



CEDARWOOD SCHOOL

2018-2019
Preschool
Parent/Student
Handbook

CEDARWOOD SCHOOL

Parent Handbook

Dear Parents,

Welcome to Cedarwood School! We are pleased that you have chosen to be a part of the Cedarwood family.

The purpose of this handbook is to provide you with an outline of the school's philosophy, curriculum, organization, procedures, and standards. Please take time to read it and feel free to direct any questions that you may have to the school's administration.

Through the course of each school year, there are a number of ways in which you can continue to inform yourself about and become active in the life of our school:

You will have the opportunity to...

- attend the annual Parent Night (Open House) event hosted by your child's teacher(s).
- take part in various parent workshops offered during the course of the year. Look for these offerings in our newsletters and on our web site (www.cedarwoodschool.com). Click on Parents tab, then Weekly News.
- volunteer or participate in school activities, if you desire.
- help with class events, such as being a guest reader, helping with a class activity, sharing family customs or traditions, sharing a special talent or helping with class parties.
- attend the Parent Club sponsored events and activities and volunteer for those that you wish to be involved with.
- participate in Dad's Club functions.
- participate in special events sponsored by the Children's Foundation.

You will find out more about these and other aspects of the school's life in the sections of this handbook that follow:

- I. Cedarwood's Mission and Philosophy
- II. The Curriculum
- III. Organization of the School
- IV. School Procedures
- V. School Policies
- VI. Communications
- VII. Financial Information

I. Cedarwood's Mission and Philosophy

Mission Statement

Cedarwood School inspires all students to reach their maximum potential, intellectually, physically, and socially, through a variety of teaching strategies, while promoting positive personal growth and creating a foundation for life-long learning.

Cedarwood believes...

...in a strong foundation for life-long learning.

...in the development of self-confidence, independence, creativity and a curiosity for learning.

... in providing each student with an opportunity to master basic skills and higher level critical thinking through a challenging elementary curriculum.

... in an environment which is child-centered and nurturing.

... in integrating a variety of learning experiences and positive teaching methods into the curriculum.

... in fostering moral values, conflict resolution, and civic responsibility.

... in maintaining limited class sizes and a safe, secure environment.

... in enriching students through information and research skills, foreign language, technology, visual arts, music appreciation and physical education.

... in involving parents and the community in the total learning experience of the students.

School Philosophy

The primary purpose of Cedarwood School is to promote academic excellence in education and to instill a love of learning in each individual child. Cedarwood School provides a nurturing, positive, child-centered environment that fosters self-confidence and challenges learning, growth, creativity and personal achievement. This is accomplished by attending to the academic, social and emotional needs of each student, through involvement in the community. Continuous commitment to innovative programs is a hallmark of Cedarwood School.

No two children are exactly alike. Individual differences among students are respected and valued at Cedarwood because we understand that both children and adults have a multiplicity of learning styles. Faculty members teach to a variety of levels and use many different techniques to create a classroom environment that promotes success for all kinds of learners. At every level our academic and social programs are carefully crafted to take advantage of children's natural strengths and interests during the many developmental stages that span the Cedarwood years.

HISTORY OF CEDARWOOD SCHOOL

Established in 1983, Cedarwood School has earned an exceptional reputation as one of the finest private schools of this area. Beginning in 1983 with only 48 students, the school has expanded its facilities and currently has an enrollment of over 300 students in preschool through the seventh grade.

Serving the Mandeville/Covington area as St. Tammany Parish's first school accredited by the National Academy of Early Childhood Programs, Cedarwood School provides a unique learning environment for children two years through the 7th grade. Cedarwood also holds accreditation through AdvancED (formerly SACS CASI) and is approved by the Louisiana Department of Education.

The success of Cedarwood School can be attributed to several key factors. One of these is the faculty. Cedarwood's teachers are certified, well-qualified, experienced, caring professionals. With a large percentage of the faculty having earned a Master's degree in their area of teaching and an average of more than ten years experience, our school offers students an exceptional teaching staff. Another success factor is the high degree of parental involvement in the school. The school's Parent Club under the direction of the administration is active in planning and participating in programs throughout the school year that contribute to the positive, enriching environment at Cedarwood.

II. The Preschool Curriculum

At Cedarwood, preschool is a time for "experiential" learning, a time to build self-confidence, gain self-esteem and make friends. Classes are offered for two-year-olds through five-year-olds. The children are grouped according to their age.

As a nationally accredited program, through the National Academy of Early Childhood programs, Cedarwood provides activities and experiences that promote growth and development in the physical, emotional, social, and cognitive areas. This approach maximizes what each child gains from the preschool experience and fosters the development of the complete child. In a non-competitive setting, parents and teachers have time to discover each child's special talents and interests. The kindergarten and elementary staff will build upon the knowledge that the preschool teachers instill when they teach the child in later years. The preschool program begins at 8:45 a.m. and dismisses at 3:30 p.m.

III. Organization of the School

The School Officers:

The business administration of the school is under the management of the school's president and the school's officers.

Kathy LeBlanc, President CEO – ext. 21

kleblanc@cedarwoodschool.com

Maxie LeBlanc, Facilities Manager

The Administration

The two divisions of the school – Preschool and Elementary – have head administrators who represent the school, manage the school office, work with parents on school issues, and coordinate the work of the faculty, and the school's support organizations; Parents' Club, Dads' Club and the Children's Foundation. The division administrators have regular office hours and maintain an "open door" policy. Parents should feel free to speak with them about issues of concern.

