

ST. LA SALLE SCHOOL PRE-SCHOOL / CHILDCARE CENTER



PARENT HANDBOOK AND POLICIES

SR. LUCY CASSARINO, FDZ
DIRECTOR

404 E. MANNING AVE.
REEDLEY, CA. 93654
TEL. (5559) 638-2621
FAX. (559) 637-1446

2020-2021

Dear Parents,

We welcome you and your child to St. La Salle Preschool/Childcare Center. Please read the operating procedures in this handbook and in supplemental notes and newsletters that we may send you from time to time. You are to be a part of the school, offering suggestions, comments, and constructive criticism, as well as moral support.

Philosophy

St. La Salle is a ministry of the Catholic Church. We are committed in providing quality programs in a Catholic environment. As a Catholic Center, we will educate and assist in developing the total person to grow, spiritually, socially, intellectually, physically, and emotionally and providing quality programs in a Catholic environment. We expose all children to the Love of God the Father, Jesus his Son and the Holy Spirit, his word, and his world. In doing this children are not only exposed to God the Father, Jesus his Son and the Holy Spirit, but will develop the secure knowledge that he is always with us.

Our Staff will introduce and foster the religious development of appropriate programs with daily routines. We believe joy and play are the basis for children to learn in developmentally appropriate programs. Through joy and play children are able to learn at their pace, allowing them to explore, think independently, test new concepts and become self-confident learners. Our goal is to instill in each child the desire to learn. We not only teach to provide information and facts, but to communicate the joy of learning through discovery, exploration and play.

Children participate in flexible programs with daily routine. Our curriculum includes, but is not limited to the following areas:

- Religion
- Cooking
- Dramatic Play
- Music & Movement
- Language
- Literacy
- Science
- Sensory Motors
- Science
- Sensory Motors
- Block Play
- Creative Art
- Math
- Computer
- Manipulative
- Field Trips
- Multicultural Activities

Through our planned curriculum and nurturing staff, children are provided of many opportunities to develop spiritually, socially, intellectually, and emotionally.

We teach each child the skills to live peacefully and reasonably with others while encouraging self-direction and independence. We strive to give each child the freedom of choice within reasonable limit and to ensure safety. We enforce those limitations through positive guidance/reinforcement, reflection and choice.

The purpose of this program is to assist your child in growing according to his/her individual development in the following areas:

GOALS FOR SPIRITUAL DEVELOPMENT

- Help develop an understanding of God's presence in the world
- Help develop a positive self-image through a knowledge of God's love
- Give children an opportunity to express God's love and express his love for God
- Help each child and parents discover Catholic concepts and principals

GOALS FOR SOCIAL DEVELOPMENT

- Create friendships with children their own age
- Achieve a balance between spontaneous behavior and obedience to social standards
- Provide positive and trusting experience in working with adults

GOALS FOR INTELLECTUAL DEVELOPMENT

- Encourage curiosity and creative thinking
- Build listening and communication skills
- Provide an experience for learning in a planned program
- Broaden the children's horizon beyond the home through varied experience

GOALS FOR PHYSICAL DEVELOPMENT

- Build good health habits and attitudes
- Training independence in physical development
- Develop motor coordination
- Become aware of physical abilities and limitations

GOALS FOR EMOTIONAL DEVELOPMENT

- Develop self-confidence, self-reliance, and self-discipline
- Help the child feel that he/she is accepted by others
- Guidance in showing affection and interest in others
- Channeling inner destructive impulses into positive responses

Eligibility

St. La Salle School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

St. La Salle will accept any children 3-4 years of age, with the provision that the child be toilet trained (self-sufficient in the bathroom). Each child admitted must be physically and emotionally ready for the type of group experiences he/she will be involved in at St. La Salle School. This may be assessed throughout an interview between the director, teacher, parent and child.

Any child or parent who is a serious disturbance to the other children and/or staff will be given a two week warning notice and conference. If the disturbance is very serious and/or a threat to other children and/or staff, then he/she will be asked to leave immediately.

