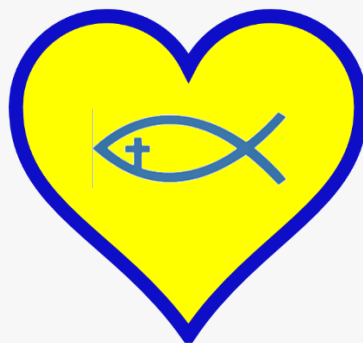




PARENT/STUDENT ENROLLMENT HANDBOOK 2025/2026



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MISSION STATEMENT

St. Boniface Preschool's mission is to provide a Christ – centered education academically customized to each child's potential.

STATEMENT OF PHILOSOPHY

St. Boniface Preschool is a Christ – centered, state licensed childcare center/preschool offering enrichment, socialization and learning skills to 3-year-old, 4-year-old, and 5-year-old children, as well as summer care and before/after school care for school age children grades K through 4. A joyful, loving, and Christian environment is provided where each individual can be his/herself and become his/her own person. This is all done through the guidance and acceptance of a kind, caring staff.

Our goal is for students to develop a love of learning. State standards are utilized within our programs as a guide to promote independence and a well-rounded academic experience. St. Boniface Preschool offers development in social, academic, fine, and gross motor skills. Students are also provided the opportunity to explore faith and religion. It is a wonderful journey for us to be a part of your child's early learning years and we thank you for entrusting your child into our care.

St. Boniface Preschool also offers an enriching Before/After Care program for preschool students (ages 3-5) and elementary students (grades K-4) who require care outside of regular school hours.

May God Bless You!

ADMINISTRATION & STAFF

PASTOR/FATHER

The pastor is head of the parish and shall have the full responsibility for the school. His principal responsibility is to see that an effective program of religious education is maintained in the school.

DIRECTOR

The director is the delegated administrative officer of the school and as such is responsible for its organization, curriculum, supervision, and discipline according to the terms of the contract with the pastor. His/her further duty is to cooperate with the pastor in fulfilling all the responsibilities in the center. The director works closely with the pastor to see that the policies of the Catholic Diocese and those of the Department of Human Services are closely adhered to and supported. Above all, the director, as the educational leader of the school, monitors the quality of education.

FACULTY

The faculty consists of teachers, aides, assistant group supervisors and group supervisors, who are dedicated to providing your children with a safe, loving, and educational environment. The faculty also adheres to the rules and regulations set forth by St. Boniface Preschool, Catholic Diocese, and the Department of Human Services.

ACADEMIC PROGRAMS

ENRICHMENT OPPORTUNITIES

Students at all age levels are provided with opportunities for enrichment as part of our curriculum. Our program utilizes the Pennsylvania State Standards as a guideline to meet the developmental/educational needs of each classroom and individual student.

RELIGION

A Christ-centered environment is provided to each student. The aim of this program is the teaching of the basic Doctrine of Faith and the implementation of it into each child's life. Classrooms start each morning in prayer. Preschool and school age programs will participate in weekly religion lessons. Every classroom will participate in prayer and periodically attend service in the church sanctuary with the Pastor/Father of St. Boniface Parish to further our instruction.

ART

All classrooms will participate in art activities designed to stimulate creativity. Students will be provided experiences with a variety of media to develop basic skills, fine motor skills, sensory and artistic expression through both processed and unprocessed art.

MUSIC

Music is an important part of learning. Each classroom will use music through a variety of ways. Students will gain exposure to music through movement, songs, and musical instruments to teach basic expressions of music.

PHYSICAL EDUCATION

Classrooms are granted use of the gym and outdoor playground throughout the school day to enhance gross motor skills. Teachers emphasize the importance of physical education and the impact it has on development, fitness, coordination, strength, endurance, and basic skills. Teachers will provide students with a variety of fitness activities to keep them active and moving.

READING/LANGUAGE ARTS

Reading aloud to students is a required daily practice in each classroom. Children are given the opportunity to explore literacy on their own through fictional and informational text. Students will practice book handling skills, story recall, phonemic awareness, vocabulary building, making connections and predictions while promoting growth and interest in reading.

SCIENCE

Science instruction consist of hands-on activities, exploration, and experiments that provide enrichment and introduction to science. Students will be given the opportunity to explore and investigate the world around them.

MATH

Math instruction consist of exploring, processing and problem solving. Children will be provided with activities and lessons that promote counting, number recognition, concepts of shape/geometry, data collection, measurement, and other developmentally appropriate math skills.

HANDWRITING/FINE MOTOR SKILLS

Handwriting/fine motor skills are taught in each classroom. Each student will be provided with opportunities to develop dexterity, fine motor strength, and eye hand coordination through planned activities that promote writing/fine motor development.

SCHOOL MANAGEMENT

ADMISSION

Registration for programs will take place in the spring of each year. Placement is given on a first-come basis. *A non-refundable registration fee is required to secure placement of \$50.00 is required for children new to St. Boniface Preschool, one fee per household.*

Enrollment will be limited to classroom guidelines and capacity limits. It is important to fill out all forms completely and accurately. Incomplete forms may be returned, placement not held until complete forms are submitted. Student files must include all required up-to-date documents.

Summer Program 2025

School Age:

Child MUST be enrolled in elementary school grades Kindergarten, 1st, 2nd, 3rd, or 4th grade.

Preschool:

Child MUST be age 3, 4, or 5 on or before May 15th and not yet attended Kindergarten.

*All children enrolled in summer programs
MUST be toilet trained by May 15th.

St. Boniface summer program enrollment will close on May 1st.
Date subject to change if capacity is met prior to that date.

School Year 2025/26

School Age Before/After School Program:

Child MUST be enrolled at Wattsburg Elementary school grades Kindergarten, 1st, 2nd, 3rd, or 4th grade.

PRE-3: 3-year-old Preschool Program

Child MUST be age 3 on or before August 15th

PRE-K: 4-year-old Preschool Program

Child MUST be age 4 on or before August 31st.

*All children enrolled in 2025/26 school year programs
MUST be toilet trained by August 15th.

St. Boniface 2025/26 program enrollment will close on Oct. 15th.
Date subject to change if capacity is met prior to that date.

*Toilet Training: Children are required to effectively communicate bathroom needs as well as have appropriate skills that can be independently utilized while using the bathroom. St. Boniface will adjust/adapt for students who provide written documentation from a health care provider stating that necessary adaptations are required to meet the individual needs of a specific student. Toilet Training Policy details on Page

HOURS/DAILY SCHEDULE

Hours are subject to change during times the school is closed

Office Hours: 8:00am – 3:30 pm School Hours: 8:15am – 3:25pm
Before Care Hours: 7:00am – 8:10am After Care Hours: 3:25pm – 5:30pm

Students arriving at school before 8:15am must report to Before Care in the gym/Coleman Hall.
All Students entering the school after 8:15am must enter through the main lobby doors.

