week of camp. Families are billed for every session for which their child is enrolled, regardless of attendance.

Elementary Holiday Care tuition is due prior to attendance.

All questions regarding billing and payments should be directed to our school accountant via email - **accountant@stpatsla.org**.

## POLICIES

### ADMISSION

Admission of children shall include an interview with the parent or guardian to secure necessary information about the child, a completed application and the application fee. This information shall include but is not limited to: a copy of the child's birth certificate, immunization record, vital statistics, emergency information, a list of people approved to pick up the child and any court documents establishing custody and/or parental rights.

### DISCRIMINATION

St. Patrick's Preschool welcomes any child without regard to race, color, religion, sex, national origin, handicapping condition or ancestry provided our program can fully meet their needs.

### CHILD DEVELOPMENT/LEARNING ACTIVITIES

St. Patrick's child development and learning activities are currently based on The Creative Curriculum published by Teaching Strategies. The Creative Curriculum is a comprehensive, research-based curriculum that promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. This curriculum is rated as a Tier 1 curriculum by the Louisiana Department of Education, meeting all requirements across non-negotiable and additional indicators of quality education materials and activities.

Our PreK-3 and PreK-4 classrooms also use *Handwriting Without Tears*, published by *Learning Without Tears*, to supplement the development of small motor skills related to pre-writing and writing.

### DISCLOSURE OF INFORMATION POLICY

St. Patrick's Episcopal Day School parents can contact the licensing authority for the availability of licensing surveys/inspections, regulations and information regarding our school. This information can be found on the Department of Education website: [louisianabelieves.com](http://louisianabelieves.com)



## **REPORTING CHILD ABUSE, CHILD ENDANGERMENT OR NEGLECT**

St. Patrick's Episcopal Day School is required to report any suspected incident of child abuse, child endangerment or neglect in accordance with LA R.S. 14:403 to the local child protection agency (225-925-4571). Louisiana Child Protection Statewide hotline: 1-855-4LA-KIDS (1-855-452-5437).

## **SANITATION**

We require our students to wash their hands before entering the classroom, before and after meals, after using the restroom, and after playing outside.

Our tables are first cleaned with soap and water and then disinfected before and after meal and snack times. Touchable surfaces and toys are cleaned and disinfected daily.

## **TRANSPORTATION**

Transportation to and from the school is the responsibility of the parent/guardian. The parent/guardian may make arrangements with public, private, or parochial school buses to transport children to and from school.

## **TRANSPORTATION BY CONTRACT**

When the center contracts with an outside source for transportation, there shall be an agreement on file signed and dated by the Director and a representative of the transportation agency stating that all rules for transportation shall be followed as stated in the law and the regulations. The center shall select a transportation agency with a good reputation and reliable drivers.

## **CAR SEATS**

Your child will not be released to your care if you do not have a seat to safely transport your child. Louisiana law is as follows:

- A child who is younger than the age of two years shall be restrained in a rear-facing child restraint system that complies with all applicable federal regulations until the child reaches the weight or height limit of the child restraint system as set by the manufacturer.
- A child who is at least two years of age or older and has reached the rear-facing weight or height limits of the child restraint system as set by the manufacturer, shall be restrained in a forward-facing child restraint system with an internal harness until the child reaches the weight or height limit of the child restraint system set by the manufacturer.
- A child who is at least four years of age and has outgrown the forward-facing weight or height limits of the child restraint system as set by the manufacturer shall be restrained in a belt-positioning child booster seat, secured with a vehicle lap-shoulder seat belt, according to the manufacturer's instructions.

## **FIELD TRIPS - ELEMENTARY SUMMER CAMP**

Each field trip will require a signed permission form for each child to be transported. St. Patrick's reserves the right to deny any student the ability to participate in any field trip based upon student behavior. If a student's behavior could jeopardize the proper supervision of a group, that student's parents/guardians will be notified by administration that he/she will not be able to participate.

## **DAILY SCHEDULES**

Class schedules are designed based on the learning and developmental needs of each age group. There is a set schedule every day from open to close for each age group. Classroom schedules are posted in each room.

