



Preschool

**Parent Handbook**

21689 Toledo Road

Boca Raton, FL 33433

## School Website

The Saint Jude Catholic School website, [www.saintjudeschool.org](http://www.saintjudeschool.org), continues to grow into a central location that provides timely information to school families. Information that can be found on the website includes:

- Weekly memorandum from the Principal
- Accelerated Reader book list
- Home and School Association news
- School handbook
- School calendar
- Athletic program
- School events

## Social Media

Saint Jude Catholic School social media is recognized as informative by our school families. You can follow the school news in social media on:

Facebook: Saint Jude Catholic School

Twitter: @saintjudeschool

Instagram: saintjude21689

## SAINT JUDE CATHOLIC SCHOOL

### WE BELIEVE ...

Our education is faithful to the teachings of Catholicism, which is incorporated throughout all academic areas and daily school life.

A multi-cultural curriculum celebrates and enhances diversity, encouraging understanding and respect.

Children are gifts from God and are valued as individuals with unique spiritual, physical, social, emotional, and intellectual needs.

Students learn in different ways and are provided with a variety of instructional approaches to meet their individual learning styles.

Students' mastery of instructional content is assessed through a variety of learning activities, such as oral participation, written responses, standardized tests, and creative projects.

Opportunities are provided for students to achieve their highest potential academically, socially, and in the area of stewardship, becoming confident, self-directed, lifelong learners.

### **Mission Statement**

The Saint Jude Catholic school and church community, in Christ, provides a learning experience in which all students have the opportunity to achieve their highest potential, spiritually, emotionally, and academically, while growing in the understanding that they are created and loved by God.

### **Vision Statement**

Saint Jude Catholic School will be a premier Catholic Elementary school that empowers each child with a passion for life-long learning, promotes an environment of academic rigor, supported by exceptional extra-curricular activities, and encourages personal and spiritual development in a safe and nurturing community.

### **Nondiscriminatory policy**

No person, on the grounds of race, color or national origin is excluded, or otherwise subjected to discrimination in receiving services at our school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or any other school administered programs.

### **Admission Requirements**

Saint Jude Catholic School Preschool accepts children who are 3 or 4 by September 1<sup>st</sup> of the current school year. For the admission process we need a completed school application along with a birth certificate, baptism certificate, if your child has been baptized, social security card and immunization (health forms.) Once all documentation has been received and reviewed for acceptance you will receive a letter of probationary admission. All new students will be accepted on a 9-week probationary basis. This is to ascertain a pupil's ability to adjust to the school philosophy, disciplinary, and academic programs.

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

### **Tuition and Fees**

The Saint Jude Catholic School Finance Office is responsible for the processing of all tuition and fees for the school. The School Finance Office can be reached at 561-392-9160 x1054.

The following policies relate to Tuition and Fees:

Tuition and Fee payments are due in the school Finance Office on or before July 1<sup>st</sup>, the upcoming school year. A \$30 late fee will be assessed if your payment is not submitted on time.

Tuition may be paid in one of three methods: Full payment on July 1<sup>st</sup>, half payment on July 1<sup>st</sup> and the remainder on January 1<sup>st</sup>, or monthly payments taken automatically from your bank account. Any change in method of payment is subject to a \$30 processing fee.

Withdrawal from Saint Jude Catholic School prior to the end of the academic year will result in a pro-rated return of tuition. Book and fees are not refundable.

All outstanding balances may be subject to a collection agency and report cards and forms withheld until payment have been received.

Families who may desire financial assistance must speak directly to the Director of Finance prior to March 1<sup>st</sup>.

Please note that there are no family discounts or rate adjustments for Pk3 and PK4 students.\*

\*Refer to pink form signed at acceptance.

### **Shoes**

**ONLY** closed toe shoes outlined by the school are permitted.

### **Parent-Teacher Conferences**

In order for a child to have a rich educational experience, it is important that we work together. We encourage open communication between home and school. We have parent-teacher conferences twice a year. Our VPK students do receive a report card in the month of January and June. Report cards can be accessed through the RenWeb system. Students get evaluated three times a year.

### **Curriculum**

Saint Jude Catholic School follows the curriculum of the Diocese of Palm Beach and the Florida Sunshine State Standards. At Saint Jude Catholic School there is an emphasis on academic excellence and the Gospel values. Faith, service, community, and love are incorporated into all areas of the curriculum. For our VPK students, we also follow the current VPK standards which are from the FDOE.

### **Accreditation**

Saint Jude Catholic School, as well as other Catholic Schools in the State of Florida, is accredited by the Florida Catholic Conference in Tallahassee; it holds membership in the National Catholic Educational Association.