DAILY SCHEDULE

For a more detailed description of your child's day, speak to his/her teacher

7:00-8:10 am	Before Care Arrival: Coleman Hall/Gym
8:15 am	Preschool Program Arrival: Main School Lobby Before Care students dismissed to classrooms School age students board bus (Aug 2025-June 2026)
8:45 am	Class begins promptly
10:00 am	AM snack
11:15-11:45 am	Lunch for Pre 3 (School year 2025/26: 3-year-old preschool)
11:45 am	½ day dismissal
11:45-12:15 am	Lunch Pre-K 2 (Summer: Preschool; School year 2025/26: 4-year-old preschool)
12:15-12:45 pm	Lunch Pre-K 1 (Summer: School age; School year 2025/26: 4-year-old preschool)
12:45-2:45 pm	Rest/Nap time
2:50 pm	PM snack
3:10-3:25 pm	Dismissal: Main School Lobby
3:25 pm	After Care Students dismissed to Coleman Hall/Gym
3:30-5:30 pm	After Care: Parent pick up Coleman Hall/Gym

****The safety of your children is our utmost priority.**

To ensure safety all exterior doors will remain locked at all times. **

ARRIVAL/DISMISSAL PROCEDURES: BEFORE & AFTER SCHOOL CARE

St. Boniface Preschool offers a before and after school program for registered preschool and Wattsburg Area School District (WASD) K-4th grade students. Registration for the before/after care program is included in student registration forms. If a student requires the addition, removal, or change in schedule for the before and after school program, contact the director. Student schedule/schedule change/Student withdrawal policy can be found on page 9.

School Age children who attend the After Care program will be provided with homework time each day. An afternoon snack will be provided at approx. 4:30 PM for all preschool and school age students enrolled in the After Care program. If a child wishes to bring his/her own snack he/she may. Students are asked to keep uneaten lunches in his/her bookbag.

School Age Busing/Transportation: St. Boniface does not have the means to provide transportation to/from Wattsburg Elementary for school age students. Wattsburg Area School District provides transportation for school age students through the WASD transportation system. Transportation/busing policies are available through the Wattsburg Area School District. St. Boniface programs are not affiliated with WASD, however open communication is in place to ensure the safety of students. Proof of transportation approval from WASD must be provided to St. Boniface in order to attend St. Boniface before/after school care programs. Children not enrolled in St. Boniface programs are NOT permitted to utilize St. Boniface as a pick-up/drop-off site. (Exceptions may be made on a case-by-case basis for students enrolled in Erie Catholic schools who utilize the WASD transportation system and St. Boniface as a pick-up/drop-off site).

ARRIVAL: BEFORE CARE- Before Care is open from 7:00am-8:15am in Colman Hall (gym). Before Care students must enter through Coleman Hall doors. STUDENTS ARE NOT PERMITTED TO BE LEFT UNACCOMPANIED OUTSIDE OF THE BUILDING OR IN THE DOORWAY. **All students MUST be accompanied by an adult until received by a teacher/staff member.** Parent/guardian **MUST** check the student in on Brightwheel prior to leaving. ***In the event Coleman Hall is unable to be used Before Care will take place in a classroom. Families will be notified through Brightwheel with any changes. ***

DISMISSAL: AFTER CARE- After Care is open from 3:30-5:30pm in Coleman Hall (gym) from. Parents must pick up students through the Coleman Hall doors. Parents **MUST** check students out on Brightwheel prior to leaving. Staff may request identification prior to releasing a student. Make sure the list of approved pickup persons is always up to date. If a person requests to pick up a child that is not listed on the student's approved pick-up form, that child will not be released until identity can be verified by a parent/guardian. ***In the event Coleman Hall is unable to be used After Care will take place in a classroom. Families will be notified through Brightwheel with any changes. ***

ARRIVAL/DISMISSAL PROCEDURES: PRESCHOOL

Arrival: Preschool- Student arrival takes place in the front lobby at 8:15am. All students arriving before 8:15am will be sent to Before Care and will be charged. Parents must walk students into the lobby and wait for a staff member to open the door. Students are **NOT** permitted to be dropped off in the lobby or outside of the school. **All students must be accompanied by an adult until received by a teacher/staff member.**

Parent/guardian will check student in on Brightwheel. Doors from the lobby into the building will be monitored but remain locked. School staff will assist in receiving the students. To ensure the safety of all students, families and staff members, a parent/guardian is not able to walk a student to the classroom. Students must be received in the front lobby by St. Boniface staff who will escort him/her into the classroom. All students should arrive by 8:40 AM, programs begin promptly at 8:45 AM.

Dismissal: Preschool- The safety of your children is our utmost priority. Doors from the main school lobby into the building will remain locked during active school hours. Coleman Hall/Gym doors lock at 8:00 AM and REMAIN LOCKED during regular school hours.

- Dismissal for half day students: 11:35am-11:45pm.
- Dismissal for full day students: 3:10pm-3:25pm.

Parent/guardian will wait in the lobby and check student out on Brightwheel. Student will be escorted by a staff member to the approved pick-up person. During dismissal, a parent/guardian will not be permitted into the building for any reason unless a teacher requests to speak with him/her. A student will only be released to a person listed as an approved pick-up provided by the parent/guardian at the time of registration. If a person requests to pick up a child that is not listed on the students approved pick up form, that child will not be released until identity can be verified by a parent/guardian. St. Boniface Preschool retains the right to check photo ID or to make a copy of identification of persons entering the building for any reason. Refusal to produce identification upon request could result in further action taken up by the staff of St. Boniface Preschool. ***A late pick-up fee for every 5 minutes past the dismissal time will be applied to student accounts for any student not picked up by 11:45am (half-day) or 3:25pm (full day). See early arrival/late pick up policy for details.**

Early Arrival/Late Pickup: St. Boniface Preschool will charge a \$12.00 early arrival/late pick up fee for every 5 minutes a student arrives early or is picked up late. Early arrival is defined as any student arriving

before 7:00 AM if registered for Before Care or before 8:15 AM if registered for Preschool/Summer Program only. Late pickup is defined as any student not picked up by 11:45am (half-day) or 3:25pm (full day) if registered for Preschool/Summer Program, or 5:30 PM if registered for After Care. Full day students who are not registered for After Care and are not picked up by 3:25pm will be placed in After Care until parent/guardian arrives. In case of an emergency, please contact the school as soon as possible.

BEFORE/AFTER CARE: EMERGENCY USE (One-time use)

PRESCHOOL: Emergency Before/After Care is available for preschool students who are not registered for Before/After Care programs but require the a “one-time” use of Before/After Care due to a last-minute schedule change or emergency. If notification is given prior to 6:00 AM for *Emergency Before Care* or prior to 2:00 PM for *Emergency After Care*, an additional fee of \$12 for one child and \$6.00 for an additional child will be applied to the student account.

