

Saint Joseph Academy

Elementary Policies and Procedures

Communication

Communication with your child's teachers is very important throughout the school year, including Parent-Teacher conference time. We encourage all parents to keep teachers informed of any issues that may impact your child's learning, behavior and time at school. Please be aware that drop-off and pick-up times are not ideal for having in-depth conversations. Instead, please leave teachers a voice mail, e-mail or written note---they will follow up with you as soon as possible.

Health Reminders

- Please give all medicine, prescribed or over the counter, including cough drops, to your child's teacher or the school secretary. These items should not be left in lunch boxes, backpacks or lockers.
- All medicine must be accompanied by a permission slip (Michigan Law). Slips are available to print from our school website at sjaschool.org/current_families/forms_directories.php
- For the health of all students and teachers, please follow our 24 hour policy. Children need to remain home 24 hours after their last vomiting or diarrhea and after a fever has subsided.

Birthday Celebrations

A birthday is a very special event for a child. All of the classrooms celebrate the children's birthdays in their own individual way. Please contact your child's teacher before bringing in treats to assure all students' health needs. The teachers ask that the birthday child **not** bring "goody bags" to share. We like to keep the celebrations simple and focused on the child.

Dismissal

If you are going to be late to pick up your child, please call the school. Elementary children who have not been picked up by 3:25 PM will be in the After School Care room on the Lower Level.

Lunch From home

NUTRITON FIRST: We trust that **everything** your child brings for lunch is available to eat in any order. This helps your child become more independent at lunch. We suggest to children that they start with their protein/main course or fruit/vegetable. Dessert, chips, etc. are not recommended. Please consider selecting fresh fruits and vegetables, foods with less/no sugar, less/no salt and less/no additives/preservatives. Also, consider not offering too much, allowing your child to eat his lunch with minimum left over. Research does show that children who eat healthily do better in school. Instilling healthy eating habits early is also one way to prevent chronic and serious illnesses.

Pre-heated food in a thermos is a great idea; however, your child should not bring food to be warmed/ reheated in a microwave. We are not licensed to prepare food. We ask that children **do not bring the prepare-and-eat Lunchables e.g. tacos, pizza or frozen entrees**. With the preparation and/or heating time there is little time left to eat lunch.

ENVIRONMENT: We believe in reducing, recycling and reusing. We are asking your help to minimize waste. Please consider the packaging you use: plastic reusable containers for sandwiches, fruits and vegetables, etc. There is water available and your child can purchase milk (juice boxes/pouches are not recommended). After lunch the children will pack up any uneaten food, so containers that **your child can open and close easily** are the best.

ALLERGIES: Please notify your child's teacher and the school office of any and all allergies. Please be aware that some children at our school have severe nut allergies. We appreciate your cooperation as we strive to be nut-free.