Financial Procedures

There is an annual \$60.00 registration fee payable at the time of enrollment that is non-refundable.

Tuition

Tuition is due every 1st of the month. Tuition is late after every 15th of the month and will need to pay a late fee.

Enrollment

All enrollment applications must be fully completed before admission is allowed

Health and safety of each child

Your child's health matter is of major importance to all of us. Upon enrollment, you must file with us the following necessary forms:

- Copy of Birth Certificate
- Baptism Certificate (If they haven't been baptized that is ok)
- Emergency Information Form
- Child's permission health history
- Physicians Form
- Immunization Record
- Consent for Medical Treatment
- Field Trip Permission Form
- Parents Rights Form
- Personal Rights Form
- Child Abuse Form
- Admission Agreement Forms

Proof of up-to-date immunization must be submitted before a child attends St. La Salle Preschool/Childcare Center. This includes proof of a T.B. test and a negative reading result which has been taken within the last year.

Emergency Information

In case of an emergency, it is important to the Center's office to maintain in your child's file:

1. Current Address
2. Home & Work telephone numbers
3. Physicians name and telephone number
4. Authorized people who may pick up your child

Please notify the school office immediately of any changes so we can keep our information up-to-date and reliable.

Withdrawal From The Center

A two-week notice is required when withdrawing a child from the Center. At which time financial obligations must be met in full.

Absences

No deductions or refunds will be made for absences. The tuition contract guarantees a place for your child and is basis for staff salaries and expenses. If your child is absent due to illness, you may make up that day on a day when there is room for your child with the director's consent only.

Overtime Charges

There will be an overtime charge for children not to pick up at the regular dismissal time (6:00pm). This charge will be \$1.00 for the first 15 minutes, and \$2.00 for every 15 minutes thereafter. Late charges can be paid at the time of pick up, or will be added to the tuition bill.

Arrival And Pick Up

Arrival: Children may arrive at 7:00am

Pick-up: If you know you are going to be detained, please notify the school immediately so that we can reassure your child. There is an overtime charge, but we are flexible. If saving ten minutes means risking an accident, please drive safely. Because the school has no provision for care after 6:00pm, consistent lateness after that hour will be cause for dismissal.

Authorization To Pick-Up Your Child

No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization for changes in this respect. If there is a custody order in place it is the parent's responsibility to provide an updated order to the school immediately each year.

Procedures Of Picking Up Your Child

Your child's name will be on an attendance sheet. A parent or authorized adult must accompany the child in and out of the Center. You will be required to sign the arrival time on this sheet, and departure time and name upon departure. This is our way of taking attendance, snack and lunch count, and having proof of who picked up your child.

Nutrition

We serve a mid-morning and afternoon snack, along with a nutritionally balanced lunch. The lunch will be brought in from Kings Canyon Unified School District, Food Service Department. Parents will have the opportunity to purchase lunch for their child at the Center or bring a nutritional lunch from home. Parents are welcome to send other snacks to be shared by their child's class. However, since preschool daycare children are combined, that snack must be enough for the entire group. This must be prearranged with the director in advance of the day it is brought. Occasionally, your child will have the opportunity to prepare special food at the school for a snack or meal.

No food is to be eaten at school except snack and lunch...and please, no gum.

Meal and Allergy information

Please make certain that your child's teachers are fully informed about his/her allergies. An accurate list of the foods or substances will be kept posted in the classroom or the lunch room. Prompt notification will allow for appropriate substitutions.

Medicine

Only prescription medication. All prescribed medication brought to the Center must be labeled with the child's name on it and left in the proper prescribed container. **All Medications will be stored in a locked cabinet at the center.** All medication forms are located in the school office and must be filled out weekly and completely. Medication will not be given without this written information signed by the parent or guardian. **Medication is given by the head teacher.**

Illness Information

The Center is a place for well children. The staff will assess the health of each child daily. Children with signs of contagious infections will not be accepted at the Center. **Children must be free from fever 24 hours before they can return to school. If a child is sent home with a fever, he/she may not return the next day.** Children must stay home if they have any symptoms listed below.