Kathryn LeBlanc, M. Ed., President/CEO-ext. 121

kleblanc@cedarwoodschool.com

Cindy Braud, Chief Operating Officer/Admissions Director - ext. 130

cbraud@cedarwoodschool.com

Brian Cordes, Principal– ext. 122

bcordes@cedarwoodschool.com

Kim Ellis, Preschool Director – ext. 128

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Becky Chapron, Preschool Assistant Director – ext. 125

bchapron@cedarwoodschool.com

Regina Wurtzel, Accounts Manager– ext. 123

rwurtzel@cedarwoodschool.com

The Faculty

The faculty of Cedarwood consists of preschool, kindergarten & lower elementary, middle school, and enrichment teachers. The teachers in the levels of the school meet weekly for professional development, curriculum planning, and to discuss student progress. Monthly meetings are scheduled after school or on special workdays for further professional development and for administrative work.

IV. School Procedures

Daily Routines

The General Schedule

Instructional Time

Infants through Toddlers	7:30 a.m. - 4:00 p.m.
Two Year Olds through Five Year Olds	8:30 a.m. - 3:30 p.m.

A school calendar will be provided at the beginning of each school year and is available on the school website at www.cedarwoodschool.com. Grading periods, observed holidays, and school closings will be listed.

A copy of your child's daily schedule can be found posted in your child's classroom or obtained through the office.

Extended Day Hours

(See Extended Day Program for additional information)

Infants and Toddlers will begin their day in their classrooms starting at 7:30 a.m.

The Preschool Extended Day Program is available for all children ages 2 through 5.

- Morning Extended Day is from 7:30 a.m.-8:30 a.m.
- Afternoon Extended Day is from 3:30 p.m.-6:00p.m.
- Toddlers can go to Afternoon Extended Day from 4:00 p.m.-6:00 p.m.

OFFICE HOURS

8:00 a.m. - 4:00 p.m. Monday – Friday
The office is closed on all school holidays.

ADVANCED SECURITY PROCEDURES

SCHOOL SECURITY PLAN

Cedarwood School remains committed to a safe environment for all students and teachers. No threats or acts of violence by students or their parents will be tolerated on the Cedarwood School campus. Any threat of violence will be reported to the director or principal. All threats of violence will be taken seriously and are considered to be a Level 5 or Level 6 offense (see Code of Student Conduct). The recommendation to the administration for expulsion from Cedarwood due to the threat of a violent act (Level 6) will be at the discretion of the director or principal. Parents of the student will be notified as well as the St. Tammany Police, if deemed appropriate by the director/principal.

Cedarwood School has taken steps to advance the school's security:

- Surveillance cameras on the school's campus allow us to view the perimeter of our fields and playgrounds during and after hours. The cameras provide recorded video of any events that may occur on our campus.
- As parents and visitors enter the school, they are asked to sign in and wear a visitor's badge. All visitors are required to wear the visitor's badge at all times while on campus. Faculty and staff will know, by seeing the badge, each visitor has checked in through the office. Any visitors who are not parents or guardians of enrolled students must present their driver's license or identification upon entering any part of the campus year round.

Arrival to School

ARRIVAL

Infants and Toddlers: Walk in only	7:30 a.m. - 8:30 a.m.
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- Children ages 2 and under must be walked into the building by a parent/adult.
- Children must be signed in by a parent or authorized adult every day.

2's: Walk in only	8:30 a.m. - 9:00 a.m.
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- Children ages 2 and under must be walked into the building by a parent/adult.
- Children must be signed in by a parent or authorized adult every day.

3's: AM Carline or Walk in	8:30 a.m. - 8:45 a.m.
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- Located in at the **Preschool Building** in the **front circle drive**.
- A preschool teacher will escort your child to his/her classroom upon arrival.

4's and 5's: AM Carline or Walk in	7:45 a.m. – 7:55 a.m.
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- Located at the **Elementary building** in **Area A**
- A preschool teacher will escort your child to the playground (weather permitting) or the gym for free play.
- Children will return to their classroom at 8:30 a.m. to welcome new arrivals.

Arrival During A Tornado Warning

During a tornado warning, the school is not able to receive students (we will be in a “lock-down mode” for the protection of persons who may already be on the campus). Please remain at home in the event of a tornado until the threat has passed, and check to make sure that the school is safe for arrival. If you are already in route to the school, seek shelter in a secure structure immediately – do not continue to drive to the school – and remain in a secure location until the threat has passed. (See an administrator for more information on the school’s emergency plan.)

Tardiness

The staff at Cedarwood School recognizes the importance of adherence to the arrival times for students in the overall picture of school performance.

All children should get to school on time. Preschoolers are very sensitive to late arrival and teachers are forced to reduce instructional time when children are habitually tardy.

Dismissal from School

DISMISSAL

Infants and Toddlers: Walk in only	3:30 p.m. - 4:00 p.m.
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- A parent/adult must walk in the Preschool Building to pick up children ages 2 and under.
- Children must be signed out by a parent or authorized adult every day.

2's and 3's: Walk in only	3:00 p.m. - 3:30 p.m.
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- A parent/adult must walk in the Preschool Building to pick up children ages 2 and under.
- Children must be signed out by a parent or authorized adult every day.
- Carline is **NOT** available in the afternoon for 3 year olds.

4's and 5's: PM Carline or Walk in	3:00 p.m. – 3:15 p.m.
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- Located at the **Elementary building in Area A.**
- Follow the enclosed Carline Instructions & Carline Map.
- A preschool teacher will escort each child safely into the vehicle.
- Preschoolers with a **sibling in K-3rd** grade will be escorted to **Area B** to meet their sibling.
- Preschoolers with a **sibling in 4th-7th** grade will stay in **Area A** with their sibling.
- K & 1st carline: 3:00-3:15 * 2nd & 3rd carline: 3:15-3:30 * 4th-7th grade carline: 3:15-3:30.

PRESCHOOL DISMISSAL

Students will be dismissed from the playground and signed out with your child's teacher. Dismissal is between 3:00 -3:30 p.m.