SCHOOL AGE: Emergency Before/After Care is available for SCHOOL AGE students who require Before/After Care on days not indicated on student registration form but require the a “one-time” use of Before/After Care due to a last-minute schedule change or emergency. If notification is given prior to 6:00 AM for *Emergency Before Care* or prior to 2:00 PM for *Emergency After Care*, an additional fee of \$12 for one child and \$6.00 for an additional child will be applied to the student account. It is the parent/guardian’s responsibility to communicate to Wattsburg Area School District (WASD) any transportation changes.

BRIGHTWHEEL COMMUNICATION

Each child enrolled at St. Boniface is provided a Brightwheel account/profile. Brightwheel is the MAIN method of communication with teachers and staff via text message. Brightwheel is also the preschool's contactless way for you to check your child in/out each day, view invoices/payments, make online payments, view photos of your child at school each day as well as have access to your child's profile. To access Brightwheel and your child's account you will need the a “unique parent invite code” provided to you by a St. Boniface Preschool administrator.

CANCELLATION OF SCHOOL/2-HOUR DELAY/EARLY DISMISSAL

Cancellation: School cancellation takes place only during extraordinary circumstances such as extreme weather, equipment failure, public or safety crisis. Parents are reminded that St. Boniface Preschool follows to the best of our ability the Wattsburg Area School District policy on school closings and delays caused by inclement weather. On days when school is open, but the weather is bad, parents may use discretion as to whether to send your child. St. Boniface uses the Brightwheel communication system to announce school closings. Parents will receive a Brightwheel message from the preschool director. Credits/Refunds will not be issued to student accounts for cancellation. Cancellation dates will be applied to disclosed snow make-up dates found on the St. Boniface Preschool Academic Calendar.

**ST. BONIFACE RETAINS THE RIGHT TO CLOSE THE SCHOOL AT TIMES OTHER THAN DURING WASD CLOSINGS.
PARENTS WILL BE NOTIFIED THROUGH THE BRIGHTWHEEL SYSTEM**

2-Hour Delay: In case of a 2-hr. delay, the Before Care program WILL NOT OPERATE and there will NOT be preschool for ½ day students. Full day preschool student arrival is 10:15 AM. For school age before care students, parents are permitted to wait for the bus in the parking lot but MUST remain with your child until he/she boards the bus. St. Boniface is not responsible for the supervision of school age children when a 2-hour delay occurs during the Aug. 2025 through May 2026 school year. WASD AM Bus arrival time is approx.

10:00 AM. After Care programs will operate as normal.

Early Dismissal: In case of early dismissal, a Brightwheel alert will be sent with dismissal time information. This time may vary based on the reason early dismissal is required.

If Before Care is CANCELLED due to 2-hr delay or After Care is CANCELLED due to early dismissal, a credit of \$8.50/one student session or \$4.00/additional student will be applied to student accounts who are registered for the date that after care is cancelled. Credits *will not* be issued due to student absence or schedule changes. St. Boniface is not responsible for the supervision of school age children when 2-hour delay or early dismissal occurs for the Aug. 2025 through June 2026 school year. WASD PM Bus arrival time is approx. 4:00 PM.

ST. BONIFACE RETAINS THE RIGHT TO DELAY/CLOSE AT TIMES OTHER THAN DURING WASD DELAY/CLOSINGS.
****PARENTS WILL BE NOTIFIED THROUGH THE BRIGHTWHEEL SYSTEM****

DISCIPLINE POLICY

Philosophy of Discipline: An important goal of St. Boniface Preschool is to create an atmosphere committed to high standards of academic formation, social competence, and faith development. To provide an environment where these commitments can be nurtured, we follow clearly defined guidelines for discipline.

St. Boniface assumes certain standards based on principles which students are expected to follow. According to the Pennsylvania School Safety Plan, all students are expected to comply with reasonable rules of conduct.

- Students are required to show respect for themselves, school staff, adults, and other students. Respect should also be shown for school property and for the property of others.
- Students develop into people of integrity and accept responsibility for his/her own actions.
- Christian principles are best demonstrated by the students' positive attitude toward self, parents, home, school, and administrators. These principles are further shown by the student's cooperation with school programs and school activities, as well as through language and manners, and the basic courtesy demanded by our Christianity.

These values and attitudes are a part of the learning process. Student behavior must not interfere with the learning of others. To facilitate this, all students must develop a spirit of cooperation, and pride in their achievements and in the program. In order to fulfill these principles, cooperation and consistency are needed within the school and within the home. Teachers will make every effort to handle inappropriate student behavior within the facility and to communicate effectively with parents/guardians. Incidents that are deemed serious and/or persistent will result in a student/teacher/parent conference with the director and/or pastor.

Discipline Policy: At the beginning of each program (and whenever necessary), teachers will review the schools discipline code, as well as specific classroom rules, with the students. If behavioral difficulty persists, teachers will first communicate with the student's parent/guardian. If agreed upon by all parties (administration/teacher/parent) behavioral reports will be completed. These reports are sent home with the student or entered on Brightwheel to notify the parent of any behavioral difficulty.

Disciplinary action is taken for major disciplinary infractions: Physical misconduct (actions leading to bodily harm); use of abusive language; stealing, vandalism. Fighting using physical means to settle a disagreement is NOT acceptable. The following policy is in effect for major disciplinary infractions: (Modification of this policy is at the discretion of the school administration.) These infractions include bodily harm to other

students and staff members, and the failure to follow staff instructions that could lead to the harm and safety of the student or other students/ staff.

<p><u>First Offense:</u> Conference with the classroom teacher; parent/guardian contacted; Reminder of policy.</p>	<p><u>Second Offense:</u> Pastor/father/administrator will be notified. One day out of programs. Mandatory conference with teacher, parent, and director. Student may be placed on a behavior modification contract for a period of two weeks. If no improvement is noted or if the student continues to exhibit inappropriate behavior following this two-week period, the student may proceed to the third consequence.</p>	<p><u>Third Offense:</u> Due to the age group of programs, continued disciplinary infractions are not tolerated. Should a student persist in creating a hazardous environment to themselves, other students or staff, action will be taken that will result in more serious consequences, not excluding extended suspension from programs, expulsion from programs, or student removal from all programs offered at St. Boniface Preschool.</p>
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St. Boniface staff will work together with the family and student to address the behavior to help the child succeed.

FUNDRAISERS

Throughout the year St. Boniface will hold a variety of fundraisers to help raise money for the school. These funds help with the replacement of supplies, activities for your students, and repair of equipment.

OUTDOOR PLAY POLICY

Weather permitting, students in all classrooms are given outdoor play periods during the day. During inclement weather or on days when temperatures are too warm or cold to be outside, outdoor/gross motor play will be held in classrooms or in the gym. Students are required to bring or wear appropriate outerwear.

