

Holy Cross Academy Policies and Procedures-2018

Please see our Parent Handbook for our Complete Policies and Procedures

- I, understand Holy Cross Academy has an open door policy and as a parent I have full access to my child while in the care of Holy Cross Academy.
- I, understand Holy Cross Academy recognizes positive behavior by encouraging and praising children who are behaving in an acceptable manner. We understand that at times it is necessary to redirect children and we will do so in a patient and understanding way.
- I, understand time-out is the preferred means of discipline when redirection does not work. A child is put in time out for 1 minute for each year of age at each occurrence. Your child will always be in a staff member's sight when in time-out. NO PHYSICAL PUNISHMENT WILL BE USED.
- I, understand if time out does not change a child's behavior, the parent will be contacted to discuss the problem. If your child's behavior continues to disrupt the class or is threatening to others, you will be asked to withdraw your child from the center.
- I, understand Holy Cross Academy provides state approved and properly insured vehicles for the transportation of children enrolled at the academy. All drivers of these vehicles hold a current and valid state driver's license and have been checked through the Department of Motor Vehicles.
- I, understand when children are in the vehicle they will not be left unattended at any time. Children under 4 years of age will only be transported in the case of an emergency evacuation, unless written permission has been received from the parent for another cause or purpose. In the case of an emergency, Holy Cross Academy will follow the written Emergency Evacuation Plan required by DSS.
- I, understand if my child requires medication while at Holy Cross Academy the school must have specific, written instructions for each medication. We cannot administer any medication without a signed medicine form for each medication. All medications must be in a clear, plastic zip-lock bag with a medicine cup or doser. Prescription medications must have prescription label attached. We ask that over-the-counter medication only be given on a "must need" basis. Fever and pain reducer will only be given when accompanied with a doctor's note.

- I, understand Holy Cross Academy can only accept well children. If your child becomes sick while at school you will be asked to pick them up. Parents are expected to get their child within one hour of being notified by the school. They can return to our program when they are well. Please see our parent handbook for our complete Illness Policy.
- I, understand all children must submit current immunization records prior to admission into Holy Cross Academy and must remain updated.
- I, understand that I must sign my child in and out each day in their classroom. Each classroom will use a tracking system to account for my child throughout the day.
- I, understand that my family and financial records will be stored in a secure location. This location either being the administration office and/or the financial office of Holy Cross Episcopal Church.
- I, understand and give permission for Holy Cross Academy to seek emergency care for my child in the event that I cannot be reached.
- I, understand that I am to notify the center verbally or in writing if anyone other than a parent/guardian is to pick up my child. This person will be asked to provide picture identification before your child will be released.
- I have received, read and understand the Holy Cross Academy policy booklet.

Child's Name: _____ DOB: _____

After clicking the below button to email this form to the HCA office you will also need to go to the HCA office to sign and date their official copy.

Parent/Guardian Signature: _____ Date: _____