Per state guidelines, we require an adult's signature every time the child is picked up from school. Daily progress report sheets will be provided for you to read and will give a general idea of each child's day. Please place your **signature (not initials)** next to your child's name along with the **correct time**. This policy is for your child's protection. Please check your child's "cubby" or folder each day for announcements and daily work. Students remaining at school after 3:30 p.m. will be placed in the Extended Day Program.

We require written permission from a parent or guardian when someone other than a parent picks up a child. Parents may list adults who may sign their child out on the emergency card that is kept on file in the office. Unknown adults will be asked to show a photo ID.

Alternate Dismissal Policies for Elementary Students with Preschool Siblings (in the GYM)

To ensure the safety and supervision of all students at all times on the Cedarwood campus...

- ✓ Students who have been signed out will not be permitted to play and move about the campus unsupervised.
- ✓ Students who are still on campus after 3:30 will be required to enter the Extended Learning Program for appropriate supervision.
- ✓ Parents must sign students out with the Extended Learning Program duty teacher.
- ✓ Parents may not sign their students out until the student reports to the Extended Learning Program duty teacher.

The Extended Learning Program begins at 3:30 p.m. and ends at 6:00 p.m.

Closing Time

Cedarwood closes at 6:00 p.m. Parents are requested to be on time when picking up their children. There is a late fee of \$2.00 per minute after closing time. The supervisor on duty will require that you sign a late slip. The charges will be transferred to your student's account and will be payable through the Authorization for Direct Payment.

Authorized Persons

Please send a note with your children if you wish for them to leave school with anyone other than those authorized on your child's emergency card. This is very important because without proper authorization (**in writing**), children will not be allowed to leave school with other people. Please communicate your child's pick-up procedure to the school office.

Extended Learning Program

A.M.

An early arrival program is available for students arriving at 7:30 a.m. A separate fee will be assessed. The teacher on duty will keep a daily log of students present and fees will be assessed accordingly.

A.M. Extended Learning Hours: 7:30 a.m. - 8:30 a.m. for 2 & 3 year olds

A.M. Extended Learning Hours: 7:30 a.m. – 8:00 a.m. for 4's & 5's
(4's & 5's who use carline will not be assessed)

P.M.

Preschool children who are still at Cedarwood after their dismissal time will be signed in to our Extended Day Program. The Extended Learning Program offers hourly rates in the elementary and preschool. A semester plan is also offered in the preschool. Registration information for this program is mailed to families in July. For questions regarding the Extended Learning Program, please contact the school office.

P.M. Extended Learning Hours: 3:30 p.m. - 6:00 p.m. for 2-5 year olds

P.M. Extended Learning Hours: 4:00 p.m. – 6:00 p.m. for Toddlers
(Snack included)

LUNCHES

A nutritious, well-balanced lunch is provided for all Cedarwood preschool students. In the preschool program, morning and afternoon snacks with juice are also provided. Preschool students requiring special diets should consult with the Preschool Director. Licensing regulations do not allow food to be brought from home unless a medical reason exists and a statement from the child's physician is on file. The school does not serve breakfast. All students should have eaten breakfast before coming to school. Students should not come to school with breakfast to be eaten at school.

Classroom Routines

Parent Night (Open House)

The Cedarwood School faculty will host a Parent Night during the first month of school each year. Parents are encouraged to use this time to meet their child's teachers, see their child's classroom, and get a preview of the school year. However, this is not a time for individual parent-teacher conferences. Parents will be taken through a typical day at school, viewing the curriculum and seeing the materials that are used throughout each day. Although your child's classroom teacher will not be able to meet with each parent individually, she will be on hand to answer any questions pertaining to our program.

Toys and other Personal Belongings

No toys are to be brought from home unless requested by the teacher. (This includes toy guns, war toys, fad toys and other toys that promote aggressive play.) Parents should assure their children that his or her toys are for home use, and that he or she has special toys and activities provided at school.

Candy and gum may not be brought to school.

Cell phones or any electronic games are discouraged being brought to school by students. If a student is observed using any of these items on campus, the item will be confiscated and returned directly to a student's parent.

Rest-time

Each day your child will have a rest time in the classroom. Your child will have a brand new rest mat at school at the beginning of the school year. The new rest mat is included in the Enrollment and Activity fees when each family enrolls their child/children in school. The mats and blankets will be cleaned weekly. If the mat cover and blanket is soiled it will be immediately washed and the child will be given a replacement mat and cover.

DO NOT bring cloth mats and sleeping bags for your child to sleep on at rest time. The classroom does not have room to store those items. Also, the cloth mats are a health hazard according to the Department of Health and Hospitals because no material that a child has slept on should touch one another.

Birthdays and Party Invitations

Please do not send any type of birthday party or other party invitation to school for distribution. (This pertains to any party that will take place at your home or any other designated location.) Such occasions are considered personal and should not be affiliated with the school. If you would like to send invitations from home, we can assist you by providing addresses for class members (which are available in the directory, in the office, or through the classroom teacher). Students may celebrate their birthday at school, with the permission of the child's teacher, by bringing a special birthday snack. Due to severe food allergies, **48 hours advance notice** is required to be given to the teacher prior to sending any type of snack to school. It is strongly recommended that a parent also contact the Administrative Assistant to inform him/her that a birthday treat will be delivered to school. The birthday snack (i.e. cookies or cupcakes) will be served during the afternoon snack time for preschoolers or during lunch or morning recess for elementary students. Party favors/hats or entertainment are not permitted. Any snacks may be taken to the kitchen for proper storage. Balloons or flowers should not be delivered to the school. If they do arrive, it will be given to the student after dismissal.

