

Saint Ferdinand Catholic Preschool Family Handbook 2008 – 2009



*“Mary’s example leads us to Christ:
Luminous Mysteries—lighting the way to Christ,
Joyful Mysteries—teaching us to follow with an open heart,
Sorrowful Mysteries—reflecting the beauty of sacrifice,
Glorious Mysteries—celebrating the love of Christ.”*

FAMILY HANDBOOK

2008 – 2009

Revised Summer 2008

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PHONE INFORMATION:

Rectory 837 - 3165

School 921 - 2201

Fax 921 - 2253

e-mail..... missgearon@stferdinand school.org

website: www.stferdinandschool.org

PRESCHOOL STAFF

Miss Gearon, Principal
Mrs. Wroblewski, Secretary
Mrs. Nirgenau, Teacher
Mrs. Wirtel, Teacher

SCHOOL HOURS

Four Year Old Program: Monday, Wednesday, Friday

Morning Session for each program —7:45 a.m. – 10:45 a.m.

Afternoon Session for each program —11:45 a.m. – 2:45 p.m.

Three Year Old Program: Tuesday, Thursday

Morning Session for each program —7:45 a.m. – 10:45 a.m.

SCHOOL OFFICE HOURS

School Days 7:20 a.m. until 3:10 p.m.

TEACHER’S HOURS

The Preschool teachers are asked to be in their classrooms for a period of time both before and after classes. Parents wishing to meet with the teacher should make an appointment with the teacher, or phone the school office with a message. A mutually acceptable time will be determined.

INTRODUCTION

Welcome to a new school year at St. Ferdinand School. This handbook is made available to you, the parents, in order to help you become acquainted with school procedures, guidelines, and policies. We ask that you read each item and review pertinent information with your child(ren).

Knowledge of these policies will help you better understand relations between home and school. Your cooperation will do much to strengthen and develop in the minds of the students the correct attitudes and habits expected of them. This handbook cannot address every situation that arises during a school year. The school administration has the right to amend policies as needed. Parents will be kept informed of changes through the monthly newsletter.

Parents have the primary responsibility for the education of their children. The Catholic School accepts the child as a sacred trust confided to it by the parents who are accountable to God for the spiritual and temporal welfare of their children. This responsibility indicates the grave duty of parents who work cooperatively with the Pastor, Principal, and faculty, for the welfare of the children and the benefit of the school.

SCHOOL PHILOSOPHY

Catholic education at St. Ferdinand School is an expression of the teaching ministry of the church, organized to promote human development in response to the Gospel. It fosters growth in all individual and social dimensions: spiritual, moral, intellectual, emotional, physical, and aesthetic; through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

MISSION STATEMENT

We, the Saint Ferdinand Catholic School Community, are rooted in Roman Catholic Tradition and principles in a comprehensive instructional program. We inspire our students to become Christians and to become life-long learners capable of living to their fullest potential in our world.

ADMITTANCE AND PLACEMENT**A. COMPLIANCE WITH ARCHDIOCESAN POLICY**

1. In accordance with Archdiocesan Policy, St. Ferdinand School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at St. Ferdinand School.
2. The school shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships, or school administered programs.

B. ELIGIBILITY FOR ENROLLMENT:

1. A child who is three years old by August 1st and able to use restroom facilities independently is eligible to enroll in the two-day program (Tuesdays and Thursdays).
2. A child who is four years old by August 1st or a five year old who is unable to enroll in kindergarten is eligible to enroll in the three-day program (Mondays, Wednesdays, and Fridays). Students in the three-day program must be able to use restroom facilities independently.

ARCHDIOCESAN POLICIES**A. CONCEALED WEAPONS**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Ferdinand School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

B. CHILD ABUSE

School personnel are required by law to report to the Missouri Division of Family Services, if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

ATTENDANCE**A. ABSENCE**

1. **If a child is ill, it is the responsibility of the parent/guardian to notify the school office at 921-2201 by 8:00am on the day of the absence. You may leave a message on voice mail.**
2. When the child returns from the absence, he/she must bring a WRITTEN excuse stating:
 - a. DATE or dates of absence
 - b. REASON for absence
 - c. SIGNATURE of parent/guardian.
3. Should a child become ill at school, the parents will be contacted, or one authorized by his/her parents in their absence, so that someone can come for the ill child. Under no circumstances may a child go home without reporting to the school office or without a parent/guardian's permission.

