

Holy Cross Catholic Preschool and Center

2025-2026

Parent Handbook



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† HOLY CROSS CATHOLIC PRESCHOOL AND CENTER

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PARENT HANDBOOK 2

Introduction

An interesting and rewarding experience awaits you as a parent of Holy Cross Catholic Preschool and Center. To answer some of your questions concerning the policies at Holy Cross, a Parent Handbook has been prepared. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, Holy Cross CPC has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the policies of Holy Cross Catholic Preschool and Center, please ask the Executive Director for assistance.

Mission Statement

The mission of Holy Cross Catholic Preschool and Center is to witness God's love to all people, within the Diocese of Palm Beach.

Through Early Childhood Education, Literacy and the teaching of Adult Basic Skills in an environment that fosters the Gospel values of justice, mercy and love, the students will be empowered, encouraged and guided to create a foundation of faith, family, and community.

Philosophy

Holy Cross Catholic Preschool and Center interprets the philosophy and goals that provide quality child care, early childhood and adult education with an environment that leads the child and adult in the process of discovering, affirming and developing their inherent goodness and relationship with God. It is the responsibility of the administration, faculty and staff to develop the whole child and to encourage the adult students spiritually, physically, intellectually, psychologically and emotionally.

Objectives

- ☞ To serve the population in the Diocese of Palm Beach, including all ethnic cultures.
- ☞ To have an inviting place with quality programs to teach adult education skills.
- ☞ To create a quality child care and an early childhood development program for children from infancy through pre-kindergarten age.
- ☞ To serve the Palm Beach Diocese in a religious-oriented adult and early learning atmosphere.
- ☞ To provide volunteer opportunities for college, high school, and elementary students at Holy Cross Catholic Preschool and Center.

Open Admission Policy

Holy Cross CPC has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does Holy Cross discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment based on race, color, disability, age, gender or national origin.

General Information

Holy Cross Catholic Preschool and Center is located within the Diocese of Palm Beach and supported by the Diocese of Palm Beach Office of Catholic Schools. In the child care and preschool classes, the educational, age-appropriate experiences are determined by the interests and needs of the children. The daily schedule is planned within the integrated day of a traditional classroom approach to learning. The traditional classroom is described as a creative day that has scheduled activities providing a “hands-on approach to learning” within a structured environment. The daily schedule allows for spontaneous “teachable moments” and flexibility. Within this day there is time and opportunity in a planned learning environment for the spiritual, social, emotional, physical, intellectual and aesthetic growth of the child at his/her own rate of development. Our definition extends this day to encompass the whole life of the child during the formative years of exploration and discovery.

The Child Care (Infants, Toddlers, 2's and Transitional 3's) offers full-time and part-time sessions (3-day or 5-day) from 7:00 a.m. to 5:30 p.m. The Pre-K 3 program offers a weekly part-time or full-time (3 or 5 day) 7:50 a.m. to 3:00 p.m. creative educational program. Morning Care (7:00 a.m.-7:45 a.m.) and After Care (3:00 p.m. – 5:30 p.m.) are available for the preschool students at an hourly rate.

We believe that families are the most important part of a child's life. Throughout the year, parents will have many opportunities to volunteer their time, talents and gifts to enhance our child care and preschool program. We look forward to a positive relationship with our parents and feel strongly that open communication between parents and staff members is essential in meeting your child's needs. This handbook is designed to clearly define our policies in some of the most common areas of concern.

POLICIES AND PROCEDURES

Absences

If your child is absent, please call the office before 8:00 a.m. the morning of the child's absence. Upon their return to school, please send a note with your child explaining the reason for the absence. If your child has a contagious disease (chicken pox, strep throat, etc.) please inform the office. Do not send your child to school with signs of illness (including, but not limited to fever, rash, diarrhea, vomiting, runny nose and cough). Your child must be symptom free (including fever) for 24 hours before returning to school. If you plan to take your child out of school for any period, please inform the school office and his/her teacher. Your tuition will not be prorated for any absences (including family vacations and sickness).

Accident/Injury

Sometimes during the natural flow of child play, children may get hurt. Any minor incident will be documented and reported upon the parent's arrival. In case of a serious injury,

Holy Cross will make an immediate attempt to contact a parent, emergency contact or the child's physician if the parent cannot be reached. If necessary, the paramedics will be called.