Class Parties and Special Classroom Events

Cedarwood's school community is comprised of a diverse group of individuals from a variety of cultures, religions, and nationalities. In respect to this cultural diversity, Cedarwood's administration encourages its faculty, when appropriate, to integrate customs and traditions of the students represented in the classes. Celebrating differences in our culture benefits children's long-term foundation in terms of global awareness and appreciation. Classroom parties and special events are for the purpose of fostering social development, positive interactions, and an awareness of culture. Appropriate games or other festival activities such as a craft or group project are encouraged. Party favors or trinkets/toys are not permitted; however, special snacks/foods may be incorporated into the event.

The following occasions have been placed on the school calendar for parties:

Preschool Parties:

Fall Celebration (October) - No costumes, masks, references to witches, devils, goblins, ghosts or haunted houses will be permitted. Pumpkins, jack-o-lanterns, fall nature activities and studies of harvest are encouraged.

Winter Celebration (December) – Christmas customs of the children around the world are encouraged.

Customs and traditions of various cultures may be discussed or shared by the children. There will be no exclusions. Students will not exchange gifts. Community service projects are encouraged during this season.

Friendship Day (February) –The ideals of friendship amongst all students will be celebrated through an exchange of friendship cards or other appropriate team-building activities.

Spring Celebration (late March or early April) – Although this is a religious holiday for many, our focus will be on customs and traditions and spring.

Lost and Found

A Lost and Found Box is located in the Preschool Building. You can check with the front office for its location. Please check it regularly for lost items. All items not claimed at the end of each semester will be donated to a charity.

Progress Reports

Preschool students will receive two progress reports per school year. A progress report conference will be conducted in October and January with an optional conference in May. Students will not attend on these days. See your preschool calendar for these dates. Additional conferences will be scheduled on an as needed basis by appointment only with the parent/guardian, teacher, and/or director.

Pet Policy

Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Classroom pets or visiting animals must appear to be in good health.

Teaching staff supervises all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Program staff makes sure that any child who is allergic to a type of animal is not exposed to that animal.

Reptiles are not allowed because of the risk for salmonella infection.

The school reserves the right to refuse the visitation of any pet for any reason.

Water Activities Policy (Preschool)

- A. The school shall obtain written authorization from the parent for the child to participate in any water activity including water sprinklers, water slip and slides, etc. The statement shall describe all types of water activities provided and the authorization shall be updated at least annually and shall list the child's name, whether the child has the ability to swim and the degree of proficiency, whether the child requires water wings or other flotation device, type of water activity, location of water activity, parent's signature and date.
- B. The school shall ensure that appropriate water safety devices are used when children are participating in water activities.

- C. On site or off-site swimming/wading pools, or activities in other bodies of water shall require at least two staff or other supervising adults to be trained in infant/child/adult CPR and pediatric first aid.
- * One of the supervising adults shall have current life guard certification when the depth of the water is greater than 3 feet.
 - * If children are taken to off-site water activities, documentation as deemed acceptable by the Bureau shall be on file at the center that the supervising adult meets the above requirements or the lifeguard on duty is currently certified.
 - * For water activities on-site, the school shall have documentation of the supervising staff meets the above requirements. Original cards shall be made available upon request.

Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained. Alternatively, fresh potable water flows freely through the water play table and out through a drain in the table.

Beginning and End-of-Year Transitioning Procedures

Classroom visits at the beginning of the school year will be offered for parents and students to meet their teacher and observe their classroom environment prior to the beginning of school. Teachers will monitor each child's transition into the classroom setting and contact parents with any concerns. Parents are also encouraged to contact their child's teacher to arrange a conference to discuss special situations, issues, or areas of concern.

Teachers will document each student's progress throughout the school year and send a report to the child's parents at regular intervals. At the mid-point of the year, required parent-teacher conferences are scheduled to review student progress and the child's placement for the following year. Toward the end of the year, teachers will consult with each other on the transition of students from one school year to the following school year through faculty meetings, level meetings, and reviewing child files.

Parents are also encouraged to attend the parents' club forums, open houses, and transition to Kindergarten meetings that are offered throughout the school year to give them additional information on upcoming transitions. New applicants are provided with a tour of the school and classrooms as part of the application process.

Office Routines

Messages

A child should know of any changes in his routine prior to coming to school in the morning; therefore, if something changes, please call the office so your child's teacher can be notified of any change in routine.

Emergency Information

Each child must have an annually **current** EMERGENCY CARD on file in the office by the time their child is dropped off on the first day of school. In the event of illness or injury during school hours, an emergency care procedure will be followed.

Emergency Care Procedure:

- A staff member will attempt to contact one or both parents. If the parents cannot be reached, the three emergency telephone numbers or the child's physician will be called. If none of the emergency numbers can be reached, medical treatment will be obtained at the nearest medical facility. All expenses incurred are the responsibility of the parents. The school's accident policy may cover some of the cost of an accident. An Incident Report will be completed by the supervising faculty or staff person.

Health Issues

Universal Precautions

Procedures for standard precautions are used and include the following:

Upon entering Cedarwood Preschool classrooms, all teachers, staff, parents and children are required to wash their hands.

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of opening in skin with potentially infectious body fluids and that reduce the spread of infectious disease.
- When spills of body fluids occur; staff will clean them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is either to be (a) washed by hand using water and detergent, then rinsed, sanitized, and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child.

Accidents

If an accident should happen at school, an accident report will be filled out documenting what happened and what action was taken. The teacher or office staff will notify a parent of the accident and the report will be available for the parent to read and sign at the time of pick up.

Any time a child is sent to the office for any altercation resulting in injury, parents of all parties must be contacted and informed.

Illness

Children, who show signs of illness, **will not** be permitted to stay at school if it seems unwise for the child himself, or for other children. If a child becomes ill during the day, he will be isolated from the other children, and the parent will be notified to pick up the child. Be sure the office has the name of someone to contact in the event a parent is not available.