B. EARLY DISMISSAL/DOCTOR APPOINTMENTS

If a child needs to leave school early, a note should be sent to the teacher, and the child must be signed out at the office before being picked up from the classroom by the parent/guardian or someone authorized by the parent/guardian.

COMMUNICATION**A. METHOD OF ADDRESSING CONCERNS**

If you desire to discuss your child's progress or lack of progress, a school policy that is unclear, or vent concerns, the following process must be followed:

1. Go to the teacher. If the problem is not addressed satisfactorily, then,
2. Go to the principal. If after these steps, concerns are not resolved, then,

3. Consult with the pastor.

B. MONTHLY NEWSLETTER

On the last day of each month, the oldest child in each school family will receive a monthly newsletter, containing a calendar. The purpose of the newsletter is to inform parents of activities during the month, give recognition of student accomplishments, and give reminders as needed.

C. SAINT FERDINAND CONNECTION

A weekly update from the school office will be sent home on the last day of each week with the oldest child in the family. This document will include information for the upcoming week as well as other miscellaneous announcements. Items individuals or organizations wish to have considered for publication in this document must be submitted to Miss Gearon by 8:00 a.m. on the Tuesday of the week of publication.

DAILY ROUTINE

- A. Rug Time:** The children meet in a group to discuss a new topic or concept and to talk about the day's activities. Calendar and weather are presented. Books and pictures are often used.
- B. Project Time:** This time will include such supervised activities as cooking, painting, coloring, cutting with scissors, finger and chalk painting, creative construction, etc.
- C. Free Play Time:** Activity during the free play period is based on the theory that young children profit and learn from self-chosen and self-initiated play. The children are allowed to play with a minimum of intrusion by teachers who may suggest, observe, or help as needed. Materials available during free play are blocks, puzzles, games, dominoes, painting, and art activities.
- D. Music, Finger Plays, Tapes, and Records:** These will be utilized on a daily basis.
- E. Snacks:** Children will be served a snack such as peanut butter and crackers, pretzels, cookies, fruit, etc.
- F. Outside Play or Games Inside:** This stimulates creative movement and gross motor skills.
- G. Group Time:** The teacher reads stories and initiates "show and tell" discussion. The child will be given a special "show and tell" bag when it is his/her turn.
- H. Computer Time:** This time is usually as the children are coming into the classroom in the early morning. The children are guided in developing cursor control and problem solving skills.

DISCIPLINE

- A.** St. Ferdinand School expects its students to act as Christian girls and boys. A responsible student conducts himself/herself in such a manner, both at school and away from school, so as to reflect credit upon his/her person, home, and school. The following is a non-exclusive listing of disciplinary regulations. The overall guiding principle is that any conduct, which constitutes a breach of good order and discipline, may be the subject of disciplinary action.
- B.** In Preschool, appropriate classroom behavior is fostered through three different approaches: constructive, preventative, and remedial.
 1. Constructive discipline stems from positive reinforcement and nurturing the child's self-esteem.
 2. Preventative discipline anticipates the behavior and changes the situation.
 3. Remedial discipline does not involve punishment but removes the child from the conflict giving the child the extra time and space needed to restore his/her place in the group.

DRESS AND CLOTHING

Children should wear play clothes and sensible shoes. Thongs, flip-flops, and slick-soled shoes are not practical for the many activities of Preschool. WARM clothing is recommended for play outdoors in

cold weather. If the temperature and/or wind chill is above 32 degrees, the children generally go outside for a short period of time.

ALL REMOVABLE CLOTHING MUST BE PLAINLY MARKED WITH THE CHILD'S LAST NAME.