### **Medication Policy**

Florida Law prohibits school personnel from administering pain relievers, non-prescribed medicine or treatment other than emergency first aid. Only those medications prescribed by the physician, may be administered in the school, and only in cases where failure to take prescribed medications during school hours could jeopardize a student's health. A medical form must be signed by the physician and on file in the school clinic.

### **Discipline Policy**

Saint Jude Catholic School Preschool views discipline as more than just a word, a technique or a set of rules. Discipline means teaching children to respect themselves and others and to behave with that respect in mind. Clear, consistent rules are explained to the children. In spite of all we do, inappropriate behavior sometimes does happen and is discouraged through:

Structuring the environment

Redirecting the child behavior-perhaps repeatedly

Appropriate time out management-separating the child from the other children, but within view of the teacher to give the child time to be able to collect himself and think over his actions in a positive way and not as punishment

Following through-consistently is important

Immediate response to the behavior

### **Sick Policy**

We ask that you call and notify the school if your child will not be attending due to illness. Any child who is suspected of having communicable disease or who exhibits other signs or symptoms which include any of the following, shall be required to be picked up. Such children may return to school when the following signs and symptoms are no longer present.

Severe coughing-with or without a whooping sound

Difficult or rapid breathing

Vomiting

Diarrhea- if the diarrhea is a result of medication or allergies, a doctor must specify in writing for the child to remain in school

Fever (101)- child must be fever free for 24hrs. A doctors note may be required

Communicable disease such as pink eye, strep throat, head lice, chicken pox, etc. will require a doctor's note to return to school

### **Arrival and Dismissal**

Our school hours are 7:50am-2:45pm, grades PK-4th, and 7:50am-3:00pm, grades 5th-8th. For the safety and security of the school, doors will not be opened until 2:45pm. We offer early drop off starting at 7:30am (not before.) If you have not picked up your child by 3:00pm, then a late fee will apply and your child will go to aftercare until you arrive. Our VPK hours are 8:30am-11:30am. VPK only students will be marked tardy if they arrive after 8:30am. VPK only students must be picked up promptly at 11:30am or they are subject to late fees.

### **Attendance Policy**

A child is marked absent/tardy if he/she is not in attendance at school and seated by 7:50am. Florida licensing requires that all children be signed in and out daily. We ask that you escort them into the building while signing in and out. If a friend or family member is dropping off or picking up, please notify the front office. Only persons who are authorized will be allowed to sign children in or out. For children enrolled in the VPK program, you must arrive no later than 8:30am. VPK parents must also sign the VPK child attendance (short form) verifying monthly attendance of the program. This form must be signed within 10 calendar days after the end of each month.

### **Non-Custodial Parent**

Saint Jude Catholic School abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a Court Order to the contrary, a school will provide the non-custodial parents with the access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order. Non-custodial parents should contact the school secretary with regard to receiving a copy of the report card and school newsletters. Please include a self-addressed, stamped envelope for required information.

### **Parents as Partners**

We recognize that the involvement of parents is important for both you and your child. There are many opportunities for you to be involved. In order to do all we can to ensure safe environments for our children, youth, and vulnerable adults, and in compliance with the *2005 Revised Bishops' Charter for the Protection of Children and Young People* as well as our own Province and Diocesan policies in this regard; AND because your volunteer activity is deemed to fall under these policies and procedures; all persons interested in volunteering on school grounds or field trips must complete the Protecting God's Children Course offered by the Diocese of Palm Beach. This includes submitting to a Florida Dept. of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) fingerprint background screening. Your fingerprints will be taken digitally and retained electronically for use as required in our policy after receiving proper authorization from school administration.

### **Meals and Snacks**

Saint Jude Catholic School Preschool **DOES NOT** provide your child with his/her snack or lunch. We ask that you provide nutritious food items when sending any type of food to school. Children with food allergies are accommodated with proper seating arrangements at all mealtimes.

### **Classroom Celebrations**

Classroom celebrations may be arranged with the approval of the homeroom teacher. Celebrations need to take place during snack/lunch time. Florida Law prohibits "home-baked" goods to be brought to school. All baked items must be store-bought. No treats may be sent without the teacher's permission in advance.

### **Clothing**

The purpose of the uniform code is to encourage neatness and a sense of appropriate attire in each student and to be a symbol to the local community. Students should come to school in proper uniform. If a student is not in the proper uniform, the administration reserves the right to ask the parent to bring the proper uniform to school or send the student home.