## **TRANSITIONING CLASSROOMS**

You will be notified each time we feel your child is ready to transition to a new classroom. There is no set timeline as to when your child will transition out of a class. Moves are based upon your child's developmental stage and availability of

spots in the next level.

## CLOTHING

Please make sure your child is dressed in comfortable, easy to fasten clothing that will encourage self-sufficiency. Tennis shoes or soft-soled shoes are our choice for school shoes. You will be asked to bring your child a different pair of shoes if inappropriate shoes are worn.

Please check your child's book sack daily for soiled clothing and replace soiled clothing with another weather appropriate change of clothes in a new Ziploc bag. We ask that our students carry a book sack everyday beginning with our toddlers.

Please remember to label every article of clothing your child brings to school so identifying stray items will be easier for our staff.

## OUTSIDE BELONGINGS

Please encourage your child to leave toys, money and other valuables at home. Those items often lead to conflicts with classmates.

We cannot be responsible for articles that are brought to school.

## FOOD POLICY

The children are served a balanced breakfast, lunch and afternoon snack each day. Whole milk is served at breakfast and lunch; water is served at snack and is available throughout the day.

A current Breakfast and Lunch menu will be published, posted in each classroom, posted in the school office lobby, and sent electronically through our parent communication app before the new month starts.

Children under the age of four will not have foods that are recognized as choking hazards. Examples of those foods include, but are not limited to, whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn and chunks of meat larger than what can be swallowed whole.

State law states that parents are allowed to bring food into center; this includes packed lunches for children on therapeutic diets, children with allergies, or meals for picky eaters.

Food brought into the center may ONLY be eaten at our designated Breakfast, Lunch, and Afternoon Snack times. See the front desk or your child's teacher for his/her classroom schedule.

Please adhere to the following:

- **Bottled formula** for infants supplied by the parent shall be labeled with the child's name or initials, have labeled caps, has to be pre-mixed, and be refrigerated upon arrival in the child's classroom.
- **Baby food** supplied by the parent shall be in the original unopened container and labeled with the child's name;
- When a child requires a **special diet**, parents must update the child's Emergency MasterCard to reflect the special diet or change in diet. Please also verbally tell the child's teacher at check-in as a reminder.
- Child with food **allergies/intolerance**, parents must update the child's Emergency MasterCard indicating the specific food allergy/intolerance;
- When a child requires a **modified diet for religious reasons**, a written statement to that effect from the child's parent shall be on file;
- Refreshment for **special occasions** such as birthday parties and holidays, with prior approval from the child's teacher.

## BEHAVIOR POLICY

St. Patrick's Episcopal Day School advocates Positive Discipline as our preferred behavior management technique. Positive Discipline favors teaching behaviors over punishment, beginning with modeling the skills and values we wish our students to develop. The five criteria for positive discipline are:

- 1) Does it help children feel a sense of belonging and significance?
- 2) Is it respectful?
- 3) Is it effective in the long term?
- 4) Does it teach valuable social and life skills for good character?
- 5) Does it invite children to discover how capable they are, and how to use their power constructively?

Our staff may also implement redirection and may use the practice of “time-out.”  
Our priority is the safety and well-being of the children and our staff, therefore:

- No child shall be subject to physical punishment, corporal punishment, which includes but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- Verbal abuse or threats which includes, but is not limited to, the use of offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children. (The threat of a prohibited action even if there is no intent to follow through with the threat).
- No child or group of children will be allowed to “bully” or discipline another child.
- No child will be restrained by devices such as highchairs or feeding tables for disciplinary purposes
- No child or group of children will be deprived of a snack for disciplinary reasons.
- No child or group of children will have active play time withheld for disciplinary purposes, except time-out may be used during active play time for an infraction incurred during the playtime.

TIME-OUT is not used as a disciplinary measure for children under the age of 2. Time-out/Redirection shall take place in the teacher's sight. The length of each time-out shall be based on the age of the child and will not exceed one minute per year of age.