DROP OFF AND PICK UP PROCEDURES

We ask that all parents follow the guidelines for the parking lot when dropping off and picking up their children. See the **MAP** at the end of this School Handbook. **Please be courteous and follow the directives to help ensure the safety of all children.**

A. ARRIVAL

1. MORNING SESSION

- a) Families arriving before 7:35 a.m.:
 - a. Should use the same drop off procedures as the full-time elementary school. Parents who wish to walk their children to the gathering area are welcome to utilize the parking area identified on the map located in the Appendix.
 - b. The preschool students will gather on the parking lot behind the Church and Duchesne Center along with the full-time elementary school children. There will be an area designated for the preschool children.
- b) Families who do not arrive by 7:35 a.m.:
 - a. Arrival should be as close to 7:45 a.m. as possible due to the fact that children are walking between the buildings from 7:35 to 7:45 a.m.
 - b. After 7:45 a.m. families may use the Primary Building parking lot.
 - c. The teachers will greet the children at the door and escort them to the classroom.

2. AFTERNOON SESSION

- a) Families may park on the Primary Building parking lot if they arrive after 11:40 a.m. as the full-time elementary school will be using the parking lot to walk to the Main Building for recess/lunch.
- b) The Preschool teacher will greet the children at the door and escort them to the classroom.

B. DISMISSAL

1. MORNING SESSION

- a) Preschool families should park on the main parking lot in front of the Church and Duchesne Center and walk to the building entrance to greet the children. This is due to the fact that the full-time elementary school will regularly utilize the back parking lot for walking between the buildings.
- b) Families should exit the parking lot via Charbonier.

2. AFTERNOON SESSION

- a) Preschool families should use the same pick up procedures as the full-time elementary school. Parents are welcome to use the Primary Building driveway and park on this lot to await dismissal.
- b) Everyone is asked to park in a manner that allows for cars to drive forward to exit to ensure the children's safety.

C. CARPOOLS

Teachers must have carpool lists, including names and phone numbers, of anyone picking up your child. If a child is to be picked up by someone other than his/her regular carpool driver, there must be a written note or phone call from the child's parent prior to dismissal.

EMERGENCY PLANS

In cooperation with the Florissant police and fire departments, St. Ferdinand School has extensive plans for all types of emergencies. Students discuss and practice emergency procedures throughout the school year. Plans and supplies are updated each year.

- A. Each staff member has a copy of the emergency plans in the Teacher Handbook.
- B. Duplicate class lists and emergency plans are on file in the parish rectory.
- C. Each building has an emergency kit with a first aid kit in a rolling suitcase.
- D. Each classroom has a small emergency pack with a first aid kit.

HEALTH

A. IMMUNIZATIONS

1. All students are required to verify in their health records that they have been immunized according to the current Missouri State Health Immunization Requirement.
2. The month, day, and year administered are needed for all immunizations.
3. It is unlawful for any child to attend school unless the child has been immunized according to these rules or unless the parent/guardian has signed and placed on file with the school administration, a statement of exemption (Department of Health Form IMM. P 12).

B. COMMUNICABLE DISEASES

1. A communicable disease may be suspected when a combination of any two or more of the following symptoms are present: headache, watery and inflamed eyes and nose, cough, elevated temperature, skin rash, sore throat, or vomiting.
2. A child with these symptoms should not be in school. If teachers note a child with these symptoms, a parent/guardian will be contacted to come to school to take the child home.
3. A child who is absent due to fever should not be sent back to school until **24 hours after the fever has ceased.**
4. Children who have vomited the night before or in the morning should stay home that day.
5. If your child becomes ill at school, you will be notified immediately so that arrangements can be made to pick the child up as quickly as possible.
6. Parents are asked to notify the school office if their child contracts a communicable disease. This includes, but is not limited to, chicken pox, head lice, ringworm, and conjunctivitis.

C. HEAD LICE

1. If you discover that your child has contracted a case of head lice, please notify the school office immediately, and call your doctor for instructions on treatment. Head lice is spread when children play in close contact with each other, through exchange of clothing, hats, brushes, combs, pillows, and other personal articles. Parents should be on the lookout for the most common symptoms such as intense itching on the back of the neck and head.
2. If head lice are discovered on a student at school, he/she will be sent home immediately.
3. Students may return to school one day after treatment.

INCLEMENT WEATHER

A. SCHOOL CANCELLATION

1. During inclement weather, parents are advised to listen/watch TV for information on school closings. Television stations 2, 4, and 5 will display the name "St. Ferdinand School" if school will be closed for the day. This information can also be found on each television station's website.
2. **Please, do not call the Rectory.**
3. Radio and TV stations cannot give out individual school closings over the telephone.
4. The decision to close school is made on a daily basis.

