

Our Lady of the Holy
Rosary St. Richard
Preschool

**Parent - Student
Early Childhood
Handbook**

North Campus
2025-2026



Our Lady of the
Holy Rosary St. Richard
Preschool

7500 SW 152nd St
Cutler Bay, FL 33157
Phone: (305) 235-5442



Parent-Student Handbook
2025-2026
Accredited by the Florida Catholic Conferences
Founded by the Archdiocese of Miami in 2025

Administrator

Fr. Yosbany Alfonso

Principal

Mrs. Floreden Brown, Ed.S

Assistant Principal(s)

Cristina Pino | Joshua Rugama

Preschool Director

Madison Estape

Table of Contents

Introduction and School Mission Statement.....	page 3
School History and Legacy.....	page 4
School Philosophy.....	page 5
School Belief Statements.....	page 6
Preschool Program.....	page 7
Preschool Goals.....	page 8
School Communication.....	page 9-10
Cooperation and Involvement.....	page 11
Admission Procedures/Guidelines & Arrival/Dismissal Procedures.....	page 12
Classroom Environment	page 13-16
Toileting Policies.....	page 17
Lunch Services and Use of Photos.....	page 18
Handbook Acknowledgement Form.....	page 19

Introduction

Our Early Childhood Program reflects the belief that every child is created in God's image and likeness, each with unique gifts and abilities. We nurture spiritual, social-emotional, physical, and cognitive growth through developmentally appropriate, play-based learning in a faith-filled Catholic environment. Families are essential partners in this journey, and together we build the foundation for lifelong faith, learning, and love.

To help answer your questions regarding school policies and procedures, we have prepared this Parent-Student Handbook. Please read it thoroughly and keep it for future reference.

The policies outlined in this handbook serve as guidelines and may be subject to change at the sole discretion of the school. From time to time, you may receive updates regarding any additions, deletions, or revisions to our policies, procedures, or programs—with or without prior notice. This handbook is not a contract, expressed or implied, and none of its content should be interpreted as such.

If you have any questions regarding the information in this handbook or any school policy, please do not hesitate to contact school administration for clarification.

From Archdiocese of Miami

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to 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 its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

School Mission Statement

Our Lady of the Holy Rosary St. Richard Catholic School welcomes and educates diverse students and families by providing an excellent program that promotes Catholic faith-driven leaders with a spirit of service.

SCHOOL HISTORY AND LEGACY

Our Lady of the Holy Rosary-St. Richard Catholic School (HRSR) has a rich legacy of faith, community, and academic excellence, rooted in the founding of Our Lady of the Holy Rosary Parish in August 1959. Archbishop Coleman F. Carroll established it as the first new parish in the Diocese of Miami, naming it after his alma mater church in Pittsburgh. That same year, parishioners broke ground for the church and school, and the Sisters of St. Joseph were invited to lead the foundation of its educational mission.

For decades, the school was guided by the faithful leadership of both religious sisters and dedicated principals:

Sister Mary Gabriel, CSJ	1959-1965
Sister Electa, CSJ	1965-1977
Sister Ada, CSJ	1977-1990
Sister Barbara Ann, CSJ	1977-1990
Sister Janice, CSJ	1990-1993
Sister Jean, CSJ	1990-1996
Sister Carol Ann, CSJ	1993-1999
Mr. Mariano Leone, M.S.	1999-2001
Mrs. Bernadette Kraich, M.S.	2001-2008
Dr. Emma A. Ventura, Ed. D.	2008-2010
Mr. Carlos A. Naumann, M.S.	2010-2013
Mrs. Ilma Ninnette Lozano, Ed.S	2013-2019
Mrs. Floreden Brown, Ed.S	2019-Present

In 2010, responding to the needs of a growing community, Archbishop John C. Favalora unified Holy Rosary and St. Richard Parishes, forming Our Lady of the Holy Rosary-St. Richard Catholic Church and School. This merger marked a new chapter of unity and strengthened the mission of providing Catholic education rooted in faith, service, and academic excellence.

Our South Campus: Growing in Faith and Purpose

When St. Richard was first built, it was always with the vision of one day opening a preschool campus. In 2025, guided by faith, vision, and prayer, the Archdiocese recognized the opportunity to expand Catholic education and strengthen our school community. Answering the call to bring Christ-centered learning to even more families, plans were set in motion to open a new campus in Palmetto Bay. Nestled between Palmetto Bay and Cutler Bay, our North Campus rests on beautifully landscaped grounds. Under the direction of Father Alfonso, the long-held dream became a reality. Fully accredited by the Florida Catholic Conference, the South Campus upholds the same high standards as our main campus—staffed by certified, faith-filled educators and aligned with both the Archdiocesan Curriculum Guidelines and state educational standards. This expansion stands as a testament to our commitment to forming young hearts and minds in Christ’s love. With hope, courage, and a simple question—“Why not?”—a new and exciting chapter of the HRSR legacy began.