For children over the age of 6: Time out may be extended beyond 1 minute per year of age only if a signed and dated statement, including a maximum time limit, from parents/guardian granting permission is on file at the center.

Any violation of the policy stated above by our staff will result in suspension of a teacher or staff while an investigation is conducted. Final determination on that employee's disposition will be administered after a full investigation. Reports of any mistreatment of children brought to the attention of the administrative staff will be investigated and reported to the Department of Education.

## **CHRONIC BEHAVIOR ISSUES**

While our staff will make every effort to work with children, their parents, and all available resources to promote appropriate behaviors, there are situations when additional action may become necessary. Dismissal of a child will occur after three suspensions, or immediately if the child's behavior severely injures a staff member or another child.

## **PROGRESSIVE DISCIPLINE POLICY - ELEMENTARY**

Behavior violations will be documented by teacher/staff member(s) witnessing events. Events will be classified according to severity as minor or major infractions and immediately disciplinary action will be taken. Immediate disciplinary actions may include time-out (in accordance with policy stated above), appropriate punishment and counseling/redirection

Three minor infractions during a semester, or over the course of summer camp, will result in a parent conference. Upon receiving three (3) minor violations or one (1) major violation, a parent meeting will be required. After a parent meeting, the following action may apply:

**Three (3) Minor Violations:** If need be, the student will be placed on a behavior plan (daily/weekly monitoring of targeted behaviors, parent communication, etc.). If behaviors continue after meeting with parents and / implementation of a behavior plan, further disciplinary action, including suspension and /or dismissal from St. Patrick's, may be taken.

**Minor Violations:** disobedience, disrespect for teachers/students, profane language, similar and other behaviors as determined by administration.

**One(1) Major Violation:** For the first major behavioral violation, the student will be placed on suspension up to three (3) days. Additional violations will lead to further suspensions or expulsion. All instances of physical contact with another child, whether done as aggressor or in retaliation, will be documented as infractions.

**Major Violations:** fighting, assault upon a teacher/student, bullying/intimidation, damaging school property, possession of illegal drugs/alcohol/pornography/weapons, threatening school personnel/student, vandalism, similar and other behaviors as determined by administration.

Any instance of a child hitting with his/her hand or fist will be considered fighting and will result in suspension or expulsion, as explained above. Our goal is the development of socially competent young men and women; we will not sacrifice the safety of our student body. The resolution of ongoing behavioral issues is only possible with your understanding and participation in this process as a parent.

**IMPORTANT:** St. Patrick's Episcopal Day School reserves the right to dismiss or expel any student or family from the center at any time for failure to comply with the rules and regulations set forth.

## **BITING POLICY**

Biting is a difficult and uncomfortable issue for parents of the child who has been the victim and of the child who is biting. Biting is common among young toddlers, can begin in late infancy, and at times, can continue until preschool age. Even though biting is typical developmental behavior, it does not mean it is an acceptable behavior.

Our teachers will do everything possible to prevent biting in the classroom by encouraging students to "use their words" and maintain a large selection of toys and materials, but often the act happens so quickly we are unable to intervene in time. Other factors that may lead to biting include frustration or stress, teething or dental pain, exploration and learning, cause and effect (wanting to see the reaction of the other child), an unawareness of others' feelings, young toddlers' inability to engage in interactive play, a perceived violation of personal space, or even imitating others (for example, if they have been bitten in the past).

Biting instances are documented for both the victim and the child who has bitten and signed by each child's parent or guardian. We will not disclose the name of the student who is biting due to our confidentiality agreement with that child's family. We will observe and track biting incidents to best identify what triggers each occurrence. Student who repeatedly bite will be placed on a behavior plan after conferencing with parents.

If a child's biting becomes excessive, we will ask that you keep your child home for a day to give our teachers and your child's classmates a break from the biting. This is in no way a "punishment" for you or your child. Sometimes a day away from school can help solve the problem. If we are unable to identify reasons behind biting after careful observations, if biting does not decrease over time after an effective intervention has been used, or if all strategies we have employed to decrease biting have been ineffective, St. Patrick's will have no other course of action but dismissal of the child.