5. Should it become necessary to cancel school after the school day begins, a parent phone chain will be used. If you are working, arrange for someone to pick up your child and be sure to instruct your child where to go.
6. A parent snow/emergency chain is set up each year for notification of parents.

B. SNOW SCHEDULE

1. The term "Snow Schedule" means that classes will begin later than normal.
2. If the TV and Radio stations announce that St. Ferdinand School will be on a Snow Schedule, it means that morning classes will start at 9:15am, unless otherwise stated.
3. Morning classes will dismiss at 11:00 a.m. and afternoon classes will meet as regularly scheduled.
4. There will be no tuition refunds for cancelled school days due to snow or icy conditions, and no extra days for make-up will be provided.

MEDICATION

- A. The taking of medication during school hours is to be discouraged.** However, if it is necessary, the medication must be taken to the homeroom teacher. **As required by state law, students may not carry medication, prescription or over-the counter, on their person. Chapstick and cough drop medications** must be turned over to the homeroom teacher. At each building, staff members have been trained to dispense medication. Proper documentation is kept on every dose administered and medication is kept in a locked cabinet.
- B.** Any student required to take prescribed medication or over-the-counter medication during regular school hours must comply with the following regulations:
 1. Prescription medication must be in a prescription container. Non-prescription medication must be in the original container.
 2. Written instructions from the physician must include student name, medication name, dosage, time interval, diagnosis or reason for medication.
 3. Parent/guardian must complete one of the Archdiocesan medicine forms that are available in school office.
 4. Chapstick and cough drop medications must be accompanied by a parent note only.
- C.** If there is a change in the dose or timing of the medication, the physician must submit the change in writing. This note may be faxed or mailed to school. A parent may not give permission to administer medication differently than the physician's order.
- D.** Medications that will be given for the entire school year will need a new prescription container each school year.
- E.** The school may request from the parent the right to call the physician to clarify a medication order.
- F.** School personnel will not administer the first dose of any medication.
- G.** If all guidelines are not followed, medication will not be administered. These guidelines apply to both topical and oral medications.

MESSAGES

When sending messages to your child's teachers, please pin notes on the outside of your child's tote bag. This will allow it to be more readily seen by the teachers.

PARTY INVITATIONS

- A.** Invitations to non-school functions, such as parties, must be mailed to the homes of individual students.
- B.** The only exception to this rule is on the occasion that the entire grade level is invited to the function.

- C. Failure to follow this rule will result in confiscation of all invitations by the teacher or administration.

REGISTRATION AND FEE DEPOSIT

- A. Each year you must register your child. You will receive a letter and registration papers for the following school year during the second semester.
- B. Enrollment priority will be as follows:
1. Children currently enrolled in the program
 2. Siblings of children enrolled in Saint Ferdinand Elementary School
 3. Children of parishioners of Saint Ferdinand or Saint Martin de Porres parishes
 4. Children of non-parishioners
- Enrollment priority criteria are open to amendment by the administration.**
- C. A registration fee of \$50.00 is required for each child. Registration fees are for the entire year and are **NON-REFUNDABLE**. This fee must accompany the registration form.
- D. The following items should be in place on or before the first day of school:
1. Immunization records
 2. Carpool names and phone numbers
 3. Emergency Card/Emergency Treatment Form to be filed in the school office
 4. Large tote bag or backpack

SCHOOL SCHEDULES

A. SCHOOL DAY

1. Three Year Old Preschool Classes meet on Tuesdays and Thursdays.
2. Four Year Old Preschool Classes meet on Mondays, Wednesdays, and Fridays.

B. SCHOOL HOURS:

1. Morning session begins at 7:45 a.m. and concludes at 10:45 a.m.
2. Afternoon session begins at 11:45 a.m. and concludes at 2:45 p.m.