To Teach as Jesus Did
A Pastoral Message on Catholic Education
National Conference of Catholic Bishops

"More than any other program of education sponsored by the Church, the Catholic School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service; unique because it is distinguished by its commitment to the three-fold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living; contemporary because it enables students to address, with Christian insight, the multiple problems which face individuals and society today; oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic School - parents, pastors, teachers, administrators, and students - must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

School Philosophy

Our Lady of the Holy Rosary-St. Richard Catholic School strives not only to bring forth morally conscientious citizens of the world, but faithful witnesses to the message of Jesus Christ. Our staff works diligently to equip students for the challenges they will encounter by providing a solid academic foundation enriched with biblical teachings and spiritual experiences, within a nurturing, safe community. Our hope is that each child discovers their divine gifts and develops into a living testament of God's love, peace, and social justice.

School Goals and Objectives

Spiritual and Moral Development

- To adapt the gospel teachings and our religious instruction to everyday life situations.
- To provide each child with the opportunity to practice the Catholic faith through school liturgy, religious education, sacraments, and participation in parish activities.
- To prepare students for their rightful place as members of the Body of Christ.
- To be a representative of God's social justice, peace, and love in the world.

Intellectual Development

- To strive for educational excellence, providing a comprehensive curriculum enabling students' opportunities to strive for their fullest potential.
- To provide each child the opportunity for individual success.
- To guide our students on a path of learning which allows for personal creativity and discovery of their divine gifts.

Physical Development

- To provide a nurturing safe environment which promotes personal growth.
- To promote physical fitness through physical education and extra-curricular sports programs.
- To provide opportunities for screenings in speech, hearing, vision, and scoliosis.

Social Development

- To promote harmony and open communication between our school, homes, and parish communities.
- To develop student relationships with peers, teachers and parents based on the love of Jesus Christ.
- To provide experiences which will instill confidence and enhance leadership qualities in the child.

Belief Statements

- We believe that our school reflects the integration of Catholic faith, worship and values, which includes proclaiming the Gospel and serving others without distinction.
- We believe, understand, and accept that students learn in a variety of ways, and it is our obligation to teach all students in order to meet individual social, emotional, and academic needs.
- We believe that cultural diversity increases the student's understanding of different religions, peoples and cultures which reflects Jesus' message of mutual love, kindness, and respect.
- We believe that a safe, supportive and challenging learning environment increases a student's potential for responsible decision making and success.

Our Preschool Program: Infants through PreK-4

Our Lady of the Holy Rosary St. Richard Catholic School's Preschool opened its doors in 1993. Since then, it has grown and evolved to meet the needs of our community while preserving the warm, family-oriented atmosphere that defines our school. Today, our Preschool at the **North Campus** serves children from **Infants through PreK-4**, offering a nurturing, faith-filled foundation for our youngest learners.

Our program is an extension of **Our Lady of the Holy Rosary-St. Richard Catholic School**, whose **South Campus**, located in Cutler Bay, serves students in **PreK2 through 8th Grade**. Both campuses share a unified mission and vision, working together to form students in mind, heart, and spirit through a Christ-centered education.

As part of this shared mission, the Preschool is fully accredited through the **Florida Catholic Conference (FCC)**. Our South Campus provides a vibrant, developmentally appropriate early childhood environment, along with an active after-school program and a joyful, engaging summer camp.

Our Preschool is dedicated to nurturing the **whole child**—spiritually, socially, emotionally, physically, cognitively, and academically—within a safe, play-based setting. We strongly value our partnership with parents and guardians and strive to support each family during these foundational years of growth.

Through play, exploration, and faith-based learning, children are encouraged to grow in self-confidence, independence, curiosity, and love for God and others. Recognizing that each child develops at their own pace, our teachers provide **differentiated, intentional instruction** designed to meet individual developmental needs.

In our classrooms, children learn Christian values such as **kindness, sharing, empathy, respect, and gratitude** through imaginative play and meaningful social interaction. Our environment promotes **teamwork, problem-solving, and inclusion**, helping every child feel safe, seen, and celebrated.

