



**The Carolyn A Lynch Early Education Center
at**

Sacred Heart STEM School

**The
Little Builders
&**

**Sprouting Engineers Preschool Program
Handbook**

2022-23

SCHOOL PHILOSOPHY

We believe that Sacred Heart STEM School must continually come to an awareness of its own reason for existence and its purpose within the context of the mission of the Catholic Church. The church has a threefold mission: One, to impart the message of Jesus. Two, to advance the building of Christian community by living the message of Jesus and by fostering evangelization, the life blood of Catholic existence. Three, to exemplify the Good News by the quality and character of life through personal worship and active service.

We at Sacred Heart STEM School know our purpose and meaning from this context. We Function as one to further these goals.

The philosophy and goals of Sacred Heart STEM School must go well beyond what can be defined as policy and regulation. As a faculty we feel that the enfleshment of our philosophy and goals lies not solely in academic success but also in how well we have prepared our students to extend the Gospel message into the twenty-first century. In striving to function effectively and to incorporate our three-fold mission we aspire to the following goals.

1. Instilling a respect for each child's worth, we welcome and recognize the diversities of culture and religions among the student body and continuously strive to give expression to the Christian message, always being mindful of our unity in faith.
2. Using the Christian values as a basis for choice, we strive to provide an education that will produce students who have an awareness of their responsibility in faith to be of service to their fellow human beings in the local as well as the global community.
3. Committing ourselves to academic excellence, we continually review and reevaluate our standards to implement methods and programs that will enable our students to meet the challenges of a changing Church, society, and world.
4. Becoming aware of our responsibility to others, we share not only materially, but also in giving of ourselves to listen to others, to be thoughtful of them, and to treat them with courtesy and respect.
5. Integrating religion with all of life, we thereby reflect an awareness of Christ's presence in our prayer life that flows through our day and motivates our actions.
6. Preparing students for effective Christian living through the education of the whole child and employing those methods that will develop each child's personal faith, as well as instilling knowledge of the secular subjects, we aspire that each child will realize that true education is a continuous search for truth and justice. We strive to develop a true community and expect that all who are involved in the life of Sacred Heart STEM School – parents, pastor, priests, teachers, support personnel, administration, and students – must earnestly desire to make it a community of faith which is indeed "living, conscious, and active".

*Catholic Schools for the 21st Century
National Congress Executive Summary
National Catholic Education Association*

MISSION STATEMENT

"Sacred Heart STEM School is a welcoming Catholic community built on Gospel teachings and committed to scholars who seek a challenging academic environment and aspire to be faith-filled leaders for today and the future".

POLICIES AND REGULATIONS FOR SACRED HEART STEM SCHOOL PREAMBLE

Students live in a world with other people and need to follow policies and regulations that govern behavior. Codes of performance are established and explained to the students. As part of a Catholic School Community, students learn that order is necessary for them to accomplish the task of education. Students learn that they must also discipline themselves, so they achieve their own goals. One emphasis is on teaching students how to become contributing members of the community by wisely using their own special talents and gifts for the mutual benefit of society.

In a Catholic school, everyone is developed by those in the school. Everyone should be aware of the living presence of Jesus who today as always, is with us in our journey through life as the one genuine "Teacher". The spirit of a school is developed by those in the school – by the mutual respect of students and teachers, and students with each other. Kindness, compassion, cooperation, responsibility, and friendliness are a few of the virtues that everyone attending Sacred Heart School should receive and give. Our motto is, DREAM BIG!!!

ADMISSION POLICY

Sacred Heart STEM School does not discriminate against individuals on the basis of race, creed, religion, sexual orientation, cultural heritage, political beliefs, marital status, family status, age or sex in its admission policy.

Registrations are on-going. Registrations are taken for the current year if there is an opening in the grade.

Age Requirements: Children must be 2.9 old (33 months) by September to enter The Little Builders program and four years old by September 1st to enter The Sprouting Engineers program.

ADMISSION PROCEDURE

- Contact the Enrollment Director, Rachael White (rwhite@sacredheart-boston.org) to schedule a tour and parent interview. Parents can also set up a tour and interview by contacting the main office in the absence of the Director.
- Interested families should complete an Application Form online or obtain one after the parent interview. Completed applications must be passed in together with
 - Birth Certificate
 - Baptismal Certificate
 - Social Security card to verify the number on application
 - Most recent Physical
 - Updated Immunization Record
- Waitlist applicants are informed of openings as they become available. If you are contacted regarding placement on the waitlist, parents are asked to submit the deposit within 7 days of receiving an acceptance letter.
- Scholars accepted from the waitlist will enroll on the first Monday of the month. Mid-month enrollment must be discussed with the preschool Director.