Admissions

Holy Cross Catholic Preschool and Center, along with and in compliance with the Diocese of Palm Beach, state their admission policy, namely, that no child or adult will be discriminated against based on race, color, religion, age, disability, marital status or sexual orientation. Pre-Kindergarten students (ages 3 and 4) must meet the age requirements set by the state and the Diocese. They must be age three (3) or four (4) on or before September 1. Non-Catholic parents and students understand that Catholic faith development will be taught on a regular basis with special prayer services, role-playing, etc. Faith development is part of the curriculum. Admission to Holy Cross Catholic Preschool and Center is conditional and the administrator reserves the right to refer a student to another educational institution if it is the best interest of the child.

Anti-Bullying Policy

Holy Cross is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct, or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by Holy Cross CPC in its investigation and review of any reports deemed to have been made in bad faith.

Birthday Celebrations

If any parent/guardian would like to celebrate a child's birthday, the parent needs to communicate all plans with the lead teacher. Baked goods brought in for a celebration are to be purchased at a local bakery or grocery store, as per P.B. County Health Department rules. If the child's party is to be held at home, invitations may be given out at school but only if all the children receive an invitation. If not, the invitations must be sent by mail to those invited.

Chapel

The chapel will be used regularly by the children in a variety of ways focusing on religious themes and events. It will be a special time where the children can learn and experience God's love through prayer, role playing the scriptures, music, special religious and birthday celebrations, prayer services and liturgies.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Closed Campus

The Holy Cross Catholic Preschool and Center programs are on a closed campus. Children are not permitted to leave the Holy Cross grounds at any time during the day unless picked up and signed out by a parent or guardian. Parents will escort their children into the building, sign in and then proceed to the classroom. The same procedure is done for a child's dismissal. You must inform the teacher if someone other than the regular designated persons will be picking up your child. A photo ID will be required at the front desk. Caregivers will not release the child to anyone without previous arrangements made by the parent/guardian. Parents, visitors and volunteers must report directly to the receptionist and sign the visitor/volunteer book. Visitors and volunteers must wear a badge while on campus and sign out prior to leaving. Parents and guardians must also report to the office as a visitor while on campus and prior to leaving the campus.

Clothing

Child Care children (3 months-36 months) should wear comfortable clothes and closed-toed Velcro shoes. Closed-toed shoes are the required shoes because they provide proper safety needs for young children. Students in T3, PK3 and PK4 will wear the school uniform which consists of elastic waist khaki shorts or skirt with white, light blue or navy polo shirts with the school logo PURCHASED AT HARRIS SCHOOL UNIFORMS ONLY. Dress jumpers are not part of the uniform. You may choose to have the logo added to your child's shirts. Velcro tennis shoes and socks are the required uniform shoes. Children are required to have a complete change of labeled clothes in their classroom. If an accident occurs, we want to help your child by being comfortable in clean, dry clothes. Please make sure all clothes, book bags, lunchboxes, water bottles, and other items have your child's name clearly labeled on them.

Communications

It is very important that parents/guardians read the notices sent home by the teachers and the Executive Director. It is our intent to have you as well informed as possible. A weekly newsletter will be published with important events and information. The newsletter, as well as other pertinent information, is posted on the school website – www.holycrosscpc.org. Bulletin boards by each classroom also post information during the school year.

Community Service Activities

Community service activities are not school activities and Holy Cross CPC does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Holy Cross CPC does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred while performing these services in the community. Students perform these services at their own risk.

Computer Use

Holy Cross CPC may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students and staff must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students and staff must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:

- a. Use only assigned accounts and passwords;
- b. Do not share assigned accounts or passwords with others;
- c. Do not view, use or copy passwords, data or networks to which you are not authorized;
- d. Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources: a. Observe all network security practices;

- b. Report security risks or violations to the school principal;
- c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
- d. Do not disrupt the operation of the network or create or place a virus on the network;
- e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others:

- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
- b. Do not install unlicensed or unapproved software;
- c. Do not plagiarize.

4. Respect the principles of the Catholic school:

- a. Use only in ways that are kind and respectful;
- b. Report threatening or discomforting materials to the school principal;
- c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

Holy Cross CPC and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Holy Cross CPC reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technological Communication

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Executive Director's discretion including expulsion.