Symptom List

1. Diarrhea (loose, watery, mucous-filled stools.
2. Temperature must be normal for 24 hours before returning to the Center.
3. Common cold (runny nose, vomiting mucous is the most common sight, also a fever or loss of energy)
4. Cough with mucous secretion (wet, wheezy cough) which can spread a bacterial or viral infection. A child experiencing the dry, hacking cough of allergy may come to the Center. If there is a question regarding symptoms, a doctor's clearance may be required.
5. A rash or skin infection with drainage. A child having dried skin lesions may come to the Center.
6. Vomiting recurring or with fever.
7. Pink eye or conjunctivitis. Child must be on medication for 24 hours before returning to the Center.
8. Child with head lice will not be allowed to attend the Center. Our Center reinforces a nit-free policy. Children will not be allowed to return until they are nit-free.

A parent will be contacted immediately when children become ill or fever is present. There will be no refund or reduction in tuition when your child becomes ill and is not in school.

Medical Emergencies

In minor cases First Aid will be given the Center's staff who are trained in First Aid and CPR. In the event that a major First Aid is required, beyond the staff's capabilities, the physician on call for the Center will be contacted. Every effort will be made to contact the parents. In case of failure to contact the home or parent at work, the authorized person/s on the emergency phone list will be tried. If one of the authorized persons on the emergency form cannot be reached, the school will seek the emergency care needed, by contacting the physician on call or calling 911 if the emergency requires it. Parents will be liable for any expense incurred.

Naptime (Child Care)

Your Child Care child will be asked NOT to bring a blanket or small pillow. Each child will be assigned a mat and the Center will provide a sheet that will be washed daily.

What To Wear To School

Provide simple sturdy clothing that is free from complicated fastenings. Your child will be encouraged to go to the restroom by themselves (under watchful supervision). We want this to be a positive experience for them and help them toward independence. Due to messy art materials and other messy activities, provide clothing that is washable. Weather can be changeable (even though the sun may be bright and warm at 9:00am, it might be cold and cloudy at 10:00am), so dress your child warmly. Provide sweaters and jackets even on the first sunny fall days. Please put labels on all outer clothing including hats and boots.

Extra Clothing (Child Care)

Please leave a complete extra set of clothing (including socks, underwear and shoes) in your child's cubby. Please label them and have them in a paper bag with his/her name on it. These may be old clothes as they are to be left at school in case of a toilet accident or water or paint spill. We will appreciate contributions of underpants, long pants, and t-shirts your child may have outgrown for our emergency closet (3t- youth X-small).

Birthdays

We celebrate birthdays during the snack period. You may send cakes or cupcakes. Your child's teacher will add special songs, candles, etc., to make this special time for your child. **Please notify the director in advance.**

Sharing "Show and Tell"

Each child will have one day a week to bring a sharing item. Your child's day will be posted on group time board. Please mark the item with your child's name. Upon arrival at school it must be put in the child's cubby. Please encourage your child to bring a sharing item related to the unit of the month. This encourages verbalization and gives the child a positive feeling about themselves. Please, one item only. Toys of any kind are not allowed on any other day. Violent or scary toys are also not allowed.

Calendar

Preschool follows the local public school calendar regarding holidays. Child Care will have sign-ups for need of Child Care during school holidays to determine need for our services.

Rules of Discipline

Discipline is considered to be a form of guidance rather than form of punishment. The goal of discipline is to help children develop their own problem-solving, choice-making, and self-monitoring skills rather than to allow the adult to vent anger, frustration, and display superiority and power.

The Center is designed to be child-proof and to encourage pro-social age appropriate behavior from your children. A positive approach is used with children in ensuring their safety and well-being while at the Center. The staff are trained to effectively use positive discipline approaches such as redirection, role-modeling, moving out from the activities, and discussion with parents.