If your child is being bitten, please understand that the parents of the child who is biting and the staff of St. Patrick's are working with them to try and eliminate the behavior.

## **RESOLUTION POLICY**

In the course of daily operations, sometimes concerns arise. We believe that open and respectful communication is essential in resolving these conflicts and maintaining a positive and supportive environment for all. To ensure that conflicts are addressed in a fair and constructive manner, we have established the following policy for parent conflict resolution:

- **Open Communication Channels:** We encourage parents/guardians to address any concerns or grievances they may have directly with our staff or administration. We have an open-door policy that allows parents to schedule a meeting or discuss their concerns in person, over the phone, or through email.
- **Confidentiality:** All discussions regarding conflicts will be treated with the utmost confidentiality. We respect the privacy of all parties involved and will not disclose any personal or sensitive information without explicit consent.
- **Active Listening and Understanding:** Our staff and administration will actively listen to parents/guardians, seeking to understand their concerns fully. We value your perspective and will make every effort to address your concerns promptly and effectively.
- **Mediation and Resolution:** In cases where conflicts cannot be resolved through direct communication, we may offer mediation services, facilitated by a neutral third party. Mediation provides an opportunity for both parties to express their concerns and work towards finding a mutually agreeable resolution.
- **Professionalism and Respect:** We expect all parties involved to maintain a respectful and professional demeanor during conflict resolution discussions. Verbal abuse, threats, or any form of harassment will not be tolerated. The safety of our teachers and staff is important.
- **Social Media Usage:** We kindly request that parents/guardians refrain from airing their grievances or discussing conflicts on social media platforms. Social media is not an appropriate forum for addressing personal grievances and can often escalate the situation, causing unnecessary stress and damage to our community.
- **Consequences:** While we strive to resolve conflicts amicably, any parent/guardian found to be in breach of this policy by publicly discussing conflicts on social media may be subject to disciplinary actions, including termination of their child's enrollment at our center.

We believe that by following this Resolution Policy for Parent Conflict Resolution, we can promote a harmonious and supportive environment for everyone involved. Our goal is to work together with parents/guardians to ensure the best possible experience for the children in our care.

## CONFIDENTIALITY

St. Patrick's will maintain confidentiality of our families' records. Employees of the center shall not disclose any information concerning your child or family to any unauthorized person. The center will obtain written, informed consent from parent/guardian prior to releasing any information from which your child might be identified, except in the case of release to authorized state and federal agencies.

## PHOTOGRAPHING

Cameras monitor activity in every classroom, hallway, staircase, at every entrance, and in our Parish Hall and parking lot. Our staff may also take photos of your child during special events or activities that may be posted on our social media. Please indicate in your enrollment packet paperwork if you do not wish for photographs of your child to be posted to our social media accounts or as part of an external publication.

## MEDICATION ADMINISTRATION

If a child requires any medication while in our care, the parent/guardian must complete a Medication Authorization Form and bring the form, along with the medication, to our front office.

The Medication Authorization Form shall include:

- Child's full name
- Medication Type: Daily, As Needed, and/or Emergency Use
- Medication name and strength
- Date(s) to be administered
- Directions for use:
  - > Route (oral, topical)
  - > Dosage
  - > Frequency
  - > Time to be given
  - > Schedule
  - > Special instructions, if any
- Possible Side Effects/Anticipated Reactions
- Signature of parent and date of signature

Requirements for medication container/packaging:

- **Prescription Medication** is required to be in the original pharmacy container with the complete pharmacy label.
- **Non-Prescription Medication** is required to be in the original bottle packaging for the medication, which shall include the drug name, strength, and clear directions for use.
  - ◊ If a non-prescription medication label reads, "consult a physician," written authorization from a licensed health care provider will be required to accompany the medication.

**All medication must be clearly labeled with the child's first name, last name, and the medication's expiration date.** Medication shall not have an expired date. *We cannot administer expired medication under any circumstance.*

**All medication, oral and topical including but not limited to: diaper ointments, creams, lotions, sprays, powders, gas drops, Vaseline, etc., must be kept in a locked location;** either within the child's classroom or our front office.