Conduct

Holy Cross Catholic Preschool and Center is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to fully cooperate with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action. In addition, students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Conferences

Informal conferences with the parents/guardians are vital to the growth of the children and are held periodically throughout the year at the teacher's and parent's discretion. Formal conferences are held in the fall and in the spring. Parents/guardians will receive a progress assessment on their child at this time. A child's progress assessment is a way for the teacher to discuss with the parents/guardians the development of their child's cognitive, social, emotional, physical and spiritual growth. The final progress assessment will be given to the parents/guardians and a copy will be placed in the child's cumulative record file

Confidentiality Statement

Holy Cross CPC officials including teachers, administrators, and other paraprofessionals in the performance of their duties will have access to student educational records. PARENTS/GUARDIANS, by executing the acknowledgement of receipt of this Holy Cross CPC Handbook, HEREBY AGREE AND CONSENT to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

Curriculum

Holy Cross Catholic Preschool and Center offers child care and preschool learning experiences that are determined by the interests and needs of the children. To accomplish this purpose the daily program consists of the following areas of the curriculum in the child care program: physical development, play, music, social skills, language development and faith development. The preschool program includes assemblies, faith development, language development, math concepts, social skills, health, science and discovery, free choice activities, music, art, physical development, and play. A daily schedule will be posted in each classroom.

Communicable Disease and Related Items

Attendance at school and participation in school activities poses some risks including the

transmission of communicable disease. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves. In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Discipline

Holy Cross Catholic Preschool and Center strives to discourage all forms of unacceptable behavior by maintaining a positive classroom environment. Corporal punishment, threatening gestures and harsh language are never used with the children. Reinforcement, re-direction and positive behavior are used, addressing actions rather than children and giving children a clear understanding of the consequences of unacceptable behavior. If misbehavior continues, the administrator and teacher will have a conference with the parent/guardian for possible solutions.

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student or parent/guardian on school property or while attending or participating in any school-sponsored activity is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any person selling drugs on school property or at school functions may be immediately escorted by police and within legal standing with law enforcement.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a person exhibits the symptoms, or is suspected of substance abuse, the school may require that he/she undergo substance abuse testing. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the person seek assistance. Refusal to participate in such a test may result in expulsion from the school. A school may conduct random searches as set forth in this handbook.

Electronic Acknowledgments

Periodically, Holy Cross CPC may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt

of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

Emergency Procedures/Severe Weather

Emergency fire drills are held once a month to acquaint your child with our emergency procedures. Tornado and Code Red drills are held twice during a school year. This may make quite an impression on your child the first time, but they will soon become accustomed to it and know just what to do. These drills are used as a learning tool to teach the children about safety procedures. In the event of a tornado warning, the children will proceed to the hallways next to their classrooms. In case of severe weather (i.e. hurricane watch or warning), our policy is to follow the action of the Palm Beach County School Board regarding hazardous weather conditions and school closings. Please listen to the news on your local radio/TV station for this information. Parents should always use discretion concerning travel in inclement weather.

Enrollment

Enrollment in the child care and preschool programs are open to children ages three (3) months to five (5) years of age. Requirements for enrollment include the following completed forms:

1. Enrollment Application
2. Medical Records
 - o Physical
 - o Certificate of Immunization (must have had DPT, Polio, MMR, Chicken Pox and HIB immunizations)
 - o Health History Form
 - o Authorization for Emergency Medical Treatment
3. FL Dept. Of Health Child Care Brochures and Acknowledgement
4. Photo Release Form
5. Medication Permission Form
6. Emergency Card
7. Parent Handbook and Acknowledgement Form

It is the parent's responsibility to ensure that all student information regarding any change in address or telephone number is kept up to date in the classroom and front office.

Epinephrine Auto Injectors

Holy Cross Catholic Preschool and Center maintains a supply of epinephrine auto-injectors for use in the event a student is having an anaphylactic reaction. Staff members have been trained to administer injections if a student is having an anaphylactic reaction.

Extended Care Programs

The extended care programs for preschoolers will consist of Morning Care and After Care. Morning Care is from 7:00 a.m. until 7:45 a.m. After Care will be provided from 3:00 p.m. until 5:45 p.m. for our preschoolers and 3:45 p.m. until 5:45 p.m.. There will be an hourly fee for these services. Payment for extended care is due upon receiving an invoice or at the same time as the tuition payment.