We believe that **play is a child's most important work**. This belief shapes our curriculum, which is delivered through a thoughtful blend of structured and unstructured experiences—using stories, music, art, role-play, and hands-on activities that spark joy, creativity, and a lifelong love of learning rooted in faith.

Preschool Goals

The goal of the Our Lady of the Holy Rosary-St. Richard Catholic School preschool is to provide a strong readiness program for two to five year old children that addresses physical, social, emotional, cognitive and spiritual development.

To meet this goal Our Lady of the Holy Rosary St. Richard Catholic Preschool:

- Promotes age-appropriate oral language development and encourages social interaction.
- Provides opportunities for students to work independently, care for themselves and their own belongings, and to develop self-motivation.
- Provides experiences that promote small muscle control through the use of puzzles, lacing, gluing, and cutting activities.
- Expands large muscle development by movement activities such as hopping, jumping, skipping and running.
- Introduces early literacy skills as appropriate for each child's individual cognitive and linguistic development.
- Introduces mathematical concepts such as more/less, big/small, as well as activities to develop sequencing, classification and patterning skills.
- Encourages each child to explore his/her world through art, cooking, social and dramatic play, as well as indoor and outdoor physical activities.

Chain of Command

School Administration

Preschool Director

Preschool Teachers

Preschool Assistants

HRSR Catholic SCHOOL COMMUNICATION INFORMATION

Regular School Day

8:30 A.M. - 3:00 P.M. Infants, Toddlers, PK2, PK3, PK4 and Transition Room

Morning care begins at 7:30 A.M. Drop off gate will be closed by 8:25 A.M. because students **MUST BE SEATED IN CLASS** by 8:25 A.M. If a student is not in class by 8:30 A.M., a parent along with the tardy student(s) will need to go to the school office and sign in **BEFORE REPORTING TO CLASS**.

Office Hours

The office is open on school days from 7:30A.M to 3:30 P.M. The principal and teachers are always interested in discussing any concerns with parents or guardians. Communication between parents and teachers is always encouraged and is effective in preventing situations from becoming serious in nature. Parents should call the school office, to leave a message for a teacher or to arrange for an appointment. Appointments for teachers are scheduled during their planning time or before or after school hours.

Communication

Communication with parents, students, teachers, and staff is a vital part of our commitment to ensure that we are all achieving the objectives of your child's education. Please update all pertinent and emergency information concerning your child. It is critical that parents notify the school immediately when and if any information changes. In an emergency, office personnel will rely on this information as your contact data here are a variety of communication tools to facilitate communication.

Online Parent Plus Portal for Parents and students:

Assignments, projects, classroom news and grades will be posted on our website through the Parent Plus Portal. This portal may also be utilized as a communication medium between parent and teacher. Parents should monitor their child's progress on a regular basis. The school will provide login information at the beginning of the school year. The Parent Plus portal can also be accessed through your telephone by accessing the Parent Plus app.

Email:

Our Lady of the Holy Rosary-St. Richard School and Parish employees have email addresses to facilitate communication with our families. Please refer to the website for the addresses.

School Notices:

Notices and announcements will be placed on the school website, on the bulletin boards, and in the church bulletin. Special announcements will be sent as phone-tree messages, e-blasts, texts or in the form of a flyer and/or written by the student in his/her agenda.

School Website - <https://www.hrschool.org>

Facebook: Our Lady of the Holy Rosary-Saint

Instagram: @hrsr_preschool @hrsr_school

School EBLASTS

The school sends out EBLASTS to all families with upcoming events and issues.

Parental Cooperation

- The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school policies, while accepting and supporting the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to withdraw a student at its discretion that the parent or student partnership with the school is irretrievably broken.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

- Contact the teacher - First, the parent/guardian should initially contact the teacher. For a variety of reasons, parents should never attempt to discuss concerns with staff members while they are on duty during the regular school day. As a school policy we do not disturb teachers while they are teaching or supervising students. The best way to contact a staff member is through his/her email address, via a note in the student's agenda, a phone message or note to the school office. Information and requests for appointments will be placed in the appropriate mailbox. However, telephone conferences are often satisfactory when discussing a school related matter. Parents are advised to request an appointment with the teacher(s) to discuss private concerns in person.
- Administrative Involvement - If the problem persists or becomes more serious, the parent/guardian should inform the lead teacher and only then, if necessary, the administrative office to request an appointment. Only signed notes from parents or callers who identify themselves and the need for administrative intervention will be taken seriously. Due to school responsibilities, a member of the administration may not be available immediately. Therefore, concerns should first be presented to the department chair/lead teacher. Patience in setting appointments or in expecting a return phone call is requested.

