

**The following Holy Family School Policies are in alphabetical order.**

**Affirmative Action Statement:**

Holy Family School will try to serve all children, who request our services without regard to sex, race religion, disability, or special needs. If Holy Family School is not able to provide all the services a child requires, we will refer the child to outside agencies or to another child care facility that can meet the child's needs.

Holy Family School will ensure that we communicate to all children and their parents regardless of their language or other special needs they may have. We will do this through the use of community resources if necessary.

**Absences:**

Please call the school office by 9:00 a.m. if possible to notify us if your child will be absent from school. If your child rides the bus to school, please call the office by 7:00 a.m. to allow the school time to notify the bus driver. If your child is ill or absent, full tuition is expected unless you have contacted the Director concerning special circumstances. Circle time begins at 8:30 a.m. so please be prompt.

**Allergies:**

As with any other medical condition, please discuss any allergy problems your child may have with the Director and your child's teacher. If your child has any food allergies, we are required to have a doctor's statement on file. Please give the Director and the teacher any special instructions concerning the care of your child so that necessary precautions and procedures can be initiated to ensure your child's health and safety.

## **Admissions:**

Children who are two (2) years through six (6) years of age are eligible to attend Holy Family School. Children must be toilet trained by the time that they start school. Children are given a two- (2) week trial period to adjust and demonstrate their toilet training. Those children who attend public school up to fifth grade may attend after school day care at Holy Family School.

When classes are filled, a waiting list will be maintained. A nonrefundable \$70.00 registration fee (per family) and completed enrollment packet is required in order to place your child on the waiting list.

## **Arrival and Pick Up:**

For the safety of your child, he/she must be walked into the school and signed into daycare or their class. Dropping your child off outside and having them walk in by themselves will not be tolerated. Your child will not be accepted after 9:30 AM.

Your child can be released only to those persons designated by you in writing. Proof of identification will be required, like a driver's license or state issued ID. Holy Family School has no legal authority to refuse the release of a child to either parent, except in the case of legally served court papers. We must have a notarized court order on file regarding all parental custody matters.

## **Attendance Tracking:**

Record of attendance is not only important to Holy Family School, but is required by State Licensing. Your child must be clocked in via the terminal located to the right of the entrance, which also unlocks the door for you to enter. You must also clock them out in the same manner each day. This is then recorded in the Childcare Manager Software for review by licensing if necessary.

If you receive Tuition Assistance through **Child Care Services**, a terminal much like a credit card terminal is available in the office for you to record your attendance. This is mandatory for CCS clients. If you miss a day, you must clock in previous day for recording purposes. If your child is absent, you must include the

reason for the absence. If you have any questions, please see office personnel for assistance.

### **Bad Weather/Emergencies:**

Holy Family School will close for bad weather when MISD closes due to bad weather. In order to find out if we are open, you can watch Channel 8 news. Holy Family School has monthly fire drills and twice a year tornado drills. Should any emergency requiring evacuation of the center occur, the children would be taken to J.W. Webb Elementary to await your arrival. You would be notified as soon as possible in such an emergency. It is our policy to keep the center open unless safety of the children would be compromised.

### **Birthdays:**

A birthday is a very special event in the life of a child. You are welcome to provide treats or plan a party for your child at the school, please make arrangements with their teacher.

### **Bus:**

We pick up school-age children (Kindergarten thru 5<sup>th</sup> grade) at elementary schools on the East Side of Hwy. 75 upon demand. All children under the age of 8 must have a booster seat provided by the parents per the new Transportation Safety laws for transporting children. (We do NOT transport pre-school children to programs at the various elementary schools.) Please notify the school if your child will not be riding the bus in the morning by 7:00 a.m. If your child attends public school and does not need to be picked up in the afternoon, please notify Holy Family School no later than 1:00 p.m. All children must obey the bus rules in order to ride the bus. The rules to review with your child are:

- \*Seat belts **must** be worn at all times, it's the law.
- \*Children two years and under must ride in car seats which is provided by the parent.
- \***All** children under the age of eight must ride in booster seats, it's the law (the parent must provide the booster seat)
- \*Children must remain seated and face forward until the bus comes to a complete stop and the bus driver signals them to get up.

- \*No food, drink, or gum chewing is allowed on the bus.
- \*Keep your hands and feet to yourself.

For the safety of your child(ren), please review these rules with them. If your child's weight/age requires that they be in a car seat or booster seat, the parent must provide this in order to stay in compliance with the law.

### **Car Pool:**

All children departing by car will be picked up in front of the building between 2:15 and 2:45 p.m. during the MISD school year between the months of August to June. For your convenience, please pull up in front, stay in your vehicle, and your child's teacher will walk them out to your vehicle, and ensure they are buckled up. You will be asked to sign them out. If you should need to talk with your child's teacher, please park your car around the corner of the building so you do not hold up the car-pool line. There is no carpool during Summer months.