RE-ENROLLMENT FOR CURRENT SCHOLARS AND THEIR SIBLINGS

- A fifty-dollar (\$50) registration fee is required for all returning scholars.
- A five-hundred-dollar (\$500) registration fee is required for all new families and scholars.

PROSPECTIVE SCHOLAR AND PARENT TOUR

The best time to tour is between the hours of 9am-11am. If you would like a tour outside of those hours, we will do our best to accommodate your schedule. Prospective families and their children will tour the preschool program by visiting each of the different classrooms in the preschool wing. This is an opportunity for the prospective scholar to get a feel for the environment and parents get to observe the exciting day-to-day activities that take place in the preschool program.

THE FIRST WEEK OF SCHOOL:

All Preschool parents are to walk their scholar in the building, then to their lockers and finally enter in the classroom. It is up to you how you say goodbye. Consistency works well with preschool aged children. Hugs, kisses and high-fives also do the trick.

NEW FAMILIES STARTING AT SACRED HEART PRESCHOOL

Saying goodbye for the first week in the morning maybe hard. There will be streams of tears, tight leg holds and some evidence of separation anxiety. Our staff is well trained to assist you and your scholar with the drop off transition. Communicate with your scholar's classroom teacher to set up a drop off routine that will work for you both. Whatever you do, always say "Goodbye", never sneak out on your child during drop off. We want to build a sense of security within all of our scholars and for this reason we would rather establish a positive drop-off routine.

SCHEDULED MORNING PRESCHOOL PARENT MEET AND GREET

This is an opportunity for parents to meet their scholar's teachers, go over policies and procedures, and answer any questions before the official first day of school. All parents are encouraged to attend. Date will be sent to all families.

TRANSITION FROM K1 TO K2

All scholars transitioning to K2 must be 5 years old by or before September 1st . This is a Massachusetts state law. Scholars moving up to K2 will have a day to visit their new classroom and teacher towards the end of the year.

HOW WE COMMUNICATE

- Email: Parents are welcomed to email their scholar's teacher with questions and or concerns at any time.
- Calls to the preschool program during business hours will be directed to the main office.
- Weekly emails are sent by your scholar's teachers as well as the monthly newsletter.
- Calendars of events will be available on our school website informing you of school activities, half days and closings for the month.
- Parent Bulletin Board is located in the preschool wing. The board contains information and reminders for families.

ASSESSMENT AND PROGRESS MONITORING:

All Little Builders and Sprouting Engineers will receive formal written assessments three times a year December, March, and June. If at any time you have a concern regarding your child, please contact the teacher. All scholars will be academically screened in May for placement for the following academic term.

DROP OFF AND PICK UP PROCEDURE

- Drop off at the preschool entrance is from 7:30 am-8:30 am. We ask that all scholars arrive to school within the hours of 7:30 am to 8:15 am. We have a lot to offer your scholar. Arriving on time builds consistency, gives the opportunity for scholars to attend scheduled specials and it keeps overall classroom disruption to a minimum. We ask for your cooperation.
- Pick up is anytime between 3:30- 5:30 pm. Pick up 5 minutes after the scheduled time is subject to a late fee of \$3.00 a minute. The late fee is due the next day upon your scholar's arrival to school. There is no exception to this rule. If the late fee is not paid the finance office will be notified and your scholar may not return until late fee payment is paid in full. **Consistent late pick up, defined as more than twice will incur a \$10.00 per minute late fee. (Preschool hours 7:30-5:30).**
- Family/Friend picking up must provide an ID. Parents must notify the director along with the classroom teacher by email, providing us with the name of the individual picking up. Calls can also be made to the main office to inform the program of an unfamiliar family member or friend that is picking up that day.

ABSENCE:

If a child will be absent, an email or phone call is requested to the school office before or by 8:15 am, (617-323-2500) on the day of the absence. To safeguard the child, the school will phone the home if no phone call is received.

Moving forward all scholars attending the Carolyn A Lynch Early Education Center at Sacred Heart must be potty trained.