Staff members of Our Lady of the Holy Rosary-St. Richard attempt to provide prompt attention to problems, privacy in discussing matters, professional courtesy and respect, and a sincere effort to resolve problems in a Christian manner. That is, we try to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, as well as his or her fellow-students.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of Our Lady of the Holy Rosary-St. Richard, as well as other children and families of our community. The following behaviors, therefore, are unacceptable within our community:

- o Assaults or harassment of staff members, students, or parents.
- o Verbal intimidation or abuse of any member of the community in person or in writing.
- o Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions
- o Limiting or refusing permission to enter or use school grounds or facilities; Requesting that someone other than the person exhibiting poor behavior represent the child's interest on school matters.
- o Refusing to allow the child to re-register and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school

Parent/ Family Involvement:

- Parental involvement with Holy Rosary St. Richard Preschool is a vital part of community development within the framework of the present educational system. The total involvement of the family within the school is a must in today's education. It is also the foundation of building a strong spiritual life by attending church on a weekly basis with your children.
- Our Homeroom Volunteers are requested to help the classroom teacher organize field trips, class parties, and help when requested to do so. It is up to the teacher to set the limits on these activities. All parents are encouraged to participate.
- Each family is required to participate in school wide events for a minimum of twenty five (25) angel hours. We welcome your time, talent and treasures. Any time you spend in our preschool is time treasured, our students love seeing their parents. We also welcome any talent you can bring to our school community (music, crafts, career day, etc...) We understand that many of our parents have a hectic schedule, so we appreciate your donations to our campus.

HRSR Catholic School Admission Procedures and Guidelines

The Archdiocese of Miami is authorized under federal law to enroll nonimmigrant alien students and issue I-20 certificates in order for students to obtain F-1 status. If you need assistance, please notify the school at the time of registration.

Age Requirements/ Pre-Requisites

Enrollment by Age Group

- **Infants:** For children **ages 3 months to 12 months (1 year old)**. Children transition to the Toddler class upon turning 1 year old.
- **Toddlers:** For children **ages 1 to 2 years old**.
- **PreK-2:** A child must be **2 years old on or before September 1st** and must be in the process of being **toilet trained**.
- **PreK-3:** A child must be **3 years old on or before September 1st** and **must be fully toilet trained**. No diapers or pull-ups are permitted.
- **PreK-4:** A child must be **4 years old on or before September 1st** and **must be fully toilet trained**. No diapers or pull-ups are permitted

Arrival and Dismissal Procedures

- Before care begins at 7:30 am and classrooms open at 8:00 am. Children must be in class by 8:30 am.
- It is in the best interest of children that they are on time and able to participate in the opening activities of the group as this sets the tone for the rest of the day and aids in smooth transitions.
- If a student is not in class by 8:30 am, a parent along with the tardy student(s) will need to go to the school office and sign in BEFORE REPORTING TO CLASS.

Dismissal

- Students are dismissed at 3:00. Students will be picked at their classrooms
- Please enter through the main office to have your child picked up.

Authorization for Pick-Up

- Children will only be released to their parents and those persons listed on the registration form as emergency contact/alternate pick-ups. **NO EXCEPTIONS WILL BE MADE.**
- A photo ID will be required of someone whom we do not know. Staff have access to all student files to ensure that children are dismissed only by those listed on the emergency contacts. A signed note must be given to the school office prior to releasing your child to someone who is not listed on your child's registration form.

Classroom Environment

The physical classroom layouts have been professionally designed based on the Early Childhood Environment Rating Scale (ECERS). Centers for each classroom are: blocks, dramatic play, art, large and small motor, a light table, writing/creative expression, and books. These areas are clearly defined, with obvious boundaries. Quiet areas are set-up as far away from noisy activities (blocks, cars, etc.) when possible. The room decor consists of child artwork, photographs of animals, people, food, and the children themselves at their own eye level. Room arrangements take into consideration the requirement that staff must be able to see every child at all times.

"Free-play" (also called child-initiated activities, free choice, or self-selection) and the use of centers is incorporated into the morning and afternoon schedule. Children are provided the opportunity to choose the center or activity in which they want to participate. These choices promote creative expression and the development of important social skills. Teachers actively participate with the children during "free play" activities by asking children questions about what they are doing, participating in pretend play, reading books when prompted, and encouraging children to try new activities or play with new toys.