**ST. LA SALLE SCHOOL
PRE-SCHOOL-CHILDCARE SCHEDULE**

SCHOOL OPENS FOR CHILDCARE

| | | |
|------------------------|---|---|
| 7:00am-9:00am | Free Play Book Corner Puzzles Manipulative | Block Play Concept games Sensory |
| 9:00am-9:30am | Toileting/Snack Prayer Nutritious Food | Socialization |
| 9:30am-10:00am | Group Time Music & Movement Calendar Introducing Topic | Finger plays Bible Story Weather |
| 10:00am-10:30am | Activity Stations Bible Coloring Concepts Cognitive Skills | Sharing Shape Concepts |
| 10:30am-11:00am | Recess-(Indoor or Outdoor-Weather Permitting) | |
| 11:00am-11:15am | Music | |
| 11:15am-11:45am | Arts & Crafts (Re-enforces Unit Study) Painting Pasting | Drawing Building Cutting Molding |
| 11:45am | Closing Group Unit Study | Story & Finger Plays |
| 12:00pm-12:30pm | Child Care Lunch | |
| 12:30pm-1:00pm | Toileting | |
| 1:00pm-2:30pm | Nap Time | |
| 2:30pm-3:00pm | Wake-up, Toileting & Snack | |
| 3:00pm-4:00pm | Small Centers Math, Arts & Crafts, Story Time, Book Center | |
| 4:00pm-6:00pm | Free Play | |

COVID-19

Essential Protective Equipment, Supplies & Guidelines

| Items | Child Care Workforce | Children |
|--|---|--|
| Cloth Face Coverings* | YES | Never place face coverings on babies or children under 2 because of danger of suffocation Some counties require children over the age of 2 to wear facial coverings in places of businesses e.g. child care facilities |
| Gloves | YES, for tasks such as serving food, handling trash, or using cleaning and disinfectant products | NO |
| Hand Sanitizer Should contain at least 60% ethyl alcohol (preferred) or at least 70% isopropyl alcohol (a neurotoxin and eye irritant). | YES, OPTIONAL Note that frequent handwashing is more effective than the use of hand sanitizers | May be used under adult supervision only and must be kept out of children's reach. Call Poison Control if consumed: 800-222-1222 Note that frequent handwashing is more effective than use of hand sanitizers. Sanitizer must be rubbed into children's hands until completely dry. Hand sanitizer is not recommended for children under 24 months. |
| Disinfectant Cleaning Products | YES Provide training and required protective equipment per manufacturer's recommendations. Must be kept out of children's reach. | NO |

Cleaning

- We will introduce fresh outdoor air as much as possible, for example by opening windows. When cleaning, airing out the space before children arrive; we plan to do thorough cleaning when children are not present. We will replace and check air filters and filtration systems to ensure optimal air quality.
- We will implement procedures to frequently clean and disinfect all high touch surfaces, such as sink knobs, toilet handles, tables, door handles.
- we will designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- we will have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day or provide individually labeled bins with toys and belongings for each child. Toys that may be put in a child's mouth should be cleaned and sanitized. Toys that are difficult to clean (e.g. soft toys, small block and rag dolls) will be removed from the classroom.
- we have chosen cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and will follow product instructions.
 - To reduce the risk of asthma related to disinfecting, we have selected disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - We are trying to avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Workers using cleaners or disinfectants will wear gloves and/or eye protection as required by the product instructions.
 - All products will be kept out of children's reach at all times

The Healthy Schools Act requires that anyone using disinfectants at child care centers complete annual California Department of Pesticide Regulation-approved training.

***The Center will be cleaned daily, and whenever necessary throughout the day.**

Hygiene

- St. La Salle will implement and enforce strict handwashing guidelines for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. It may be helpful to sing a 20-second song while children wash. Please practice with your children at home, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- While at home please teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. Personal blankets will not be allowed. St. La Salle School will provide mats and sheets for each student and will be washed daily by the Center. Each child's bedding will be separate, stored in individually labeled cubbies, or bags. Cots and mats will be labeled for each child as well.