### **Calendar Year:**

Please see our school calendar for days of operation. This is available in the office; outside each classroom; and, on our website at [hfsmckinney.org](http://hfsmckinney.org).

### **Changes:**

Families frequently have changes- new addresses, jobs, new telephone numbers, etc. In order to reach you in an emergency we must have current information. Please keep us informed in office as well as your child's classroom. Please put any changes in written form and turn into the office. If a child is ill and the contact information is incorrect, you are risking Child Protective Services becoming involved in the well-being of your child.

## **Child Abuse:**

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency. The hotline number is #1800-252-5400. The hotline number is #1800-252-5400 or access on the web at: <https://www.txabusehotline.org>.

## **Clothing:**

Your child should come to school dressed in comfortable, washable, and easy to manage clothing. Every child needs a complete change of clothing, including socks and shoes, in their cubbies. Please label all clothing, jackets, blankets, backpacks, etc. with your child's name. The teachers cannot be responsible for lost articles of clothing. If an item of your child's (clothing, backpacks) turns up missing, please get with his/her teacher as soon as possible.

## **Communicable Diseases:**

Children absent due to contagious diseases or illness may return to the center when a physician provides a signed statement indicating that the child may return to school. Please notify the school when your child has a communicable illness so that we may alert other parents of symptoms to look out for. Please keep your child home with any of the following illnesses or symptoms *until 24 hours after treatment is started or the last episode (vomiting, diarrhea and conjunctivitis (pink eye))*.

*These guidelines are provided by the Minimum Standards for Childcare Centers.*

### **AIDS / HIV Infection**

**Incubation Period:** Variable

**Signs and Symptoms:** Weight loss, generalized swelling of the lymph nodes, failure to thrive, chronic diarrhea, tender spleen and liver. Individuals may be asymptomatic.

**Exclusion from Attendance:** No, unless child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chicken pox outbreaks in school. These may pose a health threat to the immunosuppressed child.

**Readmission Criteria:** N/A

**Reportable Disease:** Yes, but schools are not required to report.

**Prevention, Treatment and Comments:** Teach importance of hand washing. When cleaning up spills of blood or body fluids, wear gloves and use a suitable disinfectant. Educate adolescents about viral transmission through sexual contact and sharing of equipment for injection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Amebiasis**

**Incubation Period:** Commonly 2-4 weeks

**Signs and Symptoms:** Intestinal disease may vary from asymptomatic to acute dysentery with bloody diarrhea, fever, and chills. Parasite may disseminate to other internal organs.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After treatment is initiated.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Adequate treatment is necessary to prevent/eliminate extraintestinal disease. Teach importance of hand washing. Relatively uncommon in the United States, but can be acquired in developing countries. Spread by personal contact or through food and/or drink.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Campylobacteriosis**

**Incubation Period:** Range 1 – 10 days, Commonly 2 – 5 days

**Signs and Symptoms:** Sudden onset of diarrhea, abdominal pain, fever, malaise, nausea, and vomiting.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea and fever subside.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Teach importance of hand washing. Frequently a foodborne infection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Chickenpox (varicella)**

**Incubation Period:** Range 2 – 3 weeks, Commonly 13 – 17 days

**Signs and Symptoms:** Fever and rash that may appear first on head, then spread to body. Usually two or three crops of new blisters that heal, sometimes leaving scabs.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Seven days after onset of rash. Immunocompromised individuals should not return until all blisters have crusted over.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Shingles is a reactivation of the varicella virus. Since contact with the virus may cause chickenpox in a susceptible child, it is recommended that a case of shingles be treated similar to a case of chickenpox. Vaccine available.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Common Cold**

**Incubation Period:** Range 1 – 5 days; Commonly 2 days

**Signs and Symptoms:** Runny nose, watery eyes, fatigue, coughing, and sneezing.

**Exclusion from Attendance:** No, unless fever is present. (see Fever)

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of washing and covering mouth when coughing or sneezing. Colds are caused by viruses; antibiotics are not indicated.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Conjunctivitis, bacterial or viral (Pink Eye)**

**Incubation Period:** Bacterial: 1 – 3 days. Viral: 12 hours to 12 days

**Signs and Symptoms:** Red eyes, usually with some discharge or crusting around eyes.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Until effective treatment and approval by HCW.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of hand washing. Allergic conjunctivitis is not contagious and may be confused with bacterial and viral conjunctivitis.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Coxsackie virus diseases (hand, foot, and mouth disease)**

**Incubation Period:** Commonly 3 – 5 days

**Signs and Symptoms:** Rash in mouth, hands (palms and fingers), and feet (soles).

**Exclusion from Attendance:** No, unless fever.

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Promote hand washing and universal precautions.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Cryptosporidiosis**

**Incubation Period:** Range 1 – 12 days, Commonly 7 days

**Signs and Symptoms:** Diarrhea, which may be profuse and watery, preceded by anorexia and vomiting in children. The diarrhea is associated with abdominal pain. Malaise, fever, nausea, and vomiting occur less often. Infection may be asymptomatic.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea subsides

**Reportable Disease:** Yes. Call (800) 705-8868.

**Prevention, Treatment and Comments:** Teach importance of hand washing

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Cytomegalovirus (CMV) infection**

**Incubation Period:** Unknown under normal circumstances

**Signs and Symptoms:** Usually asymptomatic. Congenital CMV infections may result in hearing loss, pneumonia, eye inflammation, and growth and/or mental retardation.