<p><u>Playground Rules:</u></p> <ul style="list-style-type: none"> • Smoking or vaping prohibited. • Alcoholic beverages prohibited. • Vandalism or theft of property prohibited. • No hanging/climbing on the chain link fence or gate entrance. • Surface materials such as mulch are to remain inside the fall zone border of the playground, specifically in areas where there is a risk of injury from falling (swings, monkey bars, climbers, slide, platforms) • All toys removed from storage benches are to be returned after play. • Garbage is placed in the garbage can or dumpster, please NO littering. <p>***For the safety and security of all children and families, the playground is under video surveillance 24 hours a day, 7 days a week.***</p>
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Sunscreen: For the health and safety of your child, ALL STUDENTS require his/her own sunscreen to be kept at St. Boniface. Sunscreen must be labeled clearly with the child’s name and must not be expired. If possible, apply sunscreen at home prior to coming to school for the day. St. Boniface staff will apply sunscreen to students throughout the day. St. Boniface WILL NOT apply sunscreen provided by another student. *Notify St. Boniface if your child has any allergies to sunscreen.*

PAYMENT POLICY

Program rate sheets are available online or at the preschool office. Tuition/financial agreements must be signed by a parent/guardian prior to a student attending any St. Boniface program. Agreements are reviewed, updated, and require a signature at a minimum of every 6 months.

For 2025/2025 school year programs: A \$100 credit is available for accounts paid in full by August 20th, 2025. One credit applicable per household. Credit not applicable to summer programs.

Before and After Care programs are billed separately from preschool/summer programs. Both summer and school year Before/After Care payments are billed monthly. Payments for Before/After Care will be due on the 15th of each month.

Summer Program 2025:

2 different payment options available for summer programs ONLY.
Preschool (Children ages 3,4,5 not yet entered into kindergarten)
Monthly payment plan (2 equal payments):
First payment due: June 5th, 2025; Last payment due: July 5th, 2025
Weekly Payment Plan (6 equal payments):
First payment due: May 31st, 2025; Last Payment due: July 3rd, 2025

School Age (Children in grades K-4)

Monthly payment plan (2 equal payments):
First payment due: June 5th, 2025; Last payment due: July 5th, 2025
Weekly Payment Plan (5 equal payments):
First payment due: June 7th, 2025; Last Payment due: July 3rd, 2025

*St. Boniface Preschool is closed:
May 26th - June 1st, July 4th, and July 15th - August 25th.

School Year 2025/2026:

Monthly payment option ONLY
Preschool (children ages 3, 4, 5 not yet enrolled in K)
Monthly payment plan (9 equal payments):
First payment due: Sept 5th, 2025
Last payment due: May 5th, 2026

Before/After Care Preschool and School Age

Monthly payment plan (9 equal payments):
First payment due: Sept. 15th, 2025
Last payment due: May 15th, 2026

*St. Boniface Preschool is closed the month of August.

**First day of is Preschool Wed. August 27, 2025.

Last day of Preschool is Thursday, May 22, 2026

***See Academic Calendar for other important dates and dates of closure

Late payments/fees

After the payment due date, a five (5) day grace period will be given. After the grace period a \$25.00 late fee will be added to the account. Any student with unpaid tuition will **NOT** be permitted to attend until tuition is paid in full. If tuition is unpaid for 45 days or more past the due date, the account will be sent to a collection agency, and student will be removed from enrolled programs. If tuition is split by more than one person/family, financial agreements will be provided to all responsible parties required to sign. For returned checks, a fee of \$35 will be applied.

REFUNDS/CREDITS

Refunds: St. Boniface will NOT provide refunds for any reason including student absence, school closure, or student withdrawal. Refunds will NOT be issued in any form including but not limited to cash, check, or electronic transfers.

Credits: Credits to student Brightwheel accounts may be offered on a case-by-case basis. Issued credits will be applied to future invoices. Credits expire 60 days from date of issue. Unapplied credits that remain will be removed from the student account at the end of each program or when the account is made "in-active", a refund will not be issued.

STUDENT SCHEDULE/SCHEDULE CHANGES

At the time of registration, parent/guardians provide St. Boniface with the student's schedule. St. Boniface requires 30-days' notice for any schedule change. Changes to a student's schedule **MUST** be approved by the director. Appropriate documents such as a "change of schedule form" or "add/removal of program form" will be provided to update student information to reflect requested schedule changes.

Parent/Guardian must complete and submit the required form prior to approval. Parent/guardians choosing to change a schedule are responsible for any outstanding payment due and/or any additional fees applied to reflect the approved change of schedule.

STUDENT WITHDRAWAL

St. Boniface Preschool requires 30 days' notice of a child's withdrawal from any of the offered programs. Parent/guardians are required to give ample notice **in writing** if a student is to withdraw from enrolled programs. A "withdrawal/removal of program form" will be provided to update student information to reflect withdrawal request. Parent/guardians are responsible for any outstanding payment due and 1-month payment after withdrawal notice is given. *Refunds will not be given for any reason.*

TELEPHONE USE

The school telephone is for business purposes only. Calls to teachers will be returned when a free moment is present. Parents are not to contact staff members' personal cell phone for any reason! Brightwheel is the quickest, most convenient way to contact a teacher/staff member.

TOILET TRAINING POLICY

All student ages 3 and up **MUST** be potty trained. Classrooms are not equipped with diaper/disposable training pants changing stations.

Toilet Training Requirements:

- Child uses the toilet for ALL bathroom needs.
- Child can communicate with a teacher the need to use the bathroom.
- Child is in underwear ALL day. No diaper/pull up is worn (even at nap/rest time)
- Child must be able to wipe self and have proper age-appropriate self-hygiene skills.
- Child can pull up underwear/pants by self with minimal assistance.
- Child has proper handwashing skills.
- Child understands bathroom protocols like: "What we can touch", "What we shouldn't touch", puts paper towels in garbage, flushes toilet, etc.

Any child not All children enrolled **MUST** be toilet trained by May 15th (summer program) toilet trained by May 15, 2025 (summer program) or August 15, 2025 (2025/26 school year), will not be accepted into 2025/2026 St. Boniface Preschool programs.

VIDEOS/MOVIES/MEDIA

All videos, movies, music, and media shown during school must carry a "G" or "PG" rating. Appropriateness of media will be assessed by teachers/staff.

VISITORS/VOLUNTEERS

Due to PA state regulations & health/safety guidelines, access for visitors/volunteers to the school is VERY limited. **ALL visitors/volunteers** must obtain an Act 34 Child Abuse Clearance, PA State Police clearance, National Sex Offender Registry Verification, and FBI fingerprint clearance. Required clearances must be submitted to the school office prior to entry into the school. Any parent/guardian who wishes to speak to the director or staff is asked to schedule an appointment. Visitors/volunteers must sign in upon entry and sign-out upon exit. Sign-in sheet available at the main preschool entrance.