Keep your child home if he:

- has had a fever within 24 hours of school
- has a cloudy nasal discharge
- has a sore throat or constant cough
- has a fresh cold
- has an unexplained rash
- has an upset stomach, diarrhea or vomiting
- has an infectious condition: i.e. pink eye, impetigo
- has head lice

If a child is well enough to come to school, he is considered well enough to go outdoors if the weather permits, and to participate in all school activities.

If the child has special health problems, allergies or other recurring health problems, be sure these are noted on the annual medical form.

A doctor's certificate is required for re-admission to school after a communicable disease, and other times at the discretion of the Principal/Director.

We understand children's illnesses are difficult for working parents. However, we must be firm with our policy regarding illnesses at school.

Lice Policy

If a child is found to have signs of live infestation, eggs, or nits a parent will be notified immediately to pick up the child. The child will be allowed to return to school only after he or she has been treated for head lice and has been checked by a school administrator to be completely free of head lice, nits, and/or eggs. Prior to the student entering class again, the student must receive office clearance. The school reserves the right to check children's hair for signs of live infestation and/or eggs.

Medication

No drugs of any type, including aspirin or Tylenol, will be given by the school personnel unless prescribed by the child's physician and authorized in writing by the parent. All Cedarwood Preschool Staff are certified through Medicine Administration Training to administer medicine at school. A Medicine Administration Form shall be filled out by the parent at the front office when a child must be administered medicine at school.

*According to the State of Louisiana Licensing Regulations:

- #1917 B1 – For prescription medicine to be administered, the center shall maintain the original pharmacy container with the complete pharmacy label. (Please make sure it has possible side effects listed.)
- #1917 B2 -- For nonprescription medicine to be administered, the center shall maintain original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use. (Please make sure it has possible side effects listed.)

- #1917 C – All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.
- #1917 C – If a nonprescription medicine label reads “consult a physician” the early learning center (Cedarwood) shall maintain and need a copy of a written authorization form from a licensed health care provider for the child to take the medicine.
- #1917 I – Authorization for “as needed” prescription and nonprescription medicine shall be updated as necessary or at least every 6 months by the parent and shall include circumstances for administering “as needed” medication and any applicable instructions.
- #1917 K1 – Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months. (Plan of Action is agreed upon by the Director and Parents)

If your child is on prescribed medication and must have a dose administered during the day, please follow the procedure below:

Preschool Procedures:

A form must be completed with the correct dosage, time the medication is to be given, possible side effects, the date of each day it is to be given, along with a parent signature. A copy of the prescription’s side effect information must be attached. The medication (marked with the child’s name) will be stored in a locked cabinet. The staff member on duty in the office will place it in the locked cabinet or refrigerator (if needed).

If the following procedure is not followed, the medication will not be dispensed.

V. School Policies

Cedarwood School’s policies are reviewed annually by the members of the administration. It is the responsibility of the Elementary Principal and the Preschool Director to maintain and uphold the policies instituted by the administration. Questions about school policies should be directed to the appropriate division administrator.

ADMISSION POLICY

Cedarwood School admits students of any race, sex, religious affiliation, national or ethnic origin, who meet the academic entrance requirements, to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

How to Apply

1. **CAMPUS TOUR:** Families interested in sending a student to Cedarwood School are required to visit prior to applying for admission. A campus tour with the Admissions Director or school director can be scheduled by calling the school office.
2. **ENTRANCE APPLICATION** must be completed and returned to the office as soon as possible. At the time of application an interview with the applicant may be scheduled.
3. **ADMISSION FEES:** A non-refundable fee of \$100.00 must accompany each application.

- 4. STUDENT PROFILE FORM: A STUDENT PROFILE FORM** must be completed by the applicant's grade K-7th.
- 5. CRITERIA:** Admission to Cedarwood School is based on the availability of space and the student's ability.
- 6. ELIGIBILITY FOR THE INFANT/TODDLER PROGRAM** services children between the ages of 6 weeks-20 months. Parents must supply diapers, wipes, formula or milk, baby food, bedding and changes of clothing for their children. Lunch is provided for children eating table foods.
- 7. ELIGIBILITY FOR TWO YEAR OLD PROGRAM:** Children must be two years of age by August 31st. Children registering for this program are not required to be potty trained, but must be weaned from bottles and pacifiers.
- 8. ELIGIBILITY FOR PRESCHOOL PROGRAM:** Children must be the appropriate age for the class and be potty trained in the older 3's and above classes to attend. Children are grouped by age; we strive to maintain no more than a 6-months age difference in any class.
- 9. ELIGIBILITY FOR KINDERGARTEN:** Children must be five years of age by August 31st of that school year. Student transcripts, testing for new to Cedarwood students, a developmental history form completed by the parent(s), and a teacher developmental checklist will be reviewed by the Admissions Committee to determine appropriate placement. If a student attends Cedarwood's preschool, testing for Kindergarten will not be necessary.
- 10. WAITING LIST:** When a class reaches maximum enrollment, students with completed admission files will be placed on a waiting list. When a position becomes available, students will be offered a position according to the following priorities:
1. Applicants with siblings currently enrolled
 2. Applicants who were previously enrolled at Cedarwood School
 3. Applicants whose siblings are alumni of Cedarwood
 4. Applicants with the earliest completed admissions file
- 10. NOTIFICATION DATE:** The Admissions Committee meets as needed to consider those applicants who have completed the full admissions process.
- 11. ENROLLMENT CONTRACT AND REGISTRATION FEES:** Students are enrolled only when the Enrollment Contract has been signed by: 1) the financially responsible parties and 2) by the school and 3) the registration fees have been paid. In the event the student is withdrawn from school, **30 days written notice is required to be released from the remaining preschool tuition obligation.** Any pre-paid tuition, excluding the application fee, enrollment fee and activity fee, shall be refunded in full. The non-refundable enrollment fee for preschool is required in order to secure placement.
- 12. REQUIRED FORMS:** The following forms must be filed with the school office.
1. A current immunization record
 2. Birth certificate
 3. Emergency authorization card
 4. A current year Physician's report (PRESCHOOL ONLY)

VISITATION POLICY

Parents are always welcome in our school; however, for the safety and security of the students and faculty, a few guidelines should be observed:

The school requires all parents and visitors to enter the campus via the front office and to sign the visitor log in the office upon arrival and to obtain a visitor's pass.