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of good hand washing. Avoid direct contact with urine, saliva, or other infectious secretions.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Escherichia coli (*E. coli*) infection**

**Incubation Period:** 10 hours to 6 days in most cases; for *E. coli* 0157:H7, commonly 3-5 days

**Signs and Symptoms:** Profuse, watery diarrhea, sometimes with blood and/or mucus, and abdominal pain. Fever and vomiting may occur. Some strains (such as *E. coli* 0157:H7) may cause hemolytic uremic syndrome (HUS), resulting in kidney damage.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea and fever subside

**Reportable Disease:** Yes, if *E. coli* 0157:H7 strain. Call (800) 705-8868

**Prevention, Treatment and Comments:** Teach importance of hand washing. Usually a foodborne infection. Also spread by hand to mouth contact.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Fever**

**Incubation Period:** N/A

**Signs and Symptoms:** Oral temperature of 38°C (100.4°F) or greater. Measure when no antipyretics (an agent that reduces fever) are given.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:**

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Fifth Disease (erythema infectiosum) Human Parvovirus**

**Incubation Period:** Variable: 4 – 20 days.

**Signs and Symptoms:** Redness of the cheeks and body. Rash may reappear. Fever does not usually occur.

**Exclusion from Attendance:** No, unless fever.

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Individual should be seen by a physician to rule out a diagnosis of measles or rubella. Pregnant women who have been exposed should consult their physician.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Gastroenteritis, Viral**

**Incubation Period:** Variable, usually 1 – 3 days

**Signs and Symptoms:** Nausea and diarrhea. Fever does not usually occur.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of good hand washing.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Giardiasis**

**Incubation Period:** Range 3– 25 days or longer, Commonly 7 – 10 days

**Signs and Symptoms:** Gradual onset of nausea, bloating, pain and foul-smelling diarrhea. May recur several times over a period of weeks.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Treatment is recommended. Teach importance of good hand washing. Can spread quickly in child-care facilities. Check household contacts for evidence of infection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Head lice (Pediculosis)**

**Incubation Period:** Eggs hatch in 7 – 10 days

**Signs and Symptoms:** Itching and scratching of scalp. Presence of pinpoint-sized white eggs (nits) that will not flick off the hair shaft and live lice.

**Exclusion from Attendance:** Yes, with live lice.

**Readmission Criteria:** After one medicated shampoo or lotion treatment has been given.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Second shampoo or lotion treatment is recommended in 7 – 10 days. Teach importance of not sharing combs, brushes, hats, and coats. Check household contacts for evidence of infestation.

## Hepatitis A

**Incubation Period:** Range 15 – 50 days, Commonly 25 - 30 days

**Signs and Symptoms:** Most children have no symptoms; some have flu-like symptoms or diarrhea. Adults may have fatigue, nausea and vomiting, anorexia, and abdominal pain. Jaundice, dark urine, or diarrhea may or may not be present.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** One week after onset of illness.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Vaccine available. Teach importance of hand washing. Immune globulin should be given to household contacts. If more than one case occurs in a child-care facility, immune globulin should be considered for all contacts at the facility.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Hepatitis B

**Incubation Period:** Range 1<sup>1/2</sup> – 6 months; Commonly 2 – 3 months.

**Signs and Symptoms:** Gradual onset of fever, fatigue, nausea, or vomiting, followed by jaundice. Frequently asymptomatic in children.

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Vaccine available. Teach importance of hand washing and not sharing toothbrushes or razors. Wear gloves and use a suitable disinfectant when cleaning up spills of blood or body fluids. Educate adolescents about viral transmission through sexual contact and sharing of equipment for injection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Herpes Simplex (cold sores)

**Incubation Period:** First infection, 2 – 17 days

**Signs and Symptoms:** Blisters, on or near lips that open and become covered with a dark crust. Recurrences are common.