Arrival Procedures

If a parent/caregiver is entering the classroom, we ask you to please wash your hands or use hand sanitizer and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.

- We ask parents/caregivers to meet at the facility entryway for pick-up and drop-off of children whenever possible and to be as brief as possible.
- If parents/caregiver must enter, we are asking you to enter and exit the room one person at a time to allow for social and physical distancing. We are asking parents to wear face coverings.
- We are ask parents/caregivers to bring their own pens when signing children in and out. When that is not possible, we will collect pens immediately after a single use, deposit them in the cleaning area, and provide a sanitized pen.
- Take steps to reduce contact between children and adults, including other children's parents during pick-up/drop-off, classroom visits, and volunteers.
- If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.
- Consider staggering arrival and drop off times.
- We will have a designated staff member from each class to escort in or out of facility.

Health Screening

- St. La Salle School providers will implement screening procedures for all staff and children before they enter the facility. They will ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Exclude anyone who has an affirmative response on any of these points.
- St. La Salle School will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- St. La Salle School will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- A designated person will take children's temperature each morning with a no-touch thermometer. If a thermometer requiring a touch-method, thermometers will be properly cleaned and disinfected after each use.
- St. La Salle School will monitor staff and children throughout the day for signs of illness; send home children with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms after isolating from the general room population and notify parents.
- St. La Salle School child care programs must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.
- St. La Salle School will advise sick staff members and children not to return until they meet CDC criteria to discontinue home isolation.

Coronavirus Symptoms

Please be aware of symptoms and know that any child or staff member that has any of these will not be allowed on campus

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Group Size and Staffing

- Children will remain in groups as small as possible. No more than 10 to a group will be permitted.
- It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible. Therefore students will not be switching from classroom to classroom throughout the day.
- St. La Salle School will Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
- For napping, we will place cots and mats 6 feet apart, with heads in opposite directions.
- St. La Salle School will use opportunities to reduce time spend indoors by bringing children outside, weather permitting while maintaining physical distancing.
- Offer more opportunities for individual play.
- Plan activities that do not require close physical contact between multiple children.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Ensure all outdoor play equipment is cleaned and disinfected between uses by different groups of children.
- Develop spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.

Meal Times

- Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
- Practice proper handwashing before and after eating. Use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
- We do not allow children or staff to share or touch each other's food.
- Immediately clean and disinfect trays and tables after meals.
Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.
- Ensure meals are provided in individual portions and are delivered by staff wearing gloves.
- Implement outdoor meal times if space and weather allow.

ST, LA SALLE PRESCHOOL CHILDCARE ADMISSION AGREEMENT

Child's Name: _____

1. BASIC SERVICE OFFERED

- a. Child Care-St. La Salle School provides a healthy stimulating Christian environment for children three (Toilet Trained) and four years old. The Center is open from 7:00am-6:00pm, Monday through Friday.

- b. Food Service- St. La Salle provides a morning snack and afternoon snack served at 9:00am and at 2:45pm. St. La Salle brings in hot lunch from the Kings Canyon School District. Parents have the option to purchase lunch at the Center or send in a nutritional lunch from home. Free & Reduced lunch is available for all children who qualify for it.

- c. Parent Education-Parent conferences are scheduled annually and upon request. One newsletter is sent out monthly and additional child development articles are posted on the Parent bulletin board.

2. AVAILABLE OPTIONAL SERVICE: NONE

3. PAYMENT PROVISIONS:

I, _____ agree to pay St. La Salle
Preschool/Child Care Center \$ _____ per month (and in accordance with
tuition requirements in care and enrichment of my child(ren). I understand my monthly
payments are due on the 1st of each month and are late after the 15th of each month. I
acknowledge that a late fee of \$20.00 will be attached if tuition is not received by the
15th of each month.