**We cannot allow these items to be stored in diaper bags or backpacks.**

**Children who require As Needed or Emergency Medications**, such as but limited to: an EpiPen, Benadryl, an inhaler, breathing treatments, etc., shall have an attached 'Written Plan of Action' from a licensed healthcare provider and must include (Please see the Anaphylaxis & Epinephrine Policy below):

- Child's name
- Medication name and strength
- Method of administration

## ILLNESS/INFECTION SYMPTOM CHART

Illness/Infection Symptom	Should children stay home?	When can a child come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to fever
Coxsackie (hand, mouth and foot disease)	YES (with fever) NO (without fever)	Fever free for 24 hours. If child presented with blisters, all blisters have scabbed over with doctors note
Covid-19	YES	Please see Covid-19 Screening Decision Tree posted by the LA Dept of Health or contact our office for further instructions
Diarrhea / Two or more loose stools, over and above what is normal for child, or any un-contained stool.	YES	Diarrhea is resolved or stool turned to normal for child
Ear Infection	NO (with doctor's diagnosis)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hours
Fifth Disease	NO (without fever) YES (with fever)	Refer to fever
Giardia	YES	When diarrhea subsides or doctor approves readmission
Hib disease	YES	Well and proof of non-carriage or cleared by physician
Hepatitis A	YES	One week after illness started and fever is resolved
AIDS (or HIV infection)	YES	Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the director
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Meningococcal disease	YES	Well and proof of non-carriage (Neisseria meningitidis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ringworm	No (keep area covered)	
Roseola	YES (with fever)	See fever
RSV	YES	Free of fever for 24 hours, fever reducing medications have not been given in the past 8 hours, and well enough to participate in routine activities
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Strep	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed antibiotics for 24 hours
Thrush	YES (should seek treatment)	Cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

- Circumstances for administering ‘As Needed’ medication and/or Symptoms that indicate the need for ‘Emergency’ medication
- Actions to take once symptoms occur
- Description of how to use the medication
- Any applicable special instructions
- Signature of provider and date signed
- Signature of parent and date signed

**All Medication Administration Forms shall be updated every six months or as needed.**

When a parent administers medication to his/her own child on center premises, the medication administration shall be documented in our Medication Administration Log and signed by the parent administering the medication or staff member witnessing the medication administration.

**ILLNESS POLICY**

A staff member will contact you if your child develops symptoms while in our care. An ill child must be picked up by a parent or designated emergency contact within 1 hour of notification.

**HEALTH**

We are a “well-care” center. If your child needs Tylenol in order to get through the day fever-free, then he/she needs to stay home that day. We understand that parents need to work; however, we also do not want your child to be miserable all day and potentially infect others.

We cannot keep children inside due to coughs or runny noses. If they are not healthy enough to play outside, then they are not healthy enough to be at the center. If your child has a contagious illness (chicken pox, flu, etc.), please let us know so we can inform other parents.

If symptoms of contagious or infectious diseases develop while the child is in our care, he/she shall be in supervised isolation away from the other children until a parent or designated person has been contacted and the child has been picked up from the center.

Any child who has a 100°F temperature reading should be picked up from the center within one hour of the parent being contacted and cannot return until fever free for 24 hours.

**Please refer to the chart** on (previous page) page 14 regarding when children shall be excluded from the center based on potential contagiousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

With most other illnesses, children have either already exposed others before becoming obviously ill (i.e. colds), or are not contagious one day after beginning treatment (i.e., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies.)

All injuries from the neck up will be reported to parents immediately.

**ANAPHYLAXIS AND EPINEPHRINE POLICY**

Millions of children, teens, and adults have food allergies that place them at risk for severe, life-threatening reactions. One in four children will have their first allergic reaction at school, and nearly one in five children with known food allergies will have a reaction at school To optimize the safety of children with food allergies, our center has adopted the following policies, hereby termed “commitments,” for our center and families.