C. ARRIVAL:

1. Morning session: the children can arrive at 7:20 a.m. and will gather on the back parking lot with the full-time elementary school children. The teachers will bring the children into the building at 7:30 a.m. with class beginning at 7:45 a.m.
2. Afternoon session: the children should arrive as close to 11:45 a.m. as possible as this is when class begins. The children will be met at the main door of the building by the Preschool teacher and will then be escorted to class.
3. Children arriving after 7:45 a.m. / 11:45 a.m. should remain outside of the building, under the supervision of the adult bringing the child to school until the Preschool teacher comes to the door to escort the children to class.
4. Children arriving after 8:00 a.m. / 12:00 p.m. should be brought to the School Office, which is located in the Main Building to receive a tardy slip. The adult bringing the child to school is then responsible for escorting the child to class.

D. DISMISSAL

1. Morning session concludes at 10:45 a.m. and the afternoon session concludes at 2:45 p.m.
2. Individuals picking up the Preschool students are asked to wait outside the main door of the building until the children are dismissed by the Preschool teachers.

SPECIAL DAYS

- A. **BIRTHDAYS:** Parents are encouraged to provide commercially prepared and individually wrapped cookies or treats on their child's birthday for the entire class. Please notify your child's teacher when you plan to provide a treat in order to avoid duplication. Children having summer birthdays may have a special day anytime during the year. Due to concerns about

Hepatitis, snacks that are to be shared with the class may not be home-made. If a child or parent forgets, homemade snacks will be sent back home with the child at the end of the day.

- B. HALLOWEEN:** The children may wear costumes to school the day of their class party. Face make-up is okay but **no masks**.
- C. CHRISTMAS:** A party is held on the last day before Christmas vacation.
- D. VALENTINE'S DAY:** A party is held and valentines may be exchanged.
- E. FIELD TRIPS:** Field trips may be scheduled during the school year. Parents are notified by the teachers in advance of each trip. Parents should be available as drivers and chaperones whenever possible.
- F. MOTHER'S DAY TEA:** Children and their mothers will celebrate this special day.

TECHNOLOGY

A. TECHNOLOGY INSTRUCTION

1. St. Ferdinand School Vision:
 "We believe that technology access will provide collaborative and innovative opportunities that will enhance a quality education. Technology is one of many tools, which can be utilized to achieve specific purposes and goals. Technology is a privilege, not a right. Access entails responsibility. Technology can provide skills necessary for lifelong learning and productive employment: problem-solving techniques, ability to analyze concepts from different perspectives, develop analytic and thinking skills. This access to educational resources and information can ensure effective mechanisms to meet the challenges of an ever-changing world".
2. Preschool students utilize the computer as described in the "Computer Time" portion of the Daily Routine section of this handbook.

B. ST. FERDINAND WEB SITE

Parents/guardians must give permission yearly in order for student work to be posted on the St. Ferdinand web site.

TUITION AND FEES

- A.** Tuition fees for the 2008-2009 school year are:
 1. Three-day a week program: \$110.00 per month / \$990.00 annually
 2. Two-day a week program: \$90.00 per month / \$810.00 annually
- B.** Tuition payments are due by the 20th of the preceding month. The exception to this is that the first month's tuition is due on the first day of school.
- C.** Checks should be made out to "Saint Ferdinand".
- D.** Tuition checks should NOT be placed in your child's tote bag; however, they can be pinned on the outside of your child's tote bag in an envelope marked "Tuition".
- E.** A fee will be assessed for returned checks.

VISITORS

- A.** Anyone visiting St. Ferdinand School must immediately report to the office in the main building, before proceeding to areas in either building.
- B.** Visitors who will have an extended stay, must sign in and be issued a "Visitor's Badge". When the visit is over, visitors must sign out at the office and return their badges.
- C.** Visitors may not interrupt classes without permission from the office.
- D.** Parents dropping off snacks, books, clothes, etc. must bring the items to the school office. Students will be called to the office to pick up items, or they will be delivered to the classrooms. Please make sure items are marked with student name and room number.
- E.** Classroom Observations:

1. It is not the policy of St. Ferdinand School to allow parents to observe classes in session. Information about classes may be obtained from the administration.
2. Teachers are available for discussion at any time provided a meeting is arranged beforehand.

VOICE MAIL

St. Ferdinand School has a voice mail system:

- A. The system is in effect from 3:10pm to 7:25a.m. daily. Messages may be left for the office, principal, or individual teachers. Office messages are checked frequently.
- B. Teachers are required to check voice mail once a day. Calls will be returned within 24 hours.
- C. If a student will be absent or tardy, a parent may leave a message on the office mailbox.