I agree to bring my child on the following days:

M T W TH F

[] Days per week from _____ AM/PM to _____ AM/PM

4. MODIFICATION AGREEMENT

- a. St. La Salle School Should provide at least 30 calendar days prior written notice to parents or authorized representatives for any basic rate change.

5. REFUND CONDITIONS

- a. Registration Fee is not refundable. Tuition refunds will be given only for the following reason: **if you give us a two week notice when dropping your child, and have already paid that month’s tuition in full.**

6. LICENSING

- a. The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit children or facility records without prior consent. The licensee shall, make provisions for a private interview with any child or any staff member and for the examination of all records relating to the operation of facility.
- b. The Department of Licensing Agency shall have the authority of observing the physical condition of the child(ren) including condition which could indicate abuse, neglect, or inappropriate placement, and to have a licensed professional physically examine the child(ren).

7. TERMINATION

- a. In the event that this agreement needs to be terminated, a 14 day written ten (10) day notice needs to be submitted to St. La Salle School Office.
- b. Children have the right to attend a safe, healthy and positive environment at St. La Salle Pre-School. The following ground for dismissal are such as, but not limited to:

- **Biting**
- **Hitting**
- **Pushing**
- **Throwing objects**
- **Kicking**
- **Inappropriate Language**
- **A threat to children or staff.**

- c. Any inappropriate behavior by the parent(s) or guardian is prohibited

I have read the above Agreement and understand its content. I also have received the St. La Salle Pre-school/Childcare Center parent Handbook policy information and agree to follow all the rules and stipulations stated.

Parent(s)/Guardian Signature

Date

Director Signature

Date

SAFE ENVIRONMENT TRAINING AND LIFE SCAN FINGERPRINTING PROCEDURES

In order to volunteer or work with students in the catholic schools of the Diocese of Fresno, all employees and volunteers must complete the following requirements: submit to a live scan fingerprint and background search; complete the on-line training, safe and sacred; read and sign the Diocese of Fresno code of conduct live scan forms and information about locations to complete the scan are available in the school office.

The online training can be accessed at:
<https://safeandsacred-fresno.org>

After entering the website please follow these procedures to complete the online training.

Click on:

Step 1 – go to web site above

Step 2 – click the “create new account”

Step 3 – complete all information on the registration page.

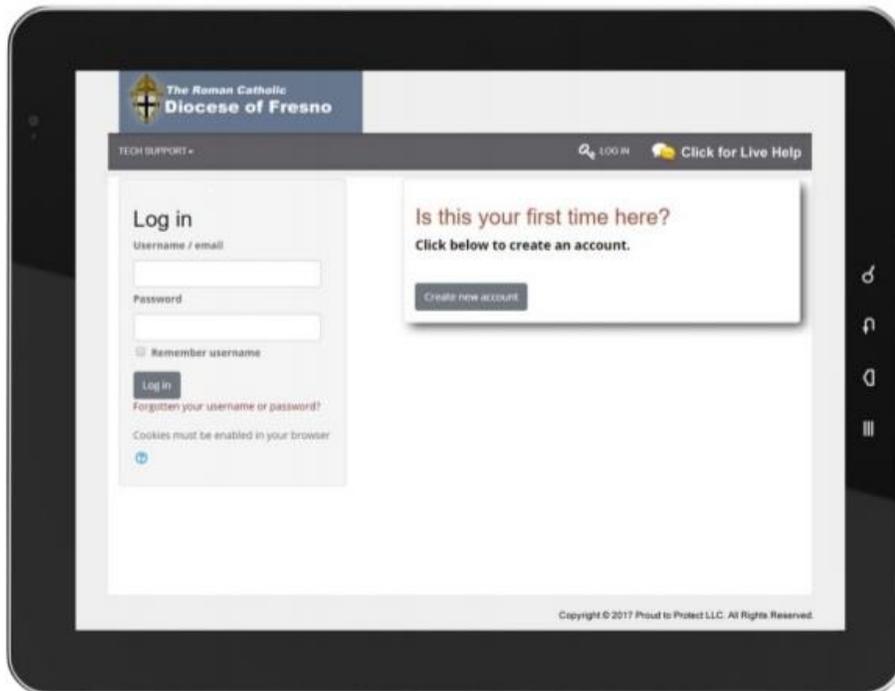
Step 4 – click the “create my new account” button to create your account.