Specialized Consultants

Specialized consultants that serve children in our school must sign in at the office; have a criminal background check on file with the director/principal, and current licensure for the specialized area in which they serve children. Cedarwood will work with families, specialized consultants, and the St. Tammany School Board Child Search Coordinator to support staff's efforts in meeting the needs of our students.

Volunteers

Parent Volunteers are required to enter the campus via the front office, sign in and obtain a Visitor Pass to be worn while volunteering.

Supervision of Younger Siblings on Campus

At dismissal time and during special events, younger siblings are welcome on campus under the constant supervision of their parents. Children must remain in the parents' view, especially in the gym and preschool and elementary playground areas, since most of the playground equipment on the elementary school playground is not appropriate for children younger than five.

If a Physical Education class is in progress, visiting children must be kept in an area that doesn't interfere with the P.E. class in progress.

LIBRARY POLICIES

Censorship Policy

The librarian will make every reasonable effort to acquire and/or accept only books/ publications that are appropriate for our students and which have some educational value. If the Librarian determines that a publication contains inappropriate content, language, or illustrations, she may remove the questionable page(s) or remove the publication from circulation. If the publication contains questionable material but has educational value, she may keep the publication in her office and make it available only to a student or teacher who requests it and has an educational need for it.

Library Procedures

The Cedarwood Library is located in the main elementary building in room 6. It houses a collection of materials available for preschool through seventh-grade students and teachers. The collection consists of easy fiction, fiction, non-fiction books, reference materials, audio-visual materials, periodicals and professional materials. The library is fully automated and utilizes a computerized card catalog.

A. Preschool students come to the library once a week for story time. They also select books to take back to their classroom each week. Guest readers are encouraged to sign up for a scheduled reading time.

B. Book Fair – The library’s main fundraiser is the Parent Club Book Fair held once a year. Special events may be held in connection with the fair, such as Grandparents Day. Proceeds go to the library to buy books, AR tests, and other materials.

C. Birthday Book Club – This is a program which offers parents, grandparents, and others the opportunity to purchase and donate a book to the library in honor of their child’s birthday. The book is presented to the child in library class during the month of their birthday. The child is the first person to check out and enjoy the book. It is then returned to the library and placed on the shelf for other students to check out.

D. Parent volunteers are essential and very much appreciated in the library. Parents help the librarian by shelving, repairing, weeding, and cataloging books, and assisting with other library activities especially the Book Fair.

DISCIPLINE POLICY

Philosophy

Students demonstrate appropriate behavior in environments that provide security. Security is established by providing a safe, nurturing environment and organization that allows for prediction; and limits that have real, logical and intrinsic reasons for existing.

Our goal is to assist the students in developing responsibility for their own actions by managing conflicts in a timely, consistent, positive, and democratic fashion; and allowing for an appreciation of the child's developmental level. Assuming responsibility requires the student to make choices that carry natural consequences. Inappropriate choices result in negative consequences.

The following guidelines are used in our disciplinary system:

- 1) Appropriate behavior shall be reinforced and recognized.
- 2) Teachers expect responsible behavior. Children shall be made aware of consequences for his/her negative behavior.
- 3) No child shall be subjected to physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise or placing a child in an uncomfortable position.
 - Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children.
- 4) No child or group of children shall be allowed to discipline another child.
- 5) No child or group can bully another child or children.
- 6) No child shall be deprived of meals or any part of meals such as beverages for disciplinary reasons.
- 7) A child who disturbs others shall be provided reflection time in a quiet area.
- 8) No child can be restrained by devices such as high chairs or feeding tables for disciplinary purposes.
- 9) Time Out can be used for children ages 2 and above only.
 - Time out may be used during active playtime for an infraction that occurs during playtime. Time out cannot be used during active playtime for disciplinary purposes if the infraction occurred in the classroom.

- Time out shall take place within sight of staff.
- The length of time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

10) No child will be subject to the threat of prohibited action even if there is no intent to follow through with the threat.

Expectations

Students will treat each other and adults with respect and courtesy.

Students will demonstrate safe and responsible behavior.

Students will treat property with respect.

Students will observe schedules.

Students will complete preparations necessary for successful learning.

Students will use appropriate language and gestures.

Students will follow the rules for each classroom.

Code of Student Conduct – Preschool

Children are sent to school to learn, to master skills, and develop socially and emotionally. Students learn skills of mathematics, logic, literacy and good citizenship best if they can learn self-esteem at the same time. Our goal, in the area of discipline, is to handle each discipline problem in a firm, yet positive manner.

Some behaviors, usually displayed for the sole purpose of eliciting attention, are most effectively eliminated by being ignored. Giving attention to these types of behavior may only reinforce the behavior and may cause it to occur more frequently.

For behaviors that cannot be ignored, we will follow the following steps:

Level I: Take the child aside, squat, or kneel down to obtain eye contact. Tell the child, in a firm voice that he will not be allowed to continue this behavior and why. Tell him how you EXPECT him to behave.

Level II: The child will have to “sit out” away from the activity in a non-reinforcing area of the room within eye contact of the teacher and/or assistant teacher. After a time of one minute for each year of age, the teacher will speak to the child about her expectations and the child will join the group.

Level III: At this level, an adult will bring the child to the office. Upon the 2nd visit to the office, the parent will be notified.

Level IV: Parent Conference.