STUDENT INFORMATION

ATTENDANCE/TRUANCY

Attendance: A record of attendance for each child is kept. Regular attendance is essential to a student's success in school. Your child's potential for growth and development is maximized through consistent participation. Most subjects are taught in sequence requiring the understanding of each concept in the order of presentation. It is important that your child attend programs on a regular basis. Arrival time for preschool programs begins at 8:15 AM. Programs begin promptly at 8:45 AM. It is essential that students arrive by the start of 8:45 AM to ensure that all classroom activities for the day run smoothly and on time. If your child will be absent, communicate with St. Boniface through Brightwheel, in-person, email, or phone prior to your child's absence or at your earliest convenience. Absence excuses may be submitted through Brightwheel.

Excused Absences: illness, medical appointments or treatments, religious holidays, death, personal/family emergency.

Unexcused Absences: family vacations, non-medical appointments, a student who is absent without providing notice.

Truancy: Unexcused absences are considered truant. Any **unexcused** absences that total more than 10 days through the duration of the program or 5 consecutive days may be grounds for dismissal from the program. If you feel your child will be absent for more than 5 days, please contact your child's teacher and provide written documentation as to why your child will not attend school.

CHANGE OF RESIDENCE/PHONE NUMBER

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year. This will guarantee prompt action and notification in case of illness or accident. Parents/Guardians are required to update emergency contact/parental consent forms at a minimum of every 6 months.

CHILD HEALTH REPORTS/WEEL CHECKS

St. Boniface Preschool requires that all students have a complete and up-to-date file. All files must include a copy of each child's most recent Child Health Report/Wellness check that has been completed and signed by your medical care provider. Health reports lapse one calendar year from the date of your child's previous yearly well check. These forms are available in the preschool office or on the St. Boniface website. St. Boniface Preschool reserves the right to dismiss students who do not provide required documentation for student files.

COMMUNICATION INVOLVING CUSTODY

St. Boniface Preschool's top priority is the welfare of its children. *Legal documentation* is required for all students who have parent/guardian shared custody that has been determined through the court, this includes any changes/updates to custody orders. Changes that differ from the custody order concerning person(s) to whom the child may be released/emergency contact person(s) **MUST** be provided to St. Boniface through *written documentation* and agreed upon by all parent/guardians who are listed on the provided custody agreement.

Communication between all parties involved in a child's life will remain open. This includes events held at the school, communication and projects sent home from teachers. If a request is given to end communication with a party involved with the child, *written legal documentation* will be required. Speak with the director about any concerns/questions on this matter.

DRESS CODE

Dress for the mess. Remember this preschool and students will get messy. Make sure to provide your child with a complete change of clothing in case of an accident. All girls must wear a pair of shorts/leggings under dresses and skirts. At this age, students climb, jump, and roll around. Shorts/leggings help to make sure all students are properly covered. Students will go outside often. Students should wear proper footwear such as sneakers or sturdy shoes. During warmer months sandals are permitted if a strap is in place to secure the sandal to the foot. **NO FLIP FLOPS** as these can be an injury hazard. If your child wears sandals or snow/rain boots to school, please send in a pair of sneakers as a back-up.

EARLY DISMISSAL/APPOINTMENTS

In the event a student has an appointment or needs to leave early, notify the child's teacher. A student will only be released to persons listed as an approved pick-up provided by the parent/guardian and may be required to show identification.

ILLNESS

St. Boniface understands that children are susceptible to illness and may be absent due to illness. Absences due to illness will be considered an **excused** absence. *A doctor's excuse is required for 3 consecutive days of absence.* See Health and Safety: page 15-19 for details.

LUNCH/SNACKS/BIRTHDAY TREATS

Lunch: Lunch will be held at different scheduled times for each classroom. Each student is required to bring a packed lunch each day he/she attends. Lunch boxes and water bottles **MUST** be clearly labeled with the child's name. Lunches may consist of MICROWAVEABLE "heat-up" items such as soups, easy mac and cheese, chicken nuggets, etc. These items **MUST** be fully cooked, prepared, and in a microwavable container. Teachers **DO NOT** have kitchen access or dishes accessible. Please ensure items with excessive liquid (such as soups or ramen noodles) are pre-cooked and contained in a leak proof, microwavable container. If a student does not bring lunch, a parent/guardian will be contacted to provide lunch prior to the student's scheduled lunch time. If no lunch is provided prior to the students scheduled lunch time, St. Boniface will provide a lunch. *A \$10.00 fee will be added each time lunch is provided.*

Snacks: Half day students must bring one (1) AM snack each day he/she attends. Full day students are required to bring two (2) snacks (AM and PM) each day he/she attends. Label each snack with the child's name and am/pm clearly. Each classroom will keep a small supply of snacks as a backup for occasions when snacks are forgotten. If a student continuously does not supply a snack, a \$10.00 fee will be added to the student account to cover the cost of replacing snacks. Snack donations to classrooms are appreciated but are not required.

Birthday Treats: All parents/guardians are welcome to provide a birthday treat for your child. Check with your classroom teacher before bringing treats in to make sure there aren't any allergies in the facility.

PARENT-TEACHER COMMUNICATION

Open communication between parents and school staff is encouraged. St. Boniface Preschool uses Brightwheel as a main method of communication to families. Each classroom will send home information for the family to be able to openly communicate with teachers. Parents/guardians may also contact the center directly. Parents/guardians who have questions or concerns about activities, procedures, or discipline in a classroom are encouraged to discuss this with the teacher or director. **School staff are not permitted to give out personal contact information to parents/guardians or families.**

Parents/guardians *should NOT* contact school staff through personal contact information or social media. Please use Brightwheel, the St. Boniface preschool email, call directly to the office, or schedule a time to speak with your child's teacher or the director in person.

FAMILY COMMUNICATION FOLDERS: Communication folders will be provided. Folders are sent home on a regular basis. These contain important information from the school day. Folders are to be returned to the teacher the following day.

SCHOOL PICTURES

Individual and group pictures are typically scheduled with a professional photographer during the school year, in the fall and spring for preschool age students. All preschool students may attend scheduled professional picture days. *Professional pictures do not apply to school age students.

St. Boniface staff will also take pictures of students for documentation of development/ assessment,

injury/incidents, and sharing purposes. If you do not wish for your child's photo to be taken or shared through St. Boniface marketing materials or class collages mark "NO" on the photo release section of student registration forms.

VALUABLES/ ELECTRONIC DEVICES/LOST & MISPLACED ITEMS

Valuables: St. Boniface Preschool requests that *toys stay home*. Each classroom is equipped with enough toys for the students. If a toy is brought from home, it will be kept in the child's backpack so as not to cause any disruption. School staff are not responsible for any lost, broken, or misplaced items that are not property of St. Boniface Preschool.