*make sure when it asks for the "primary institution" to scroll down to
"School: Reedley - St. La Salle"

Step 5 – click the “continue” button to confirm your account and enter the site.

After completing the training, print your certificate and bring it to the school office. The Diocese of Fresno code of conduct packet may be printed and kept for your records. You must sign the acknowledgement page and bring it to the school office. Only those with a clear, approved criminal background check and who have completed the training and code of conduct and have proof of meeting these requirements on file with the school will be allowed to have contact with students.

Please pick up a Life Scan form from the school office!



SAFE ENVIRONMENT TRAINING INSTRUCTIONS

Step 1

Go to the safe environment training web site:

<https://safeandsacred-fresno.org>

Step 2

Click the **Create new account** button to register.

Step 3

Complete **ALL** information on the registration page.

Step 4

Click the **Create my new account** button to create your account.

Step 5

Click the **Continue** button to confirm your account and enter the training site.

An informational video will give you a tour of the site and how to use it after you are logged in.

You are done with training when you see your certificate on screen.

TIPS

TRAINING WORKS
ON COMPUTERS,
TABLETS AND
SMARTPHONES

TRAINING WEBSITE
IS FOR ADULT
LEARNERS ONLY

ONE ACCOUNT
PER PERSON

TECH SUPPORT
AVAILABLE ONLINE

 Click for Live Help
(888) 804-9643

CONTACT YOUR
CHURCH OR
SCHOOL FOR
HELP WITH
BACKGROUND
CHECKS

DIocese OF FRESNO



Office of Safe
Environment
1550 N. Fresno St.
Fresno, CA 93703



DIOCESE OF FRESNO CODE OF CONDUCT



SAFE ENVIRONMENT PROGRAM

The Charter for the Protection of Children and Young People, adopted by the United States Conference of Catholic Bishops requires:

- All clergy, employees and volunteers, who work/interact with children, shall consent to a background evaluation which shall be conducted by the Diocesan Department of Human Resources. Failure on the part of an employee or volunteer to submit to a background evaluation or failure to pass the background evaluation shall result in the immediate dismissal/termination of the employee or volunteer.
- Participation in the safe environment training at <https://safeandsacred-fresno.org>.
- Acceptance of the Diocese of Fresno *Code of Conduct*.

Parishes and schools shall maintain a record of compliance of all three mandatory elements. These records shall be maintained in a confidential location. For assistance regarding the confidential and safe keeping of these records, please consult the Diocesan Department of Human Resources.

CODE OF CONDUCT

The Diocese of Fresno developed the following Code of Conduct for all clergy, employees, and volunteers who have contact with minors in the Diocese of Fresno and requires each person to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

For the purpose of this document, the term **child, youth or minor** is defined as a person under the age of 18. A **vulnerable adult** is defined as an adult who experiences physical, emotional, intellectual, or psychological impairment.

Professional Ethical Obligations

1. Ministerial Role

- a) Will work collaboratively with all those engaged in ministry.
 - b) Will faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

2. Inclusion

- a) Will recognize the dignity of each person.
 - b) Will serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Will ensure that all persons with disabilities are considered for reasonable accommodations.

3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he

designates; all others are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.

- b) Will exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.
- c) Are responsible for supporting each other. This support must include a proper response to inappropriate behaviors concerning children, youth, or vulnerable adults.