Biting Policy for Preschool

While we know that biting is not unusual in children under three, and we know that children usually bite when they do not have the words to communicate their needs, we take biting very seriously. Our policy is:

- 1) When a young child bites another, we give the bitten child the majority of our attention, comforting him, washing the bite, and applying ice, as needed. We give the victim the words to use to respond firmly to the biter: "Ouch. That hurts! Don't bite!"
- 2) We take the biter aside, get down at his eye level, and tell him firmly that biting hurts and that he may not hurt his friends.
- 3) We will attempt to discover whether the bite resulted from frustration, curiosity, or possessiveness.
- 4) It is the policy of the school to notify the parents of the bitten child. We will not release the name of the biter, and we ask that you let us handle at school what happens during school hours.
- 5) If a child has bitten more than once, the teacher will shadow that child. They will monitor the biter until we feel that the behavior has passed. During this phase, the teacher will attempt to catch the biter before the bite has taken place so that appropriate alternatives can be practiced.
- 6) If shadowing doesn't work, and we believe that the behavior is either dangerous to the other children in the class or is taking away from the quality of the program, we will ask the family to withdraw the child for a specific period of time. The administration will determine whether or not a child needs to be withdrawn based on several criteria: severity of bites; frequency of occurrence; reason and extenuating circumstances. Each case will be handled individually. The parents will be notified and consulted from the beginning.

Dress Code Policy

Please send your child to school in simple clothes so he may enjoy the activities to the fullest, without worry. Uniforms are available at SCHOOL 'N' SPORT in Covington, but not required this school year for preschool students. Clothes should be easily manageable when toileting; belts, buttons, zippers and snaps should operate easily, so that the child can fasten them with little help.

Boots, jellies, crocs, or backless sandals are not allowed as these are extremely dangerous for a child trying to run and play. Tennis shoes are recommended. If a child comes to school dressed in inappropriate shoes, we will ask that you bring a different type of shoes for your child to wear that day.

An extra set of clothing should be kept in the child's "cubby" in case of accidents. This set of clothing needs to be changed seasonally. Please **LABEL** all outer garments, especially during fall/winter seasons.

Confidentiality and Security

The administrative staff shall be responsible for the maintenance and security of student's records. Academic records shall be released to the parents or legal guardians upon written request and will be accessible to the school's administration and appropriate faculty. The records are the sole property of Cedarwood School and shall be secured against loss, tampering, or unauthorized use.

Cedarwood School requires a release for authorizing release of photographs, phone numbers, and addresses to be filled out and kept in the child's file.

Transportation Policy

Parents must make arrangements for the transportation of their children to and from school. Cedarwood School does not provide transportation.

Crisis Management Plan

The school has a comprehensive crisis management plan for potential hazards and/or threatening situations that may arise on the school property. The plan consists of procedural guidelines for fire

drills, severe weather, intruder or similar lock-down situations, and hazardous materials that would require restriction or evacuation from the school. A complete copy of the plan can be obtained from the school office.

Lock-Down Procedures

If the school must enact lock-down procedures (due to an event such as a tornado warning or civil threat), then we will not be able to receive students and/or parents. Persons in route to the school should locate a secure location until such time that the threat has passed. Students may be dismissed to their parents and/or other appropriately designated persons only after the threat has passed.

Severe Weather Procedure

In the event of hazardous weather conditions such as severe thunderstorms, tornado watch, hurricane, high winds, hail, etc., a decision may be made to close the school. **If a decision is made to close school, we will activate the School Messenger telephone system. Parents' home phone numbers and cell phone numbers will be called. Postings will also be made (if possible) on the Cedarwood School web site at www.cedarwoodschool.com.**

When possible, information concerning cancellation of classes will also be broadcast on WWL-AM radio (870) and / or local television stations. Whenever possible, a recorded message will be left at the school office number, 845-7111.

In the event of a tornado or dangerous high winds, teachers and students will follow the following emergency steps:

Lock-Down Procedures will be enacted. (Refer to the **Lock-Down Procedures** stated in the previous section.)

If you are in the main building, go into the hallway and sit against the wall with your head tucked between your legs and use your arms and hands to protect your head from falling or flying objects.

If you are in a classroom that is not immediately accessible to a main hallway, move away from all windows and get under something sturdy, such as a table, and stay there until the danger has passed. Use your arms and hands to protect your head from falling or flying objects.

If you are outside and do not have enough time to get inside, lie flat in a low spot. Use your arms and hands to protect your head. If you hear or see water, move quickly to another spot.

Policy for Inclement Weather Days and After School Sports

On days of inclement weather, a decision will be made by 2:00 pm as to whether or not that activity will be cancelled for that day. If the weather is severe, the activity will, of course, be cancelled. If the weather is questionable, feel free to call the school office after 2:00 pm to find out if the activity has been cancelled.

Emergency Evacuation Plan

The students and staff of Cedarwood School will remain on campus unless advised by government authorities to evacuate to another location. If this becomes necessary, the staff will follow the advice of

the authorities concerning a designated place of safety or students will be moved to a place of safety close to the school. If a particular building on campus becomes unsafe, children will be moved to a secure building on campus. Emergency contact numbers will be called to notify parents of the children's new location.

In the event of an emergency we will contact parents by activating a message through our School Messenger telephone system.

Emergency Information

If you do not live or work near Cedarwood, we must have an emergency contact person listed on your child's emergency card, whom we can reach and who can come pick up your child in case the school must close or be evacuated.

The school's website will be the primary source of information should the school close due to hurricanes, other natural disasters, or any event that would cause the school to be closed for more than a two days. When possible, we will contact parents by activating a message through our School Messenger telephone system.

Cold Weather Policy

Cedarwood's cold weather policy is that children play outside when it is above freezing (33 degrees or higher.) Parents should send a hat/hood and mittens/gloves along with a warm coat on cold days so that we can keep the children warm. Be sure to label all articles of clothing with the child's name.