Our childcare center, our students, and our students’ families all share the common goal: ensuring the student receives the highest quality education in a safe and inclusive learning environment. This “Anaphylaxis and Epinephrine Policy for Early Childcare Centers” will help provide the student with a safe and inclusive educational experience.

- ⇒ **In the event of an emergency, the following facility person will take charge: Director—Janice Wootan**
- ⇒ **In the absence of the director the following facility person(s) will take charge:**  
  - Primary: Assistant Director —Kendrea Harris**
  - Secondary: Staff-In-Charge—Tyra Jackson**

**St. Patrick’s Commitments**

We will:

- Educate our entire staff on food allergy and anaphylaxis.

- Abide by all applicable laws and policies relevant to this student with food allergy including but not limited to the American Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and any pertinent local policies.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Review all health information submitted by the student's care team including but not limited to parents and medical providers.
- Have a medical emergency response plan (MERP) including a medical emergency response team (MERT).
- Work with center staff to practice the MERT with the student's Anaphylaxis Action Plan before an allergic reaction occurs.
- Debrief on MERP drills to assure the efficiency/effectiveness of the plans.
- Provide all center staff with annual re-education on student-relevant medical issues, including but not limited to food allergies and anaphylaxis.
- Not prohibit participation in ANY center activities due to the student's food allergy.
- Establish a Wellness Team. This team may include, but is not limited to, our director, assistant director, staff-in-charge, teachers, and members of food services.

This team will:

- Work with the student and parents to establish a Comprehensive Care Plan for the student to ensure the student's food allergy management plan is in place as well as any other care plans needed (e.g. 504 plan).
- Collaborate to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Review the school policies, MERT, and the student's Comprehensive Care Plan after a reaction occurs, with the parents, student, and student's medical provider.
- Provide strategies for safely navigating off-campus activities.
- Assure that all staff, including substitutes, who interact with the student understand food allergy, can recognize symptoms of anaphylaxis, and know what to do in an emergency including the administration of an epinephrine auto-injector.
- Coordinate with the center's nurse or MAT-trained personnel to be sure medications are appropriately stored.
- Confirm that each student that requires epinephrine has access to epinephrine at all times, including off-campus school events.
  - Epinephrine and other medicines are easily accessible and secure at the front desk, available to center personnel who are properly trained in epinephrine administration.
- Designate response role(s) to center personnel who are properly trained to administer epinephrine in accordance with policies governing the administration of epinephrine.
- Be prepared to handle a reaction and ensure that multiple, epinephrine-trained staff members are available during the center's day regardless of time or location.
- For Elementary Summer Camp Field Trips, we will work with First Student Charters to:
  - Ensure all school bus drivers are trained to prevent, recognize, and respond to an allergic reaction.
  - Confirm that all buses have communication devices in case of an emergency.
  - Enforce a "no eating" policy on center buses with exceptions made only to accommodate special needs under federal or similar laws, or center policy.
- Ensure that, for all school field trips:
  - Epinephrine is carried on the field trip and transportation if a child requires it.
  - Center personnel trained in epinephrine administration attend the field trip.
  - Center personnel attending the field trip are aware of the child's Food Allergy and Anaphylaxis Action Plan.
  - If food is distributed, the child is not given his/her allergen and/or is informed to bring his/her own food
- Take threats or harassment against the student seriously.

### **The Family's Commitments**

We will:

- Notify the center of our child's allergies.
- Provide the center with a physician-signed Food Allergy and Anaphylaxis Action Plan. This plan will include detailed, clear instructions for how to prevent an allergic reaction by detailing food(s) that must be avoided as well as when and how to administer emergency medication. This plan will also include a headshot (photograph) of our child.
- Work with the center's wellness leadership team to develop a plan that accommodates our child's needs throughout the center, including in the classroom, in the cafeteria, in after-care programs, during center-sponsored activities, and on the school bus.
- Provide properly labeled medications and replace medications after use and/or prior to expiration.
- Provide age-appropriate education to our child in the self-management of his/her food allergy including:
  - Safe and unsafe foods



- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult s/he may be having an allergy-related problem
- How to read food labels
- Review policies/procedures with the center staff, our child's health care provider, and our child (if age-appropriate).
- Provide emergency contact information.