HEALTH CARE POLICIES:

ALLERGIES:

- Parents will alert the school nurse to any known allergies for their child and provide the proper medical documentation. The nurse notifies child's teacher, the administration, and the cafeteria manager.
- Each teacher will maintain a list in their classroom of the child's name and the specific allergies.
- All allergy medication is kept in the classroom in a clearly marked container with the child's name. These are then placed in a safety backpack.
- Sacred Heart is a nut free zone.

SICKNESS/INJURY:

If a child becomes sick or is injured during the day, a parent or designated person will be notified immediately by the school nurse. Parents must notify the nurse and school secretary as to who will pick up the child. Each parent is required to submit a name and contact information for alternative pick up. If no one can be notified the child will remain in the nurse's office till someone can be reached.

Guidelines for exclusion from program:

- A temperature above 100 degrees
- Severe nasal or chest congestion or strep throat
- Diarrhea
- Vomiting
- Behavior indicating pain or discomfort
- Children must be fever free for 24 hours without the use of fever reducing medication (i.e. Tylenol, Motrin) before returning to school.

SPECIAL DIETS:

- Parents must notify the nurse and teacher of any restricted foods. This will be posted along with the allergies in the classroom.
- Any child requiring a special diet must have meals and snacks provided by the parent.

MEDICATION POLICY

If your child requires medication during the school day, the school nurse will be called to administer it. The medication must be in the original prescription container with your child's name, current date, dosage, doctor's name, etc. Be sure to notify the teacher if your child has been given any medication at home prior to coming to school. The medication can be refrigerated if necessary. Please do not forget to retrieve the medication when your child leaves school at the end of the day.

No medication will be administered without written orders from your physician.

HEALTH AND SAFETY

Health assessments and complete immunizations are requested for each student prior to entering school. Health assessments should have been done within the twelve months prior to enrollment. **Physical examinations are required to be submitted annually for all Preschool scholars.** During the school year parents are notified of cases of contagious diseases. Please notify the school immediately if your child has a contagious disease. When an outbreak of pediculosis (head lice) occurs, the child(ren) is sent home if treatment is required. Parents are asked to check their children before school begins and periodically throughout the year. In the event of any medical emergency, the school tries to reach the parents at the numbers indicated in the family portal as emergency contacts. If parents are unavailable, the school then calls the doctor listed in the portal. From that point, we follow the doctor's advice.

MANDATED REPORTING: All school personnel are mandated reporters under M.G.L.c.119, 51A. They shall make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the Program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

EMERGENCY COMMUNICATIONS:

Please make sure all your information is current and up to date in the Parent Portal on Ren Web.

SCHOOL CANCELLATIONS:

In case of stormy weather, please watch the local news for cancellations for Sacred Heart STEM School, Roslindale. Announcements usually begin at 5:25 a.m. Email notification by the teacher will also be sent.

HOME AND SCHOOL ASSOCIATION:

The Home and School Association consists of all current parents in the school. A strong Home and School Association is an essential part of any Catholic School. The Association provides a sense of community for parents, promotes communication between parents and the school, and supports the school through fundraising events. Association activities are an excellent way to meet other parents, to learn about the school and to have fun while participating in activities that support the school.

Research shows scholars whose parents are visibly active in schools reach a higher achievement level.

UNIFORM

All Little Builders and Sprouting Engineers are to wear the Sacred Heart STEM School gym uniform. The gym uniform consists of black sweatpants or shorts and a red t-shirt or sweatshirt with the school's name on them. All scholars are required to wear sneakers. (No wheels).

All uniforms, boys and girls, must be purchased from:

Donnelly's School Apparel, www.donnellysclothing.com/SACREROSLMA

PERSONAL BELONGINGS

Please have all clothing and personal belongings clearly marked with your child's name first name and last initial. We ask that children do not wear valuable rings or other jewelry to school except pierced earrings (studs only).

ALL SCHOLARS MUST KEEP A COMPLETE CHANGE OF CLOTHES AT SCHOOL

LUNCH:

The parent or scholar's caregiver must provide all snacks. On school vacation week and during the Summer, the parent or caregiver must provide lunch.

GLASS BOTTLES ARE NOT ALLOWED IN THE SCHOOL.

REMINDER WE ARE A PEANUT FREE SCHOOL.

MANDATORY FUNDRAISING

There are two fundraisers per year, and it is the way to keep the cost of tuition low. **All families are required to participate.**

DISCIPLINE: Self-discipline and self-control are the objectives of character formation and training offered at Sacred Heart STEM School. To foster, encourage and develop self-discipline, the DREAM BIG! CORE VALUES WILL BE UTILIZED AS THE BASIS FOR DISCIPLINE.