Electronic Devices/Cellphones/Tablets: Students are asked to leave all cell phones/tablets/gaming devices/electronics and valuables at home. Classrooms have electronics that students will be able to use during designated times of the day. If a device is brought, it will be kept in the student's bookbag or school office. All devices brought into the school will not become the responsibility of the school staff. Students who bring electronic devices take on the risk of it being lost, stolen, misplaced, or broken. School staff are not responsible for any lost, broken, or misplaced electronic devices/valuables brought from home.

Lost & Misplaced items: School staff are not responsible for items students bring from home. St. Boniface does keep a lost and found items box. If a student loses or misplaces an item, notify the staff to look for the lost item. At the end of each school year, all unclaimed lost & found items will be donated.

WATER BOTTLES

Students are required to bring a CLEAN water bottle each day he/she is in attendance. Water bottles MUST be clearly labeled with the child's name. Classrooms are provided with water jugs to allow students to refill water bottles as needed. If a dirty, moldy water bottle is found- the student will not be permitted to use it. Parent/guardian will be notified, and the bottle will be discarded or sent home to be cleaned.

HEALTH AND SAFETY

**These policies are subject to change as CDC (Center for Disease Control), DOH (Department of Health), DHS (Department of Human Services) guidelines and Pennsylvania state regulations for childcare centers change or update. **

COMMUNICABLE DISEASES

Students are to be kept home from school if any of the following symptoms are observed:

- An acute cold with temperature elevation of 100.4° or over (sneezing, runny nose, coughing, headache, etc.)
- Swollen glands and sore throats. Complaints of sore throat and elevated temperature.
- Skin rashes or sores
- Flushed face or other signs of abnormal temperature. Temp. for more than 24 hours need medical attention.
- General signs of illness such as vomiting, diarrhea, earache, listlessness or weakness.

Types of Communicable Disease

DISEASE	INCUBATION PERIOD	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox	10 - 12 days	Until all lesions are dry and crusted
Measles	10 – 14 days	6 days from appearance of rash; longer if not well
3 Day Measles	14 – 21 days	Until rash is gone
Mumps	12 – 14 days	6 days minimum; may return when fever or swelling has subsided
Whooping Cough	7 – 21 days	Antibiotics and approval from family physician.
Strep Throat	1 – 3 days	24 hours after starting treatment; fever free for 24 hours
Lice		May return within 24 hours if hair has been treated with an FDA approved treatment and all nits (eggs), nymphs and adult louses are removed. Student must be checked by staff before return is approved.
Scabies	3 weeks (approx.)	Until given a certificate of treatment from a doctor
Conjunctivitis (pink eye)	1 – 3 days	May return 24 hours after the first antibiotic dose is administered.
Diarrhea	Depends on causative agent	Until symptom free for 24 hrs. without the use of medication. If persists, students may be asked to be picked up.
Hand-Foot-Mouth Disease	4 – 6 days	Until lesions are gone/scabbed over, and student is fever- free for 24 hours without the use of medication.
Influenza	1 – 3 days	Until student tolerates general activity and is fever/symptom free for 24 hours without the use of medication.
COVID-19	Preschool: Ages 3-5 10-14 days School Age/Adults: age 5 & up 5 days, mask required day 6-10	Required quarantine. Preschool aged students are not permitted to return for 10-14 days and 5 days for school age students/adults. Preschool students may return on day 11. School age students may return on day 6 with required masking through day 10. Upon return, students must be fever free without the use of medication.
		*Period of exclusion may increase or decrease due to updates of PA state mandates/guidelines

St. Boniface may request a doctor's note upon return to programs

COVID-19 INFORMATION

St. Boniface Preschool is dedicated to the health and safety of all students, families, and staff members. In accordance with the CDC (Center for Disease Control), DOH (Department of Health), DHS (Department of Human Services) guidelines and Pennsylvania state regulations for childcare centers, St. Boniface Preschool has implemented the following guidelines for our facility. Be aware that guidelines may be subject to change at any point throughout each program to adhere to required amendments and updates provided from these services.

- Arrival for Before Care students and dismissal for After Care students, will take place in Coleman Hall (the gym).
- Arrival (8:15-8:45am) and dismissal (3:10-3:25pm) for Preschool Programs will take place in the main preschool lobby.
- Any student sent home due to a temperature of 100.4 degrees or more will not be permitted to attend until symptom/fever free for 24 hours. Students must be fever free WITHOUT THE USE OF MEDICATION.
- Staff members will meet the parent/guardian at the door to receive any student entering the building. Parent/guardian is not permitted in the school building during a normal school day.
- Students are required to frequently wash hands with soap and water.
- Rigorous cleaning in each room, common areas and bathrooms is present to reduce the spread of germs.
- Common use areas will be maintained and frequently cleaned.
- Please adhere to the following guidelines:
 - Keep your student home if he/she is sick for any reason.
 - If you believe you or your child has contracted COVID-19, contact a medical care provider and follow the guidelines provided.
 - Encourage constant hand washing with soap and water for at least 20 seconds.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Put distance between yourself and other people.
 - Clean and disinfect surfaces often.

St. Boniface may request a doctor's note upon return to programs

CRISIS MANAGEMENT/EMERGENCY DRILLS

To ensure the safety of our students, crisis and emergency procedures are in place at the facility. Crisis drills are conducted throughout the school year, so students and staff members are prepared in the event of a crisis or natural disaster. School staff are trained on how to keep students safe in the event of a natural disaster or threat of violence. All classrooms are equipped with an Emergency and Crisis plan. This plan has also been provided to local authorities and first responders. If an actual crisis occurs, all families will be notified via Brightwheel. The St. Boniface Preschool Emergency & Crisis plan is available to view upon request.

FIRE DRILLS

Fire drills are conducted every 30 days. Teacher's will direct students to exit the building quietly and quickly, even in inclement weather. Anyone in the building at the time of a fire drill is asked to exit during the drill following the posted directions.

ILLNESS OR INJURY

If a student becomes ill or seriously injured during the school day, a staff will notify the parent/guardian. If a parent/guardian cannot be reached, the person indicated on the student's emergency contact form will be notified. St. Boniface Preschool does not provide transportation for any sick student -- this is the parent/guardian's responsibility. A student is required to be kept home from school if he/she is ill or has a fever. School staff **will not** administer medications during school hours. St. Boniface Preschool has a strict 24 hr. fever/vomit/diarrhea free policy. **A student who has a temperature of 100.4 degrees or above OR is experiencing vomiting/diarrhea is required to be picked up early. An ill student MAY NOT return until he/she is 24 hrs. symptom free WITHOUT the help from medication.** If a student returns before the end of the 24 hrs., he/she will need to be picked up immediately. Due to the age of our students, illness can spread quickly within the facility.