Daily Classroom Routines

Each preschool classroom has a set of daily opening and closing, nap time, etc.

Snack/Lunch Meals: Begin snack and mealtime with prayer. Staff members supervise and assist serving (using gloves) the students' food for snack and lunch. Students are encouraged to try new foods. Staff members sit with students at tables during mealtime to encourage conversation by asking questions and prompting discussions. Children are never forced or bribed to eat. Tables are sanitized after eating.

Rest Time/Nap Time: Regularly scheduled nap or rest time is encouraged. Children are not forced to sleep but are encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by each child.

Possessions from Home

- **Jewelry:** For safety reasons, children may not wear jewelry to school. Jewelry can pose hazards if it gets caught on play equipment or breaks and becomes a choking risk. The program is not responsible for lost or damaged jewelry. Parents are also asked to use caution with small hair accessories, as they can be a choking hazard for younger children.
- **Toys and Personal Items:** Toys from home are not permitted unless a teacher has requested an item for a specific classroom activity or event. Please check your child's

pockets before school to ensure small items such as toys, coins, or other objects are not brought to school.

Equipment, Materials, and Toys

The classroom contains a sufficient number of age-appropriate toys, accessible and of specific variety, including indoor and outdoor equipment for the age group of the classroom. The teachers label toys and equipment in the room in large, dark print with pictures. Staff members encourage children to take good care of toys, equipment, facilities and grounds.

Technology:

The use of technology and multimedia tools can be a valuable educational tool, and an extension of the teaching and learning that takes place in the classroom. The technology and/or multimedia tools used in the classroom are correlated to the classroom instruction.

Sanitation

Our Lady of the Holy Rosary St. Richard Catholic School has a housekeeping service that provides daily, major cleaning. Everyone helps prevent the spread of germs, illness, and disease by the following measures:

- Regular hand washing is expected.
- Disposable gloves are used to handle bodily fluids such as feces and blood. Employees must wash hands even when gloves have been worn. Always use a fresh set of gloves for each child and each incident.
- Contaminated materials, including disposable gloves, used tissues, etc., must be disposed of in a covered receptacle.
- Trash is picked up regularly.
- Tables and counter surfaces are cleaned with an approved cleaning solution.
- Classrooms are kept organized throughout the day.
- Dangerous substances are identified with proper labels and placed out of reach of the students.

Playground : Outdoor play is important to a child's physical development and is included in both the morning and afternoon schedule. Playground time is an extension of the classroom and is a time for instruction as well as "free play."

Celebrations, Birthdays, and Holidays

Religious Observances: Classroom celebrations and activities reflect the liturgical calendar and Catholic traditions.

Birthday Celebrations: A child's birthday is a special time for family, and we welcome the opportunity to celebrate with them at school. To ensure safety and consistency, please follow these guidelines:

- Parents may bring **store-bought treats** such as cookies, mini-cupcakes, or mini-ice cream cups **after checking with the teacher**.
- **All treats must be store-bought, free of any nut ingredients, and labeled to protect children with allergies.**
- **Homemade treats are not permitted.**
- Gum, hard candy, and balloons are **not permitted** at any time.
- Party bags/goody bags are **not permitted**.
- **Family members are welcome to join during lunch or recess time** to share in the celebration.
- Party invitations may **not** be distributed on school grounds; they must be mailed or given outside of school.
- If you do not wish for your child to participate in birthday treats or celebrations, please notify the teacher immediately.

Health, Illness, and Safety

- **When to Stay Home:** Children must stay home if they have:
 - A fever of 100.4°F or higher (must be fever-free for **48 hours without medication** to return).
 - Vomiting or diarrhea (must be symptom-free for **48 hours without medication** to return).
 - Any undiagnosed or contagious rash.
 - Any communicable illness (e.g., flu, chickenpox, pink eye, strep throat, stomach virus).
 - Head lice or nits.
 - Eye discharge (eyes must be clear to return, even with a doctor's note).
 - Excessive nasal or ear discharge.
- **Absences:** Parents must notify the school by email littleknights@hrsrgs.org by 8:00am if their child will be absent.
- **Physician's Note:** Required for any absence of **3 or more consecutive days** or after a contagious illness to verify the period of contagion has passed.
- **If a Child Becomes Ill at School:**
 - Parents will be contacted to pick up their child **immediately**.
 - Staff will assess the illness, keep the child comfortable, and monitor until pickup.
- **Medication Policy:** Medication will only be administered with written parental consent and physician instructions.