### **The Student's Commitments**

I will (when age-appropriate):

- Eat only my food and will not trade food with others.
- Try to eat only foods with known ingredients and not those containing my allergen(s)
- Be proactive in the care and management of my food allergy to the best of my ability.
- Notify an adult immediately if I eat something that may contain the food to which I am allergic

### **BACK TO SLEEP PRACTICES**

St. Patrick's Episcopal Day School will follow the following safe sleep practices in regard to infants:

- All infants will be placed on their backs while sleeping. Written authorization from a physician is required for any other sleep position. Written notice of the specifically authorized sleep position should be posted near the crib.
- Only one infant will be assigned to a crib.
- Infants will not be placed in a positioning device, unless the center has written authorization from the physician to use the positioning device.
- Bibs will not be worn by any child while sleeping.
- Nothing will be placed over the head or face of an infant.
- Cribs will be free of toys and other soft bedding.
- Staff shall visually check on sleeping infants every fifteen minutes.
- A "Back to Sleep" sign will be posted in each infant room.

### **PACIFIERS**

Pacifiers should be labeled and in a container when you arrive in the morning.

**Infants** who use pacifiers will be offered their pacifier when they are placed to sleep, but the pacifier will not be placed back in the mouth once the child is asleep.

The center staff will permit pacifiers only during nap for **children who can walk and drink from a sippy cup**.

*Children are not allowed to have a pacifier during playtime.*

### **NAPTIME**

All children under the age of five are required by state law to have a rest period while at St. Patrick's Episcopal Day School. Our rest period is from 11:00 to 2:00. To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify your child's teacher in advance so that the teacher may have your child ready when you arrive. **NO Drop-offs will be permitted during quiet time.**

### **POTTY TRAINING**

Potty training concerns should be discussed and agreed upon by the teacher and parent. Parents should send children in clothes that are easy for the child to dress and undress themselves. Parents should support potty training at home and communicate problems to the school.

Teachers will provide scheduled potty times as well as need-based opportunities. Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher.

Even in an older child, it is important to look for signs of readiness before you begin potty training, including:

- staying dry for at least 2 hours at a time
- having regular bowel movements
- being able to follow simple instructions
- being able to help dress and undress self
- having a name for urine and bowel movements
- being uncomfortable with dirty diapers and wanting to be changed

- asking to use the potty chair
- asking to wear regular underwear

Teachers are not allowed to stay in the bathroom a child. Potty training starts in the two year old classrooms.

All Pre-K-3 and Pre-K-4 students are required to be fully potty trained proper to new enrollment. Students will not be promoted to our Pre-K-3 classrooms until they are fully potty trained.

Fully potty trained includes:

- able to undress/dress unassisted
- able to clean self after using the potty
- washes hands without being reminded
- tells teacher/aide when needs to go to the restroom
- no longer needs pull-ups during the day

## **WITHDRAWAL NOTICE**

We require two weeks written notice prior to withdrawal from St. Patrick's Episcopal Day School.

## **INCLEMENT WEATHER CLOSURES**

During inclement weather conditions, St. Patrick's generally follows Zachary Community School District closings. Notifications of closing or altered operating hours will be sent through our parent communication app. Please have anyone you wish to receive emergency updates identified as such with our office staff.

## **CONTACTING ST. PATRICK'S EPISCOPAL DAY SCHOOL—IF PHONE SERVICE IS INTERRUPTED**

In the event of an emergency where phone service to the school is interrupted, parents can contact the school through our Procure app. Our ProCare App will continue to work during a power outage; we will send any emergency communications through the Procure App.

## **ELECTRONIC DEVICES POLICY**

St. Patrick's Episcopal Day School prohibits the use of electronic devices for children under the age of 2. Time allowed for children ages 2 and above will not exceed 2 hours per day, with the exception that television, DVD, or video viewing will be limited to 1 hour a day, 30 minutes of which must be curriculum related and teacher-driven.