Parents/guardians must complete the required information on emergency forms to allow center staff to administer basic first aid needs to a student who may be ill or injured while at school. The Emergency Contact/ Parental Consent Form (55 PA CODE CHAPTERS 3270.124 (a) (b), 3270.181 & 182; 3280.124 (a) (b), 3280.181 & .182; 3290.124 (a) (b), 3290.181 & .182) provides St. Boniface with consent to administer emergency medical care and administer minor first-aid procedures on an as needed basis. In time of extreme emergency staff will call 9-1-1, then immediately notify the parent/guardian and/or listed emergency contacts. Updated parental consent is required every 6 months at a minimum. These procedures are put in place to safeguard all students and staff members in our facility.

Parents/guardians are urged to note the following:

1. If you are at a different number from your main contact number, be sure the school has this number.
2. If you know you are going to be in a different location other than your typical location during the day, please inform your child and/or the school.
3. Students are **NOT PERMITTED** to attend if medication has been administered to reduce a fever of any sort.
4. Parents **MAY NOT** bring medication into the school to administer to a child with a fever. The student **MUST** be kept at home.
5. A student's emergency contact and health care information must be complete, correct and updated at a minimum of every 6 months.
6. Students who are too ill to be in school or have been sent home from school because of illness are not permitted to participate in school-related activities.
7. St. Boniface Preschool staff (director, teachers, assistants) are certified in Infant/Child CPR and first aid. Certification is renewed on or before its expiration date.
8. First aid kits are required to be present in each classroom and other areas where children commonly gather. Staff are required to carry the first aid kit each time classes leave the room.

MEDICATION POLICY

St. Boniface Preschool will not administer medication to students. If a student needs regular medication, families must be able to administer it to the student at times of need. Medication for a student is not the responsibility of St. Boniface preschool and will not be held by the student or staff. If your child requires medication for treatment of a specific on-going medical condition (ex. Epi-pen), please speak to the director.

IF A CHILD IS MEDICATED TO REDUCE A FEVER FOR ANY REASON THE CHILD IS NOT PERMITTED TO ENTER THE FACILITY. HE/SHE MAY RETURN WHEN HE/SHE IS FEVER/SYMPTOM FREE FOR AT LEAST 24 HOURS WITHOUT THE USE OF MEDICATION FOR ANY REASON.

PREVENTION OF SHAKEN BABY SYNDROME/ABUSIVE HEAD TRAUMA

For St. Boniface Preschool to maintain compliance with 45 CFR 98.41(a)(1)(vi), in addition to the training requirements, childcare providers must have a policy and procedure to identify the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

The policy must include:

- Recognition of potential signs and symptoms of shaken baby syndrome (SBS) and abusive head trauma (AHT)
- Strategies for coping with a crying, fussing, or distraught child; and
- Address the prevention and identification of child maltreatment.

Preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families. Background SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. Staff are required to prevent the cause of and to recognize symptoms of SBS/AHT. Prevention strategies are in place to assist staff in coping with a crying, fussing, or distraught child. Staff first determine if the child has any physical needs such as being hungry, tired, sick, or having soiled clothing in need of a change.

Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Staff Training & Reporting:

- Staff are required to complete the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania
- Staff are required to complete the prevention of Shaken Baby Syndrome and Abusive Head Trauma training.
- Instances of suspected child maltreatment in within a childcare facility and in the home are reported to Childline: 1-800-932-0313, Early Intervention: 1-800-692-7288, and the PA Dept of Human Services Erie County, 814-451-6800.

If SBS/AHT is suspected, staff will:

- Call 911 immediately upon suspecting SBS/AHT and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier (if one is provided by the parent/guardian) or try to distract the child with a rattle or toy.
- Turn on music or white noise.

In addition, the facility:

- Allows staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourages parents to take a calming break if needed.

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
 - Tossing a child into the air or into a crib, chair, or car seat
 - Pushing a child into walls, doors, or furniture
- Strategies to assist staff members understand how to care for infants.

Parent resources:

The American Academy of Pediatrics

www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx

Centers for Disease Control

<https://www.cdc.gov/violenceprevention/pdf/SBSMediaGuide.pdf> www.cdc.gov/TraumaticBrainInjury

WEATHER WATCH: WIND-CHILL AND HEAT INDEX

St. Boniface Preschool utilizes this chart to determine when it is safe to be outside and for how long.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
	104	119	124	131	137								

ST. BONIFACE PRESCHOOL OFFICIAL POLICIES

These policies adopted by St. Boniface apply to ALL PERSONS on school/parish property and at St. Boniface sponsored events. All individuals are encouraged to report to any complaints or concerns regarding the breach of any official policies, whether it applies to the preschool, parish, staff, or visitors to St. Boniface Preschool/Parish. Reports may be made to preschool/parish staff, director, pastor/administrator for investigation and possible disciplinary action up to and including expulsion. If necessary, breach of policies may also be reported to local authorities such as the Pennsylvania State Police, Office for the Protection of Children and Youth, and Childline.

Policy Subject: Conflict of Interest

Statement of Policy: Members of affiliated organizations or entities to the Catholic Diocese of Erie must avoid any conflict or appearance of conflict between their own interest and those of the parish/preschool, particularly in interest related to business relationships with the parish/preschool, either individually, in a representative capacity or as a result of a family relationship or a close friendship. This includes parish/preschool employees who are involved in a selection of individuals or firms that supply goods or services to the parish/preschool.

Implementation of Policy: Persons serving the parish/preschool as an employee should be aware that his/her service may give rise to a conflict of interest (direct or indirect), or the appearance of or potential conflict of interest. The relationship between the parish/preschool and those responsible for its care, which implies an assumption of a commonality of purpose. Those serving the parish/preschool must be aware of direct or indirect conflicts of interest and disclose any such conflict with the pastor/administrator or director.

- Direct Conflict- A person employed at the parish/preschool has a business relationship with a person or entity doing business with the parish. For example, an employee will have direct conflict if he/she has an ownership interest in a company selling goods or services to the parish/preschool.
- Indirect Conflict- A person employed at the parish/preschool has a family, social, or close relationship with a person or entity doing business with the parish/preschool. For example, an employee will have an indirect conflict if he/she is the spouse or close relative of a company owner whose firm sells goods or services to the parish/preschool.

Additionally, a potential conflict of interest may exist when a person serving the parish/preschool is in the position to use his/her status to influence decisions for personal advantage or for the advantage of family members, relatives, or close friends. If a business interest does affect the commonality of purpose, then such conduct should be disclosed to the pastor/administrator or director. A person making this disclosure shall be designated "interested party." Once disclose has been made the pastor/administrator shall decide whether such duality of interest may undermine or impugn the best interest of the parish/preschool. If so, the interested party shall be excluded from any deliberations concerning the issue and/or business transaction. Each case shall be reviewed based on its own facts and circumstances. In reaching any decisions, the pastor/administrator and/or director may be guided by councils, boards, or committees that serve St. Boniface to result in an open and informed process.