- **Health & Safety Practices:**
 - Frequent handwashing is practiced daily.
 - Monthly emergency drills are conducted to ensure preparedness.
- **Exposure Notifications:** If a child in the program is diagnosed with a communicable illness, parents will be notified with the illness name and symptoms for awareness.

Immunizations

Before attending school, all students are required to have a valid immunization record on file in compliance with the Florida Department of Health guidelines.

- A **Florida Certificate of Immunization (Form DH 680)** completed by a healthcare provider participating in Florida Shots must be submitted to document required immunizations.
- Students without the required documentation will not be allowed to attend until all immunization requirements are met.
- **Exemptions based on religious, philosophical, or personal beliefs are not permitted.**

Toileting and Self-Care Policies

We encourage and support toileting independence in alignment with Florida DCF and ADOM guidelines.

- **Developmentally appropriate support:** Toileting skills develop gradually from infancy through preschool. Teachers provide age-appropriate guidance, encouragement, and support at each stage of development.
- **Infants and toddlers:** Diapering and toileting routines are handled with care, consistency, and attention to hygiene. Families are encouraged to communicate toilet training readiness so we can partner in supporting this milestone.
- **PK2 children:** At this stage, many children are still developing toileting independence. Teachers will encourage self-help skills (pulling up/down clothing, washing hands) and support progress without pressure. Families should provide extra clothing and keep us informed about toilet training at home.
- **PK3 and older:** Children entering PK3 and PK4 programs are expected to be toilet trained and able to manage their toileting needs with minimal assistance. Occasional accidents are understood as part of development and will be handled calmly and respectfully.
- **Partnership with families:** Open communication between home and school helps maintain consistency and supports your child's success.
- **Extra clothing:** Families are asked to provide several complete changes of clothes (including socks and shoes) to keep at school for use if needed.
- **Encouraging independence:** At all ages, teachers gently guide children toward greater self-care skills, promoting confidence and a sense of accomplishment.

I. Policy

- A. Children acquire independent toileting habits according to training and individual readiness. Typically, the majority of children are able to use the toilet and clean themselves independently by the time they are 3 years old.
- B. Any child accepted in a PreK-3 or PreK-4 program in an elementary school or early childhood center must be fully toilet trained.

II. Procedure

- A. Students should be able to clean themselves with minimal or no assistance. Early childhood programs include several bathroom breaks during the day. If a student needs to use the bathroom in addition to the scheduled breaks, he/she is allowed to do so.
- B. On rare occasions, an "accident" may occur. Should this happen, Our Lady of the Holy Rosary-St. Richard Catholic School personnel may assist the student who has "wet" or "soiled" his/her pants by giving him/her direction and instruction. School personnel are accompanied by a second adult witness in such situations. School personnel may assist, but do not typically change the student. Young children are required to have a change of clothes and are offered in order to re-clothe themselves. Parents/Guardians are notified when "accidents" occur.
- C. If a student needs more assistance than can be provided by the Our Lady of the Holy Rosary-St. Richard Catholic School personnel, the parent is notified and may be asked to remove the student until such time as he/she is fully toilet trained. Schools may, at their discretion, "hold" a space for a student needing additional time to become fully toilet trained.
- D. Students are not permitted to wear diapers or pull-ups to school.

Lunch Services

- Students and Teachers will pray together before lunch
- Lunch is provided by Ralph's Catering Service based on the USDA guidelines of MyPlate.
- School Lunches are provided by our EZ school app. Students may bring their lunch from home or purchase hot meals at school for \$5.00 day through the EZ school app
- All lunch selections must be made by 8:00 am the day of the lunch
- Proper manners and good discipline are expected from all students during lunchtime.
- Parents are strongly discouraged from bringing "forgotten" lunches to school for their children. Lunch that is brought to school will be placed in the office.
- Food may not be delivered to the classrooms by outside food sources.
- Students may not bring games from home for use in the school at lunch.

Note: It should be noted that the school cannot be held responsible or liable for any student who may have an adverse reaction to any food or beverage provided by outside vendors. Parents who participate in the catering program for the children will hold the Archdiocese of Miami and HRSR Catholic School harmless.

Use of Photos

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, 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 Archdiocese of Miami, 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 Archdiocese of Miami, 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.

Parent Student Handbook Acknowledgement Form

Holy Rosary St. Richard Preschool

Parent-Student Handbook

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the 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 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 Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)