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of good hygiene. Avoid direct contact with sores. Anti-virals are sometimes used.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Impetigo

**Incubation Period:** Variable, usually 4 – 10 days

**Signs and Symptoms:** Blisters on skin, commonly hands and face, that open and become covered with yellowish crust. Fever does not usually occur.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After treatment has begun.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Keep lesions covered. Teach importance of hand washing and keeping fingernails clean.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Influenza (Flu)

**Incubation Period:** Commonly 1 – 3 days

**Signs and Symptoms:** Rapid onset of fever, headache, sore throat, dry cough, chills, lack of energy, and muscle aches.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Vaccine available and recommended for children age 6 – 24 months and with certain chronic diseases. Anti-viral therapy available for patients with influenza type A.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Measles (rubeola)**

**Incubation Period:** Range 7 – 18 days; Commonly 8 – 12 days

**Signs and Symptoms:** Runny nose, watery eyes, fever, and cough. A blotchy red rash, which usually begins on the face, appears between the third and seventh day.

**Exclusion from Attendance:** Yes. In an outbreak, unimmunized children should be excluded for at least two weeks after last rash onset.

**Readmission Criteria:** Four days after onset of rash.

**Reportable Disease:** Yes, immediately call (800) 705-8868.

**Prevention, Treatment and Comments:** Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician. Vaccine available.

### **Meningitis, bacterial**

**Incubation Period:** Commonly 2 – 10 days

**Signs and Symptoms:** Sudden onset of high fever and headache, usually with vomiting.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Until effective treatment and approval by HCW.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Prophylactic antibiotics may be recommended for family members and close contacts at a child-care facility. Vaccine available.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Meningitis, viral**

**Incubation Period:** Commonly 2 – 10 days

**Signs and Symptoms:** Sudden onset of fever and headache, usually with vomiting.

**Exclusion from Attendance:** No, unless fever is present.

**Readmission Criteria:** When fever subsides.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Teach importance of hand washing.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Meningococcal infections (meningitis, meningococemia)**

**Incubation Period:** Range 2 – 10 days, Commonly 3 – 4 days

**Signs and Symptoms:** Sudden onset of fever, intense headache, nausea and often vomiting, stiff neck, and frequently a reddish or purplish rash on the skin or mucous membranes.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Until effective treatment and approval by HCW.

**Reportable Disease:** Yes, immediately call (800) 705-8868.

**Prevention, Treatment and Comments:** Prophylactic antibiotics may be recommended for family members and close contacts at a child-care facility. In an outbreak, vaccine may be recommended for persons likely to have been exposed.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Mononucleosis, infectious (Epstein Barr virus)**

**Incubation Period:** Commonly 30 – 50 days

**Signs and Symptoms:** Variable. Infants and young children are generally asymptomatic. Symptoms, when present, include fever, fatigue, swollen lymph nodes, and sore throat.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** When a physician decides or after fever subsides. Some children with fatigue may not be physically able to return to school (child care) until symptoms subside.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Minimize contact with saliva or nasal discharges. Teach importance of hand washing. Sanitize surfaces and shared items.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## **Mumps**

**Incubation Period:** Range 12 – 25 days. Commonly 16 – 18 days

**Signs and Symptoms:** Swelling over jaw in front of one or both ears. Pain in cheeks made worse by chewing.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After nine days from the onset of swelling.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Vaccine available.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Otitis Media (earache)

**Incubation Period:** Variable

**Signs and Symptoms:** Fever, ear pain. May follow respiratory illness.

**Exclusion from Attendance:** No, unless fever.

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Antibiotics are only indicated for acute otitis media.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Pertussis (whooping cough)

**Incubation Period:** Range 6 – 21 days. Commonly 7 – 10 days.

**Signs and Symptoms:** Low-grade fever, runny nose, and cough lasting about two weeks, followed by paroxysmal coughing spells and “whoop” on inspiration.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After completion of five days of antibiotic therapy

**Reportable Disease:** Yes, immediately call (800) 705-8868.

**Prevention, Treatment and Comments:** Vaccine available. Un-immunized contacts should be immunized and receive antibiotic prophylaxis. Adults with persistent cough greater than 2 weeks should be evaluated.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Pharyngitis, nonstreptococcal (sore throat)

**Incubation Period:** Variable

**Signs and Symptoms:** Fever, sore throat, often with large, tender lymph nodes in neck.

**Exclusion from Attendance:** No, unless fever.

**Readmission Criteria:** After fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Nonstreptococcal pharyngitis is caused by a virus; antibiotics are not indicated.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Pinworms

**Incubation Period:** Variable, 2 weeks – 2 months or longer.

**Signs and Symptoms:** Perianal itching

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Treatment recommended. Teach importance of hand washing. Check household contacts for infestations.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Ringworm of the body**

**Incubation Period:** Commonly 4 – 10 days

**Signs and Symptoms:** Slowly spreading, flat, scaly, ring-shaped lesions on skin. The margins may be reddish and slightly raised.