Financial Obligations

The satisfaction of all financial obligations to Holy Cross CPC, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or

legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met. Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Food

Holy Cross Catholic Preschool and Center does not have a daily food program providing a nutritious breakfast, lunch and snack for the children. We do offer the convenience of purchasing a main entrée provided by a vendor on occasion. If the main entrée is purchased, it must be supplemented to provide a healthy balanced lunch. We encourage only healthy and nutritious food to be sent for your child's snack and lunch. If sending grapes, GRAPES ARE TO BE CUT IN HALF LENGTHWISE. If you would like for your child to have a warm lunch, please send it in a thermos. We do not microwave lunches. Please label your child's lunch box and all food/beverage containers. Please inform the school of any specific food that may give your child an allergic reaction.

Fundraising

No family may solicit funds to benefit Holy Cross Catholic Preschool and Center unless such solicitation has been authorized in writing by the Executive Director. The Diocese of Palm Beach's Student Sales and Fundraising policy prohibits students or families from selling goods, services, or conducting fundraising activities on school grounds, during school-sponsored events, or through school-related outlets without the prior written approval of the school administration. This includes but is not limited to: the sale of food, beverages, or merchandise; solicitation of funds or donations for personal or organizational purposes; organizing raffles, tickets sales or similar fundraising activities. Unauthorized sales or fundraising activities may result in disciplinary action. Approval for fundraising initiatives must be requested in writing and must conform to school policies ensuring that they do not disrupt the educational environment or conflict with existing school-sponsored activities.

Harassment and Discrimination

Holy Cross CPC is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, Holy Cross will not tolerate harassment or discrimination based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Health Records

Children must receive the standard health immunizations for their age. The child's record is required before a child may begin attending Holy Cross. Forms for a current physical and immunizations are provided at the pediatrician's office and are kept on file at Holy Cross Catholic Preschool and Center.

Illness

If a child becomes sick with a fever, vomiting, constant coughing, diarrhea, head lice, or an emergency condition, the parent will be notified immediately. The child will be removed from the classroom and taken to the school infirmary until the parent is able to pick up the child. Please pick up your child as soon as possible. If your child should come down with a contagious disease, please notify us immediately. Your child must be symptom free, without medication (including fever), for 24 hours before returning to school.

Do not send your child to school with signs of illness (including but not limited to fever, rash, diarrhea, vomiting, runny nose and cough). It is important that the school office has a current phone number where the parent/guardian can be reached during the day. Please include all mobile numbers. It is the parent/guardian's responsibility to notify the school office if their contact numbers change.

Immunizations

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

Jan Claire Kemper Literacy Center

Holy Cross Catholic Preschool and Center has a Literacy Center which is used by the students. The children can visit the Jan Claire Kemper Literacy Center for group story and quiet reading time. Additionally, we are blessed to share in an enriching school partnership with The Society of the Four Arts which includes monthly storytime sessions and consistent new books for our classroom libraries.

Medication Guidelines

Except as authorized by Holy Cross CPC, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
- 2.

Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. 3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply, and administration of an epinephrine auto injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

Parent Cooperation

Holy Cross CPC views the education of a student as a partnership between parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from Holy Cross if desired, Holy Cross has the right to unenroll a student if it determines, at its discretion, that the parent or student partnership with Holy Cross is irretrievably broken.

Participation in School Athletics or Organizations

Holy Cross CPC recognizes the following sports, activities, and clubs:

1. Athletics: Systema Floyd Athletics & Tippi Toes Music/Movement

2. School Clubs: Systema Floyd Martial Arts, Systema Floyd Spirit & Dance, Holy Cross Choir, Tippi Toes Dance

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and Holy Cross CPC cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE Holy Cross CPC, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs. Holy Cross CPC is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Private Tutoring or Babysitting

Except as specifically noted in this Handbook, Holy Cross CPC does not sponsor, oversee, or otherwise provide babysitting, private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE Holy Cross CPC, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or

other similar private lessons or services, regardless of where they may occur.

Registration

Registration for the upcoming year to attend Holy Cross CPC will begin in February. Registration dates and procedures will be given in January. Currently enrolled students will receive registration information through school communications. The non-refundable registration fee will be due at the time of registration.

School Calendar

The following holidays or Teacher Professional Day will be observed during the year. There is no discount or deduction of tuition for their observance. Holy Cross Catholic Preschool and Center will be closed on the following days: Independence Day, Labor Day, Teacher Professional Days, Martin Luther King Day, Presidents' Day, Memorial Day

Holy Cross Catholic Preschool and Center will be closed for holiday observance and business matters during the year with no charge of tuition. These days are: Summer Cleaning/Maintenance Thanksgiving Holidays Christmas/New Year's Holidays Easter Holidays.