Determination

Respect- people, places, and things

Excellence- personally, academically, spiritually

Accountability

Mastery

All this is possible because of a

BELIEF

IN

GOD!

DISCIPLINARY CODE:

If a scholar engages in behaviors that are unsafe or disruptive, or is a danger to himself or herself or another student or faculty member the following procedures will be followed:

1. The child will be given an explanation by the teacher of his/her unacceptable behavior and will be given a warning that includes further consequences if the behavior continues.
2. If the behavior continues, and depending upon the behavior the following actions will be taken:
 - a. The group will be moved for safety reasons.
 - b. After a period of time has elapsed, the same teacher making the initial contact with the child will process with the child about the behavior and then work with him/her to rejoin the group. .
 - c. The teacher will inform the parents of the child's actions, when the parent comes to pick up the child or with a note or phone call.

Continual Behavior Issues:

If after following the disciplinary code a child has continual behavior issues the following steps will be followed:

First offence:	Parents are notified in writing
Second offence:	Parent is called and notified in writing by the end of the day. Faculty and parents will work on a plan to help the child correct behavior.
Third offence:	Parent must come and remove child from facility – outside intervention may be requested at this time.
Fourth offence:	Child must be removed from facility and involved staff will meet with parents before the child can return to school.
Fifth offence:	Child cannot return to school

Behavior requiring a referral:

If a child exhibits behaviors needing outside services and/or referrals, the family will be given 30 days to transition to a new school that can support and accommodate the behavior.

C.O.R.I. (CRIMINAL OFFENDER RECORD INFORMATION)

In accordance with the guidelines provided by the Catholic School Office in conjunction with the directives issued by the Office of Child Advocacy, all employees and school volunteers must complete the Virtus Program and submit to a yearly C.O.R.I process. This includes all parents whose duties will directly bring them in contact with the students or who wish to volunteer for field trips and various other school activities.

Preschool Notification Policies:

Parent Notification:

The school utilizes a digital student information system RenWeb. This system is utilized to text/email parents, send notifications, updates, etc. The system can be utilized as a parent alert system in case of an emergency. All parents have access to the system through the parent portal.

- In the case of any illness, injury, minor first aid administered, identification of a communicable disease or condition, the school nurse will notify parents immediately.
- In the case of an allegation of abuse or neglect, the parent will be notified by the school administrator.
- In the case of unanticipated absence, where the parent has not called in, the parent is called by the administrative office.
- Animals are not allowed in the building unless it is a special presentation by an outside vendor. Parents will be notified by lead teachers before the event.
- In the case of any use of herbicides or pesticides, parents will be notified prior to use, by the lead teachers.

Open Door Policy:

Parents are always welcome in the building while their child is present. The only exception is during the Pandemic when called for.

Notifications to EEC: In accordance with EEC policy, the following procedures will be followed:

The Head of Campus, Assistant Head of Campus will notify EEC for any of the following:

- The EEC will be notified immediately of a death of a child while in care, or the result of any injury or event while in care.
- Any injury which requires hospitalization or emergency medical treatment while in the care of the program.
- Any reportable contagious illness as set by the Division of Communicable Disease Control and the Department of Health.
- Any medication errors while the child was in care.
- The Head of Campus/Assistant Head of Campus will notify EEC within 5 days of any initiation of legal proceedings brought against the program or any person employed by the program if it is related to the care of children or impact the continued operation of the program.
- The Head of Campus/Assistant Head of Campus will notify EEC by telephone within 24 hours for the following:
 1. Any report to law enforcement officials or response by the Fire Department that could impact the health, safety, and well-being of children in care.
 2. In the event of the arrest of a Provider or person regularly on the childcare premises. A written report will be provided to EEC upon request.

-The Head of Campus/Assistant Head of Campus will notify EEC whenever non-compliance with applicable codes and regulations prevents renewal of inspection certificates

PLEASE NOTE:

****The principal/administration is the final recourse and reserves the right to amend this handbook. Parents will be given notification.**

THE PARENT ACCOUNTABILITY CONTRACT IS PART OF THIS HANDBOOK
AND THEREFORE BINDING.

The Parent/Student Handbook enables you to know and understand the policies and regulations of Sacred Heart STEM School. **By signing the enrollment package, you agree to adhere to all Sacred Heart's school policies and regulations and is binding.**