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Treatment is recommended. Keep lesions covered. A fungal infection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Ringworm of the scalp**

**Incubation Period:** Commonly 10 – 21 days

**Signs and Symptoms:** Slowly spreading, balding patches on scalp with broken-off hairs.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After treatment has begun.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of not sharing combs, brushes, hats, and coats. A fungal infection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Rubella (German measles)**

**Incubation Period:** Range 14 – 23 days. Commonly 16 – 18 days

**Signs and Symptoms:** Cold-like symptoms. Swollen, tender glands at the back of the neck. Fever. Changeable pink rash on face and chest.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Seven days after onset of rash. In an outbreak, un-immunized children and pregnant women should be excluded for at least three weeks after last rash onset.

**Reportable Disease:** Yes, call (800) 705-8868 within one working day.

**Prevention, Treatment and Comments:** Vaccine available.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Salmonellosis**

**Incubation Period:** Range 6 – 72 hours. Commonly 12 – 36 hours.

**Signs and Symptoms:** Sudden onset of fever, abdominal pain, diarrhea, and sometimes vomiting.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea and fever subside.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Teach importance of hand washing. Frequently a foodborne infection.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Scabies

**Incubation Period:** First infection: 2 – 6 weeks. Repeat infection: 1 – 4 days

**Signs and Symptoms:** Small, raised, red bumps or blisters on skin with severe itching. Often the thighs, arms, and webs of fingers.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After treatment has begun.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of not clothing. May have rash after treatment, but will subside.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Sinus infection

**Incubation Period:** Variable

**Signs and Symptoms:** Fever, headache, greenish to yellowish mucous for more than one week

**Exclusion from Attendance:** No

**Readmission Criteria:** N/A

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Antibiotics are only indicated for long-lasting or severe sinus infections.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

## Shigellosis

**Incubation Period:** Range 1 – 7 days. Commonly 2 – 3 days.

**Signs and Symptoms:** Sudden onset of fever, vomiting, and diarrhea which may be bloody.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After diarrhea and fever subside.

**Reportable Disease:** Yes, call (800) 705-8868.

**Prevention, Treatment and Comments:** Teach importance of hand washing. Can spread quickly in child-care facilities.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Streptococcal sore throat and scarlet fever**

**Incubation Period:** Commonly 1 – 3 days

**Signs and Symptoms:** Fever, sore throat, often with large, tender lymph nodes in neck. Scarlet fever-producing strains of bacteria cause a fine, red rash that appears 1 – 3 days after onset of sore throat.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** Twenty-four hours after antibiotic treatment has begun and fever subsides.

**Reportable Disease:** No

**Prevention, Treatment and Comments:** Teach importance of covering mouth when coughing or sneezing. Streptococcal sore throat can only be diagnosed with a laboratory test.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **Tuberculosis, Pulmonary**

**Incubation Period:** Commonly 2 – 12 weeks

**Signs and Symptoms:** Gradual onset, fatigue, anorexia, fever, failure to gain weight, and cough.

**Exclusion from Attendance:** Yes

**Readmission Criteria:** After antibiotic treatment has begun, AND a physician's certificate or health permit obtained.

**Reportable Disease:** Yes, call (800) 705-8868 within one working day.

**Prevention, Treatment and Comments:** All classroom contacts should have TB skin tests. Antibiotic prophylaxis recommended for newly positive reactors. Call the TB control program at your local health department for contact testing.

*Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.*

### **End of Communicable Diseases**

## **Conferences:**

Parents are welcome to visit our center at any time, and are urged to consult with the teacher or Director whenever any concerns arise regarding their child at home or school. Any time you wish to have a conference with your child's teacher or the Director, simply call the office. Two times a year, November and April, the school holds Parent/Teacher conferences.

## **Curriculum:**

Holy Family School uses HighReach curriculum. At Holy Family School, we feel that a Christian environment is the essential part of our program. We hope children will learn that God loves them, and that Jesus really lived, loved children, helped people, and taught of God's love and care for all of us. We want to help children to think, feel, and act in Christian ways. Through Bible stories, prayer, songs, art, science, math, language, and games they will learn about the world God created. We hope through the attitude of Christian love and concern that their Christian education will not be separate, but an integral part of their daily life.

## **Day Care:**

Day care services are available from 6:30 a.m. until 8:00 a.m. and from 2:15 p.m. until 6:00 p.m. If you are in need of daycare services please notify the office and mark that you need daycare on your enrollment papers. If space is available, arrangements can be made for your child. If anything other than preschool is needed it is considered full day care.

## **Discipline:**

At Holy Family School discipline is viewed as a positive tool used to help all children develop a healthy relationship with peers and adults, as well as learn self control. Our teachers have basic rules in the classroom and use positive reinforcement, natural or logical consequences and redirecting. We also request parental involvement to reinforce our teachings at home.

Holy Family School does not practice corporal punishment (spanking). The State does not allow a child to be spanked on school property. Please review the following school rules with your child:

\*Keep your Hands and Feet to Yourself

*this means no touching our friends in private places*

\*Touch your friends gently and be kind to others

*this means no hurtful behavior like kicking, biting, or hitting*

\*Use your words/Use kind words/Say what you need or want

*this means no cuss words are allowed, no disrespectful words or words that hurt God's ears*

Children who cannot follow these rules will be asked to leave the school.