School and Office Hours

Holy Cross Catholic Preschool and Center is open from 7:00 a.m. to 5:45 p.m. Monday through Friday. The school reception desk is open from 7:00 a.m. until 5:45 p.m. on regular school days.

Morning Care is held from 7:00 a.m. to 7:45 a.m. for the preschoolers. Parents may provide breakfast for their child during Morning Care. Preschool children are escorted into their respective classrooms to start their school day at 7:45 a.m. Children in the Child Care (Infants, Toddlers, 2's and Transitional 3's) may be brought to their respective classrooms at 7:00 a.m. unless otherwise directed by the Director.

Dismissal for the preschool program is at 3:00 p.m. Preschool children who are not picked up by 3:00 p.m. will stay for the After-Care program until they are picked up by their parent/guardian. Child Care children (Infants, Toddlers, 2's and Transitional 3's) will be picked up in their respective classrooms. All children must be picked up by 5:45 p.m. or a late fee will be charged.

School Pictures

Holy Cross Catholic Preschool and Center has a professional photographer to take individual and class pictures of the children. You will be notified in advance when the individual and class pictures will be taken. There is no obligation to purchase these pictures.

School-Sponsored Events

Holy Cross CPC does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE Holy Cross, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at

events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Search and Seizure Policy

The Director and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars, or any other object that is brought onto the campus of the school or any school sponsored event and may remove or confiscate any object which is illegal or contrary to school policy.

Safety in Private Spaces

Holy Cross Catholic Preschool and Center complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

Section 504 – Policy Statement

Holy Cross CPC complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination based on disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, (Name) School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities. The school's designated 504 Coordinator and contact information are as follows: Katie Kervi, (561) 775-9567. Parents with questions regarding the school's disability accommodation or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo

Diocese of Palm Beach

Superintendent of Schools

9995 North Military Trail

Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

Smoking/Vaping

The use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events.

Special Needs

Holy Cross Catholic Preschool and Center believes that children are unique individuals with their own abilities and needs. To most effectively foster the abilities and meet the needs of children

with special needs, a team approach involving the parent/guardian, director, school psychologist and staff will be used to realistically bring about a successful learning experience.

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the Sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, Holy Cross strongly supports the Sacrament of Matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody right.

If a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred will be charged and become the responsibility of the parent or legal guardian.

Text Messaging/Telephone Calls

Holy Cross CPC may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

Toilet Training

At 24 months parents are strongly encouraged to begin the process of teaching their child to be toilet trained. This process will also be integrated as part of the school day for students to be enrolled in the Two's Program. It is important that parents and teachers are in communication and partnership for there to be consistency in the toilet training process. By age three, children are expected to be completely toilet trained as noted by Health Department compliance rules and regulations.

Transportation Arrangements

Parents hereby acknowledge and agree that Holy Cross CPC does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements.

Tuition

Tuition is paid via accordance to the signed payment plan provided by the Business Office. A late fee will be charged for late payments. Checks or ACH Tuition system is to be made payable to Holy Cross Catholic Preschool and Center. Please write your child's first & last name on any check or money order. A fee will be assessed for any returned checks.

Checks are to be placed in the Payment Box. Please do not send any tuition payments in your child's belongings. Cash payments are not accepted for tuition.

Failure to pay tuition will be reason for loss of enrollment at Holy Cross CPC. If there is any reason for inability to pay tuition, please schedule a conference with the Executive

Director. Tuition assistance is available. Please see the Executive Director to discuss the necessary procedures for applying for tuition assistance.

Undocumented Students

A student's enrollment and/or graduation from Holy Cross CPC do not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

Urgent Parent Contact

When attempting to contact Holy Cross CPC's parents via instant communication, Holy Cross CPC uses the FACTs Parent Contact System. This system will be used to inform you of school wide emergencies or event reminders. Please make sure to always update all phone numbers to your child's teacher and front desk personnel.

Use of Photos

Holy Cross CPC reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter, Instagram, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees, or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet. Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

Weapons Policy

Weapons are not permitted anywhere on Holy Cross CPC grounds or at any school activity. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

Holy Cross Catholic Preschool and Center

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Holy Cross CPC Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy

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(Print Parent/Legal Guardian Name)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade Level)

(Date)