Suspected Child Abuse or Neglect

Special Note: As required by law, any suspected abuse and/or neglect of a child in a school or home must be reported to the local child protection agency. In St. Tammany Parish: St. Tammany Dept. of Human Development, Children, Youth & Family Service, 300 Covington Center, Covington, LA. 70433, (985) 893-6225.

Action Plan for Reporting Child Abuse: All school staff members are mandated reporters. If a staff member has reason to suspect that a child has been physically or sexually abused, this information will be reported by the staff member and an administrator to the Louisiana Department of Children & Family Services. Following a phone call to DCFS, a written report will be completed and sent to the DCFS office.

DCFS can be contacted by calling 1-855-4LA-KIDS (855-452-5437)

Action Plan for Allegations of Abuse by Cedarwood Staff

1. Immediate written report will be given to Director detailing accusations with dates, witnesses, and all pertinent information.
2. School will notify attorney of all allegations.
3. The accused staff person will provide a written report concerning any alleged incident of abuse.
4. An investigation will be conducted and action will be taken dependent upon the findings and legal advice.

VI. Communications

CONSULTATIONS

Teacher

If a parent wishes to contact a teacher for an appointment, the parent is asked to call the school office (845-7111) during school hours or send an email the teacher requesting an appointment. All Cedarwood faculty and staff have email addresses which consists of their first initial and last name, followed by cedarwoodschoo.com. School Administrators, the Athletic Director and the Accounts Manager have telephone voicemail boxes. You may access the phone system at any time to leave a message after hours.

Guidance Program

Cedarwood School's guidance program assists students in their academic, social, and personal development. Guidance lessons with a character education focus are integrated into the classroom curriculum. The curricular component of the guidance program addresses the issues of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Parents who have specific concerns about a social/emotional issue or situation involving their child should contact the Preschool Director or Preschool Assistant Director to seek advice and information. The administrator and/or counselor, in conjunction with the teacher(s), and parent(s), will coordinate the appropriate response to the situation.

Parents or teachers who feel that a student needs individual guidance services may contact the Preschool Director or Preschool Assistant Director for information on additional resources that are available in the community. Referrals for such services can be made in person or via email, voicemail or a written note to the administration.

Community Resources Available to Families

Child Care Health Consultant

985-809-1839

The child care consultant provides services through the Office of Public Health. They provide resource and support for Child Care and assist with immunization for children.

LaCHIP

877-LaCHIP (877-252-2447)

LaCHIP is a program of Medicaid that provides free health coverage for children under 19. You can receive an application or renew your existing LaCHIP coverage by calling the number listed above.

Medicaid

599-0649

Medicaid has several programs that provide health coverage for Louisiana residents. Call the regional Medicaid office for information on programs for which you or your family may be eligible.

CommunityCARE

800-359-2122

CommunityCARE is a Medicaid program designed to provide you and your family with a “family doctor” who will handle your routine medical needs, refer you to specialists, and admit you to a hospital when needed. The family doctor will serve as a “Medical Home” for all of your family’s medical needs.

Early Steps Program

(System point of entry – 1-866-640-0238)

Early Steps provides services to children, birth to age three, with a developmental delay or medical diagnosis which results in a developmental delay. Contact Region 9, Southeast Louisiana Area Health Education Center at 985-429-1252 or the toll free number above.

Department of Education, West St. Tammany Parish Office of Special Education Services - Child Search

985-898-3300

Child Search offers screening and evaluation for children age 3 to 21 for special services that are available through the St. Tammany Parish School Board.

Websites with information on education and schools:

www.dss.louisiana.gov – Louisiana Department of Social Services

www.bese.louisiana.gov – Bureau of Elementary and Secondary Education

www.agendaforchildren.org – Agenda for Children

www.LSUagcenter.com – LSU Ag. Center

www.advanc-ed.org – AdvancED (SACS CASI)

Grievances

For preschool students, parents are advised that they may call or write the Bureau of Licensing should they have significant, unresolved licensing complaints.

Department of Social Services

Bureau of Licensing

PO Box 3078, Baton Rouge, LA 70821

627 North 4th Street, 1st floor, Baton Rouge, LA 70802

(225) 342-9905 fax (225)342-9690

VII. Financial Information

FEES

Preschool Fees

- Preschool tuition is annualized and payable in 10 monthly payments. Tuition is required to be set up through Automatic Bank Draft. The draft is processed on the 5th of each month (August – May).
- Preschool Extended Learning Program fees are due on the 1st day of school for the 1st semester and the 1st day of school of the second semester if you choose the semester option. If you choose the hourly option, those fees will be billed and collected through Automatic Bank Draft on a monthly basis. The hourly rate can be found on the Extending Learning Program information and guidelines. See the Extended Learning Program guidelines for more specific details.
- Thirty days prior written notice is required before withdrawal from preschool. If the school has not been notified in writing prior to thirty days from the withdrawal date, the parent(s)/guardian(s) will be responsible for the next month's tuition.

FEE POLICIES pertaining to Preschool and Elementary School

- All fees paid at the time of enrollment are **non-refundable** and **non-transferable**. This includes the enrollment fee, activity fee, tuition deposit, and building fee.
- Applicable sibling discounts and early payment discounts can be found on the Tuition and Fee Schedule.
- All monthly fees assessed are to be paid on the first day of each month. This includes fees for optional school clubs and the Extended Learning program. A **18%** late fee will be assessed for any fees received 5 days after the billing date. A **\$30.00** fee will be assessed for returned checks or **automatic bank draft issues**.
- Cedarwood School reserves the right to dismiss students for delinquent or non-payment of tuition and required fees.
- There will be no credit or refund given for days missed due to sickness, holidays, emergency weather closings, vacations or absences.
- School records will not be released to parents and/or other schools until all financial responsibilities have been cleared through the financial office.