## **COMPUTER PRACTICES POLICY**

Children will not access computers without teacher permission. Computers with internet access by children will be equipped with monitoring of filtering software that limits access by children to inappropriate websites, email and instant messaging.

## **PROGRAMS, MOVIES, & VIDEO GAMES POLICY**

- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- All television programs, video, DVD or other programming shall be suitable for the youngest child present.
- "PG" programming or its television equivalent will not be shown to children under age 5.
- "PG" programming will only be viewed by children age 5 and above and will require written parental authorization.
- Any programming with a rating more restrictive than "PG" is prohibited.
- All video games will be suitable for the youngest child with access to the game.
- "E10+" rated games are permitted for children ages 10 and older.
- "T" and "M" rated games are prohibited.
- Screen time will be limited to 1 hour in the 2-year-old classrooms, of which 30 minutes must be curriculum-related.

- Screen time for students in our 3- and 4-year-old classrooms will be limited to 1 hour and 30 minutes to allow for computer center time.

## **PARENTAL ACCESS POLICY**

Parents or legal guardians of children at St. Patrick's Episcopal Day School are invited to visit the center at any time that your child is present in the facility.

## **PARENTAL INVOLVEMENT POLICY**

St. Patrick's Episcopal Day School believes that the parent is the child's first and most important teacher because they are the most significant adult in his/her life. Our goal is to promote the parent-child relationships and help parents in the difficult task of child rearing. We offer many classroom and program activities that provide opportunities for parent and community involvement. Parents are urged to donate their time and unique services to our program by participating in parent committees, conferences, parent/staff sessions, volunteer opportunities, open house, assigned home activities (homework for children, party planning etc.), and any of our special events scheduled throughout the school year.

## **PARENT TEACHER COMMUNICATION**

If you have any questions or concerns, please do not hesitate to contact us. Our ProCare parent engagement app allows for real-time communication with your child's teacher. Please be aware our teachers are supervising several children during pick-up and drop-off times and conversations during those times are difficult and jeopardize proper supervision. If you would like to schedule a time for a parent-teacher conference, we can easily accommodate.

## **BIRTHDAYS**

You may help your child observe his or her birthday by providing a snack on the day you and your child's teacher arrange. Summer birthdays may be observed any time during May if they do not plan to attend during the summer.

## **CHAPEL AND CHRISTIAN EDUCATION**

Chapel is held every Tuesday morning in the church for students in our Pre-K-3 and Pre-K-4 classrooms. Our 2-year-old toddler students will participate in chapel in their classrooms. All St. Patrick's classrooms follow a school-wide weekly Bible lesson.

We ask our students to say a blessing before meals and snacks.

## **NEWSLETTER**

A newsletter will be sent out at the beginning of each month and will include a calendar with scheduled events for the month and other very important information that needs to be read carefully each month.

## **MUSIC**

Our music teacher leads our toddler through PreK-4 classes in song once a week. Our students learn classic children's songs along with traditional hymns. Our music director also leads our students and their families in a Christmas Sing Along and prepares the 4-year-old class for a Graduation performance in May.

## **CREATIVE MOVEMENT**

Once a week, our PE teacher provides creative movement for our 2-year-old through PreK-4 classes.

## **SPECIAL EVENTS**

Every month we have at least one special event, special guest or holiday. The monthly newsletter and calendar will list that month's event and you will get a reminder note and schedule for the event. Parents are encouraged to volunteer to help with these events.

See the school calendar for special events and school closures (posted to our website).

## **PROVISIONAL EMPLOYMENT POLICY**

St. Patrick's may provisionally employ as a staff member a person for whom it has requested a Child Care Criminal Background Check (CCCBC) determination of eligibility for childcare purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for childcare purposes.

A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following:

- A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
- St. Patrick's must designate a monitor for each provisionally-employed staff member present at the center.
- The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.

Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.

- A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
- St. Patrick's may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
- At least one monitor must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.

St. Patrick's shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.







Let the little children come to me... For the kingdom of heaven belongs to such as these.  
- Matthew 19:14

# ST. PATRICK'S

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## EPISCOPAL CHURCH & DAY SCHOOL

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