### **Enrollment:**

Enrollment is open to all children 2 thru 12 years of age.

Upon enrollment we will need a health statement from your child's doctor and a copy of most recent shot records (unless they are enrolled in public school), along with completed and signed enrollment papers. Any child 4 years and above must have a hearing and vision screening upon enrollment.

### **Field Trips (5 years and older only):**

Field trips and nature walks are an integral part of our pre-school program. Field Trip Permission slips will be passed out prior to the event. The permission slip should be signed and returned as soon as possible to your child's teacher. Occasionally there will be additional fees for some trips. If your child's class will be leaving the school by bus/van at any time, you must supply a car seat or booster seat in order to stay in compliance with the law as required for the child's age.

### **Funding:**

Holy Family School is a mission of the Episcopal Diocese of Dallas whose goal is to provide a Christian education to pre-school children and offer financial assistance to families in need of help. We are a nonprofit school and receive partial funds from the Episcopal Diocese. Funding for scholarship assistance is also received from an annual community wide fundraiser. Additional funds are received from donations and tuition.

### **GANG FREE ZONE:**

Any area within 1000 feet of Holy Family School is a Gang Free Zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Holy Family School is a violation of this law and is therefore subject to increased penalty under state law. For more information about what constitutes a gang-free zone, please consult sections 71.028

and 71.029 of the Texas Penal Code. Parents may contact their local municipality or court house for information about obtaining a copy of a map if you choose to do so.

### **Health Requirements:**

Prior to admission, the school must have on file a statement from a licensed physician that your child is physically able to take part in our program. This statement is on our immunization form. Your child's immunization record must also be current and submitted prior to admission. You may submit a copy of your child's immunization record from the doctor's office or clinics. Each child 3 ½ and older must be screened for hearing, vision and speech upon entering HFS or when offered in the fall of each year.

### **Holidays:**

Holy Family School provides a list of days the school will be closed yearly. Tuition is due in full unless the parent has requested vacation in advance in written form. Keep in mind each family is allowed two weeks of vacation yearly (from August to August). Our holidays and all days when Holy Family School is closed is posted on our website at [hfsmckinney.org](http://hfsmckinney.org).

### **Hours of Operation:**

Holy Family School is open from 6:30 a.m. to 6:00 p.m. Our preschool program begins at 8:00 a.m. and ends at 2:15 p.m. Childcare is available for working parents from 6:30 a.m. to 8:00 a.m. and 2:15 p.m. to 6:00 p.m.

### **Illness:**

If your child becomes ill while at school we will contact you and may ask you to pick him or her up. In the event of any serious accident or illness, an ambulance may be called. To ensure the safety of your child, we keep a file of names, addresses, and phone numbers of only those people you have authorized to pick up your child. In addition, we also ask you to supply names and phone numbers of your family doctor and preferred hospital.

## **Injury:**

The teacher will complete accident reports after first aid has been rendered. Parents or others who are designated for emergency notification will be contacted for any serious injury or when outside intervention is needed. Parents will receive a copy of the accident report to take home.

## **Late Departures:**

\*PRE-SCHOOL-Late pick up from pre-school is \$7.00 plus a daycare charge of \$7.00 per child picked up after 2:45 p.m. This is payable to the school.

\*DAYCARE-Late pick up from daycare is \$1.00 per minute per child after 6:00 p.m. This fee is paid to the daycare workers and must be paid by the next day. If fee is not paid, your child will not be accepted into daycare.

## **Late Fees:**

Tuition is due by Monday of each week. A late fee of \$5.00 each day will automatically be charged to your account for each week that your payment is late. Please contact the director or assistant if a different schedule of payment is requested.

## **Licensing:**

Holy Family School is licensed by the Texas Department of Protective and Regulatory Services ChildCare Licensing Division located at 2205 Los Rios, Plano, Tx 75074. They can be reached at 1-800/582-6036 or on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). We are inspected to ensure we are in compliance in areas of health, safety, and children's development concerns. We are a four star vendor, the highest rating available through ChildCare Services.

## **Meals:**

Your child will be served breakfast, lunch, and an afternoon snack each day. Please do not bring donuts or other non-nutritional foods for breakfast. Children may bring in a nutritional sack lunch or snack. Teachers sit at the table with the children to provide a good role model and encouraging conversation. Children are encouraged to eat a variety of foods but are never forced to eat something they don't want. Please note food service times.:

- \* Breakfast            8:00 AM served – finished serving 8:30 AM
- \* Lunch                11:00 AM served – finished serving 11:30 AM
- \* Snack                2:00 PM served – finished serving 2:15 PM
- \*PM Daycare  
    Snack                4:00 PM served – finished serving 4:15 PM

Holy Family School participates in a government funded food program (CACFP); therefore, each parent must fill out an application provided in the enrollment package whether they qualify for assistance or not.