Policy Subject: Harassment Policy

Respect for the dignity and worth of each individual is a basic precept of St. Boniface Preschool. Each staff member, student or other individual who is in a working relationship with the school is entitled to work or attend an environment free from fear and discriminatory practices. Harassment may can come in many forms including sexual harassment, physical, verbal, suggested, or written threats. Harassment can have different purposes, such as racial prejudice, creed, color, age, disability, religion, personal malice, sexual favors, or illegal pressure. Harassment is a form of discrimination, and it is illegal. It usually involves a pattern or a series of actions, but sometimes a serious one-time incident can also qualify as harassment. All will be held to standards of conduct that ensure that the preschool/parish is free from illegal harassment. It must be noted that verbal and/or written threats will be taken seriously and will be considered as a serious offense.

Policy Subject: Sexual Misconduct/Harassment

Sexual misconduct/harassment has many forms of variable seriousness. Sexual misconduct can occur between any gender and can include behaviors such as unwanted groping and forceable sexual contact. It can also include sexual harassment and any sexual behavior that is without consent or has the effect of threatening or intimidating the person against whom such conduct is directed. Sexual misconduct is a type of violence that uses power, control, and/or intimidation to harm another.

Sexual harassment is prohibited by law in the U.S. under Title VII of the Civil Rights Act of 1964 and enforced by the EEOC.

Title IX Statement: While reserving the right to make religious exceptions as provided by law and in accord with Catholic religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from

participation in, being denied the benefits of, or being subjected to discrimination under any education program or activity on the basis of sex. Title IX training materials can be found at: <https://www.eriescd.org/schools/titleix.html>

A person sexually harasses someone when he/she:

- Insinuate, propose or demand sexual favors of any kind.
- Invade another person's personal space in a sexual manner (e.g. inappropriate touching.)
- Stalk, intimidate, coerce, or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality, or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Send or display sexually explicit objects or messages.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. Such actions can harm a person's professional reputation and expose him/her to further harassment.
- The most extreme form of sexual harassment is sexual assault. This is a serious crime.

Sexual Misconduct/Harassment amongst ADULTS (age 18 and up): report to supervisor, director, administrator/pastor and if necessary, the local authorities (police).

Sexual Misconduct/Harassment amongst STUDENTS (ages 18 and under): If witnessed OR suspected, contact **CHILDLINE: 1-800-932-0313**. Employees or volunteers will immediately notify the report to supervisor, director, administrator/pastor and provide them a copy of the report. The person in charge will forward a copy of the online report, if filed online, or the CY47, if Childline was called, to the Office for the Protection of Children and Youth within 24 hours of the initial report being filed.

Policy Subject: Stealing/Theft

St. Boniface values all employees/students/visitors and his/her property. St. Boniface expects that all in turn value the preschool/parish and its assets. Therefore, St. Boniface will not tolerate theft, or stealing of any kind, including fraudulent timecard reporting by employees. This also includes theft of money, information, products, inventory, tools, or any item/information. All incidents of theft to be reported immediately to a supervisor, along with any data or information observed or obtained. St. Boniface retains the right to use video cameras and audio recording methods as well as software to identify and detect theft.

Below are examples of types of theft to illustrate prohibited behaviors:

- Employees/students/visitors/preschool/parish may not take money, credit card numbers, or checks without prior authorization and documentation.
- Employees/students/visitors to both the preschool and parish may not take products for personal use without prior approval, such as inventory, including samples, or broken/returned items or any preschool/parish equipment or supplies.
- Employees/students/visitors/preschool/parish may not give away products or services without prior approval. This includes not giving free services/products to friends and family, taking home equipment/supplies without prior approval.

Employees caught breaking any state or federal law, including theft of private or preschool/parish property or falsifying timekeeping records will be subject to disciplinary action up to and including termination of employment.

Policy Subject: Vandalism

Generally, it includes any willful behavior aimed at destroying, altering, or defacing property belonging to another, which can include:

- Spray painting parish property with the purpose of defacing;
- "Egging" parish property or vehicles parked on parish property;
- Keying (or scratching) paint on parish property or vehicles parked on parish property;
- Breaking windows or doors;
- Defacing parish property with graffiti and other forms of "art";
- Slashing tires of vehicles parked on parish property;
- Defacing indoor & outdoor equipment (e.g. park bench, bathroom stalls, playground);
- Altering or knocking down signs; and
- Kicking and damaging parish property with your hands or feet.

In addition, a person who possesses the *means* to commit vandalism, such as a drill bit or glass cutter, could also face vandalism charges in some circumstances.

Policy Subject: Weapons

It is a criminal offense to possess weapons in a school building. All types of weapons will be confiscated including toys that resemble weapons. A student that brings these toys in will be asked to keep it in his/her book bag or the teacher will confiscate the toy until the end of the day. Adults who possess a weapon will be asked to leave the premises. Pretending to "play weapons" is prohibited in our facility. Children who "play weapons" (such as guns or swords) will be reminded that it is not safe to play/pretend with weapons of any kind. If this type of play repeatedly continues, the teacher and/or the director will contact parents/guardians to discuss our policies.

DEFINITION OF TERMS**Policy Subject: Conflict of Interest**

Conflict of interest is defined as **a situation in which someone has competing or incompatible loyalties or interests**, either personal or professional, that might prevent him/her from acting in the best interests of St. Boniface Preschool and/or Parish.

Policy Subject: Harassment

Harassment is defined as aggressive pressure or intimidation. **Any unwanted behavior that offends, humiliates, or makes someone feel uncomfortable, fearful, or anxious.**

Policy Subject: Sexual Misconduct/Sexual Harassment

Sexual Misconduct is defined as any sexual act or behavior that a person does not consent to. It can take many forms, including sexual assault, unwanted sexual acts, and making a person perform a sexual act that they don't want to do. The term "sexual misconduct" is a lay term that represents a boundary that has been broken, dictated by a moral set of conduct.

Sexual Harassment is defined as a type of discrimination that involves unwelcome and inappropriate sexual behavior or comments, that create a hostile or offensive environment. It can include verbal or physical conduct, requests for sexual favors, or remarks about sex, sexual orientation, or gender.

Policy Subject: Stealing/Theft

Stealing is defined as the taking of another person's and/or facilities possessions without permission.

Theft is defined as the action or crime of stealing.

Policy Subject: Vandalism

Vandalism is defined as, "the deliberate reckless destruction, damage or defacement of property."

Policy Subject: Weapons

Dangerous Weapons are defined as firearms (loaded and unloaded), replica firearms, knuckles, butterfly knives, chains, clubs, throwing stars, switch blades or other knives, any type of explosive device or any other article that is commonly used or is designed to inflict bodily harm.

A **Weapon** is defined as an article that is generally not a dangerous weapon intended to be used to inflict bodily harm. Examples include, but are not limited to, scissors, compasses, belts, combs, files.

Replica Firearms are realistic replicas, which could be used to place a person in fear of bodily harm.