4. Confidentiality

- a) Will respect confidentiality when appropriate except in a Mandated Reporting situation such as disclosures of abuse, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Will adhere to civil law concerning the reporting of neglect or abuse, or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Will support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

5. Conduct

- a) Shall sustain respectful relationships with all those they serve, avoiding sexual harassment and other forms of unlawful discrimination/harassment, and other abuses of authority or power.
 - b) Will maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between an adult and a child, or a youth, or a vulnerable adult are inappropriate and unethical regardless of who initiates the contact.
 - c) Must model healthy and positive behaviors with all children, youth, or vulnerable adults.
 - d) Procuring, providing, or using alcohol and/or controlled substances for, or with children, youth, or vulnerable adults is prohibited.

6. Referrals and Intervention

- a) Should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Should be aware of their limitations and make appropriate counseling referrals.
- c) Should adhere to civil and ecclesial law, policy, and procedure for reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

7. Parish/School /Diocesan Policies and Guidelines

- a) Should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to competency, sexual misconduct, safety, transportation, and parental permission.

Behavior Standards

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child sexual abuse must be reported as required by state law and diocesan policy. This includes contacting law enforcement. If the suspected abuser involves clergy, employee or a volunteer within the Diocese of Fresno, a report must also be made to the Vicar General at (559) 488-7400 and the Victim Assistance Coordinator at (559) 488-7400.
3. All observed violations of this Code of Conduct must be reported and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact.

Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.

6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to you, it should be reported to your supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.
7. The “Buddy System” should be used whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of another adult or teen. Teens helpers must always be supervised by an adult that meets all Safe Environment requirements.
8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times. Under unique circumstances a driver may provide transportation with parental consent and with communication with their immediate supervisor.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.
13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.
15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, social/media networks such as E-mail, chat rooms, and phone conversations.
23. Communication via electronic communication devices (cell phone, internet, or social network sites) to a child, youth or vulnerable adult should be “one- to- many” rather than “one-to- one.” When a volunteer responds to a personal message, copy your message to your immediate supervisor. Private social networks accounts may not be utilized to connect with children, youth or vulnerable adults within the boundaries of your service.

Unacceptable behaviors:

- Meeting alone with a child, youth or vulnerable adult in isolated places, or meeting in homes without adults present.
 - Showing favoritism.
 - Physical contact that can be misinterpreted.

- Commenting on others' bodies.
- Sexually provocative or revealing attire.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.

Warning signs in relationships between adults and children, youth, or vulnerable adults:

- Spending extra time grooming yourself when you know you're going to see a certain person.
- Finding ways or reasons to be alone with a certain person.
 - Keeping aspects of your relationship with a person secret from others (such as how often you talk on the phone or see each other alone).
 - Giving and receiving special gifts from a certain person.
 - Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.

Inappropriate displays of Affection in Ministry:

- | | |
|---|---|
| • Any form of unwanted affection. | • Kisses on the mouth |
| • Touching bottoms, chests, or genital areas. | • Lying down or sleeping beside others. |
| • Massages. | • Patting others on the thigh, knee or leg. |
| • Tickling or wrestling. | • Touching or hugging from behind. |
| • Games involving inappropriate touching. | |
| • Compliments that relate to physique or body development. | |
| • Showing affection in isolated areas such as bedrooms, closets, restricted areas, bathrooms and other private rooms. | |

Remember your responsibilities include reporting any concerns about others serving in your ministry to your supervisor, pastor or principal.

(Retain this Code of Conduct for Future Reference.)

SUBMIT THIS PAGE TO YOUR PARISH, SCHOOL OR ORGANIZATION.



DIOCESE OF FRESNO CODE OF CONDUCT



Signature Page

Any Violation of this Code by a member of the clergy, employee or volunteer involving a minor or vulnerable adult shall result in disciplinary action, up to and including dismissal.

I have read and I understand the Diocese of Fresno's Code of Conduct for clergy, employees and volunteers) and I commit to uphold this code in my area of service.

Signature: _____ **Print Name:** _____

Parish or School Name: _____ **Location:** _____

Date: _____