## **Medication:**

Your child may receive medication (prescription or non-prescription) at school under the following conditions:

- \*All (prescription/over the counter) medications must be in original containers and clearly labeled with your child's name, dosage and times for dosage (i.e.) one tablespoon three times a day, or teaspoon four times a day).

- \*Non prescription medication must have the correct dosage for your child's age and or weight (i.e. under 24 lb. And 2 yr. Of age consult physician, 24 to 35 lb. And 2-3 yr. of age 2 tablespoons). If your child does not meet the age and/or weight requirement we cannot give the medication to your child without a signed doctor's statement.

- \*A medicine authorization form must be filled out and signed for both prescription and non-prescription medication.

Please do not send medication in a backpack. Always give medication to the morning daycare staff, bus driver or your child's

teacher who will ask you to complete a medication form. Medication requiring refrigeration will be stored in the refrigerator in its own separate container strictly for medication and discarded if the date has expired.

### **Mission Statement:**

Holy Family School provides a safe, loving, Christian environment for pre-school aged children, focusing on families with children in need of scholarship assistance in the McKinney area. We strive to promote a sense of self-worth, a respect for others, and a love of learning. Our goal is to meet the needs of the whole child by addressing the social, physical, spiritual, and emotional needs of the child and family.

### **Notes:**

Please be sure to check your child's backpack on a daily basis for complete change of clothing, any and all correspondence from staff, permission slips, upcoming events, etc.

### **Parent Feedback & Problem Resolution Policy:**

Each child and their family who attend Holy Family School is a valued friend. We are concerned about our promise of quality to you and your child. Please feel free to discuss any concerns with the Director. The philosophy of Holy Family School is that the needs of students are best served when a cooperative partnership exists among students, parents, and staff. We believe that problems are best resolved at the point nearest the problem. However when problems persist beyond that point, a mediation process will be invoked. If a parent has concerns about a situation in the classroom, he/she should ask the teacher for a conference to discuss the problem. If the problem remains unresolved, the parent should schedule a conference with the Director. If an unresolved conflict should exist between a parent of a child in Holy Family School and the school administration, the President of the Board of Directors of Holy Family School will be notified by the parent or Director, and a conference with all parties involved and two board members, one being a mediator, will be scheduled within one week. Our goal is to resolve our problems in a Christian way.

## **Personal Hygiene:**

We teach the children about good health and hygiene habits. It is an area that encourages a child's sense of independence and responsibility. Hand washing is an example where we teach the children to wash before meals, after toileting, after coughs, etc. This training helps to reduce common colds and illnesses. We ask the parents to help by encouraging their children to use good health and hygiene habits.

## **Parent Notification:**

All parent notifications will be posted on the parent board or classroom door.

## **Parent Participation:**

Holy Family School is requesting that all families participate in (4) four of the schools celebrations throughout the year. School celebrations are posted in each classroom as well as the office. Please contact the office to schedule your work days.

## **Product Safety:**

Annually, the United States Consumer Product Safety Commission (CPSC) recall list is reviewed by the director to assure that there are no unsafe products in Holy Family School. Holy Family School only provides products specified by the CPSC as safe for the childcare environment. Parents may review this list at: [www.cpsc.gov](http://www.cpsc.gov) or through <http://www.dfps.state.tx.us/>.

## **Registration:**

Enrollment is open to all children, age 2 (toilet trained) through transitional Kindergarten. After school care is available for children through 5<sup>th</sup> grade. A registration fee of \$70.00 per school year per family is due upon. A registration fee of \$70.00 is required if your child will be attending Holy Family School's Summer Program upon enrollment also.

## **Rest Periods:**

A rest period is required for all children by State Minimum Standards. Children should bring a small blanket or large towel for nap time which will be sent home each Friday for laundering. Please label your child's blanket and all personal items.

## **Returned Checks:**

There will be a charge of \$15.00 for any checks, which are returned to us for non-sufficient funds. The NSF check and fee must be paid by money order the following day or your child can not attend HFS until the NSF check is paid in full. If the NSF check is not paid within 10 days, the school will contact the Collin County District Attorney's office for collection. After two non-sufficient checks have been received tuition payments will be accepted in money order only.

## **Security:**

All of our playground areas are completely fenced in with gates for access. We ask that all parents ensure that gates are closed as they come in and go out so that the children cannot get out. This helps to prevent any child from walking through the gate and out into a street or unprotected area.

## **Staff:**

All staff members are 18 years or older, have a High School diploma or GED. The lead teachers have a Child Development Accreditation Credential (CDA) and a minimum of one-year experience teaching. All staff receives 8 hours Basic Child Care Training, 2 hours of Orientation and a minimum of 20 hours yearly of continuing education in the area of early childhood development. All staff members have completed CPR, First Aid, and have had a TB Tine test. A TB Tine test is done every two years. A criminal history check is run on a yearly basis.