VOLUNTEERS

St. Ferdinand School is fortunate to have many parent and parish volunteers. In order to volunteer in the school, the Archdiocese of St. Louis has requirements that must be met.

- A. Volunteers must undergo a screening process. Forms may be obtained from the school office or rectory.
- B. Volunteers must also take a 3-hour Child Abuse program, called "Protecting God's Children". Participants register on-line and may take the course at any Catholic parish. Proof must be furnished to the school office that a volunteer has completed this requirement.
- C. Volunteers must read the Archdiocesan Code of Ethical Conduct handbook and complete the "Commitment" form. These booklets are available from the school office or rectory.
- D. Volunteers must sign in at the school office and receive a badge, before going to classrooms, playground, or cafeteria.

APPENDIX A**MISSOURI DIVISION OF HEALTH REGULATIONS****Exclusion from school**

As a means of controlling epidemics or childhood diseases and other common communicable diseases, careful continuous daily observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, or signs of fever will be excluded from school until seen by a physician and/or symptoms disappear.

- **Chicken pox** – Exclusion of sick child until all lesions are crusted (or written permission from child’s physician to return to school).
- **Conjunctivitis** (Pink Eye) – Exclusion from school until acute inflammation has subsided (or with written permission from the doctor to return to school).
- **German Measles** (3 days) – Exclusion for five days after appearance of rash.
- **Impetigo** – Exclusion from school until sores are healed (or with written permission from the doctor to return to school).
- **Measles** – Exclusion during “cold symptoms” and until five days after appearance of rash.
- **Mumps** – Exclusion for nine days after swelling begins.
- **Pediculosis** (Head Lice) – Exclusion until effective treatment is received and student shows no evidence of nits and/or lice in the hair.
- **Scabies** – Child’s physician must provide a release to return to school.
- **Scarlet Fever and Strep Throat** – Exclusion for seven days or until clinical recovery, whichever is longer. However, children should not return to school until at least 24 hours after beginning antibiotic treatment and are fever free for 24 hours.
- **Streptococcal Sore Throat** is scarlet fever infection without a rash. All symptoms are the same except a rash and peeling do not occur.
- **Return to School After Illness** – When students have been absent from school because of illness and elevated temperatures of 99.6 degrees or above, they should be **kept home until their temperature has been normal for 24 hours**. When students return to school after an illness, they should bring a note to the homeroom teacher explaining the nature of the illness.

APPENDIX B

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from St. Ferdinand School. A brief description of the activity follows:

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date & Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

Grades 4-8: one adult supervisor will be assigned for every 10 students.
Grades Pre-K-3: one adult supervisor will be assigned for every 6 students.

I hereby consent to participation by my child _____ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date. I further consent to the conditions stated above to participate in this event, including the method of transportation.

Parent Signature

Parent Signature

Date

Emergency Daytime Phone Number

Please return this entire form with payment by: _____

APPENDIX C

Private Vehicle Transportation Policy

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date & Time of Departure: _____

Date & Anticipated Time of Return: _____

Method of Transportation: _____

Whenever possible, bus transportation by an insured carrier will be provided.

If there are not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a Private Passenger Vehicle may be used.

If a Passenger Vehicle is used, the following criteria will need to be adhered to:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt.
6. Volunteer drivers must provide a copy of insurance card, driver's license, and a signed form to the office 2 days before the field trip.

I will transport students (private vehicle) for the above-named event.

My signature indicates that I am in compliance with the four (4) criteria of the Private Vehicle Transportation Policy.

Signature

Date

APPENDIX D

Parental Consent for Medication Administration to their Child

Date: _____

St. Ferdinand Catholic School

Student: _____

Grade: _____

My child is to receive _____ medication according to the physician's directions given for _____. This treatment will last _____. I give permission for this medication to be dispensed to my child at school. The school has my permission to call the physician with any questions regarding the medication. My child has _____ drug allergies.

Signature: _____

Relationship to student: _____

Physician Consent for Medication Administration

Date: _____

Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment: _____

Side Effects to look for: _____

Restrictions: _____

Signature of Physician

Phone Number

APPENDIX E

PRESCHOOL PROGRAM DROP OFF AND PICK UP PROCEDURES