## **Summer Program:**

Enrollment for this program begins in March. For those classrooms that will have field trip calendars, there will be an additional weekly fee to cover the field trips.

## **Tax Statements:**

Holy Family School provides a yearly statement for the purpose of filing taxes as a courtesy to parents if requested; however, this statement will not be issued until your account is paid in full.

## **Toys:**

Except for items needed for show and tell, or projects, we ask that all toys be left a home. Children should not bring war toys, guns, gum, candy, jewelry or valuable items to school. If these items are brought to school we cannot be responsible for them.

## **Transportation:**

Any child under the age of 8 must have a booster seat (provided by the parent) in order to be transported by Holy Family School on Field Trips and also to and from local schools in the McKinney ISD. Each person employed by Holy Family School who drives the school bus has completed Transportation Safety Training which is required by Child Care Licensing.

## **Tuition:**

Tuition in advance is due each Monday whether the child attends classes or not. Holy Family School is a year round school. Tuition is due each week whether your child attends school or not. Each family will be allowed ten (10) days of vacation time per year. These days must be taken in increments of five (5) days and school must have at least a two-week in writing notice that you will be taking a week of vacation. Your vacation may not carry over to the next year. Your year starts on your child's enrollment at the school.

If an account is two weeks past due, parents or guardians will be notified in writing that the account is past due and the child may not attend school until the account is paid or arrangements are

made with the Director and followed through. IF ARRANGEMENTS ARE **NOT** MADE TO TAKE CARE OF THE PAST DUE AMOUNT, THE ACCOUNT WILL BE TURNED OVER TO A COLLECTION AGENCY **IMMEDIATELY**.

### **Tuition Assistance Program:**

This program is available to families needing financial assistance with school tuition if they have already applied to Child Care Services for assistance and have been turned down. An application for this program is available in the office. The scholarship committee reviews the financial information (most recent check stub or the previous year's 1040 tax return form) and a reduced weekly fee is offered. The family will receive formal notification in writing. Families participating in this program are requested to donate four volunteer hours a month and keep their account current. The child must attend school regularly. No more than two absences a month will be allowed except in the case of illness or death in the family. The teacher or the director must be notified in the case of extended absence. Income verification statements are to be submitted three times a year, in August, January and April. The family must also notify the Director immediately of any changes in the family's financial situation which may affect program eligibility, so that needed adjustments may be made in a timely manner.

Tuition assistance can be provided at any time during the year if the need arises. Assistance will only be given if the funds are available. Situations such as a layoff from work, illness of a parent, etc. can cause a major decrease in income for the family. If such an incident occurs during the school year contact the Director or Assistant Director for an application.

### **Vacation and Sick Policy:**

Our weekly fees are averaged over the calendar year and no reductions are made for holidays, vacation, or sick days. If your child is sick or leaves for family vacation you are still responsible for full tuition. As long as your child is enrolled at Holy Family School tuition is charged every week and you are required to pay

full tuition. Each family will be allowed ten (10) days of vacation time per year August to August. These days must be taken in increments of five (5) days and the school must have at least a two-week written notice that you will be taking a week of vacation. Extenuating circumstances please call the office.

### **Videos:**

We show Christian educational videos and G rated. If you have a video you would like to share, please check with your child's teacher.

### **Visitors:**

You are welcome to visit the school at any time. We do ask if you would like to join your child for lunch, to call by 9:00 a.m. Please sign in at your child's classroom when visiting.

### **Volunteers:**

Volunteers are always needed to help us with the extras for the children. If you are able to lend a hand with bulletin boards, clean toys, attend field trips, trim grass, or share a part of your heritage with the children, just check with your child's teacher or the

See Director for volunteer opportunities. Also needed is maintenance and repairs, reading stories to the class, or sharing in any area you are gifted. We also have volunteers that come from other organizations who help us in the classrooms and on clean up days. Some of these are students from McKinney ISD, the ACT Academy; St. Peter's Episcopal Church, Lattimore Materials and others.

### **Water Activities:**

During the summer schedule children will have the opportunity to do water activities.

## **Withdrawal/Dismissal Policy:**

Dismissal of your child from Holy Family School could result from failure to:

- \*Complete/Keep all records current for your child
- \*Pay tuition
- \*Pay late fees
- \*Pick up your child(ren) on time-after four late daycare pick-ups, unless you have extenuating circumstances.
- \*Attend parent conferences
- \*Resolve on going disruptive behavior
- \*Or other reasons as determined by the Director

A two-week written notice is required when withdrawing your child during the school year in order to accommodate other families who may be waiting to enroll their child at Holy Family School. Your cooperation is greatly appreciated. If a two-week notice is not given, your account will be charged for two weeks of care.

## **Worship:**

All children worship in our chapel Tuesday through Friday 9:00 a.m.