



ST. VINCENT PREP ACADEMY PARENT HANDBOOK

Welcome to St. Vincent Prep Academy!

INTRODUCTION/WELCOME

Welcome to St. Vincent Prep Academy. This Parent Policy Handbook will outline many of our policies related to the services we provide. Please read it thoroughly.

St. Vincent Prep Academy is designed to meet the needs of each child by providing experiences that enhance their social, emotional, cognitive and physical development. Our well-trained and experienced staff creates teaching strategies that provide meaningful early learning experiences for your child.

The purpose of this handbook is to give you, as the parent or guardian, an overview of our program policies and procedures. Please feel free to contact the Program Director, Principal, or Clinical Manager with any questions you may have.

PHILOSOPHY AND MISSION

St. Vincent Family Services (SVFS) provides mental health prevention, intervention and treatment services to children and families in Columbus and throughout the state of Ohio. The agency is a 2009 winner of the SAMSHA Science and Service for Mental Health Promotion, a Council on Accreditation (COA) agency, certified by the Ohio Department of Mental Health and Addiction Services and a member of the National Alliance on Mental Illness (NAMI). SVFS is also a provider agency for the ADAMH Board, Franklin County Children Services and the United Way of Central Ohio.

SVFS has a long history of providing quality services and support for families.

DISCRIMINATION STATEMENT:

It is unlawful for the facility to discriminate against the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

IMPORTANT INFORMATION

Classroom: _____

Teacher: _____

ABS: _____

Clinician: _____ ext.: _____

Psychiatry/Primary Care The Ohio State University Total Care Center (on-site at SVFS)	Schedule or change psychiatry and/or primary care appointments, medication concerns or inquiries	Ext. 1337
Transportation Coordinator Wesley Moore	Need a change of transportation, having bus stop problems, questions about pick up/drop off	614-255-5753
Prep Academy Administrative Assistant Velta Mathews	Call if child is missing school, needs to be picked up early, or will be in late	Ext. 1160
After Hours Emergency On call clinician	Call for crises occurring after 5:00pm on weekdays or all day on weekends and holidays	614-975-6176
If you have a dangerous or life-threatening emergency, call 911		

SCHEDULE

Academic Year (mid-August through May)

DAILY STRUCTURE

Daily Schedule: 8:45am-3:15pm

Includes:

1. 3 hours of academic time
2. 2.5 hours of group therapy (facilitated by Group Clinicians)
3. Program activities (physical education, recess, etc.).
4. Breakfast and lunch
5. Nap as needed for preschoolers.

Summer Program (June through Mid-August)

FOR ALL OF ST. VINCENT PREP ACADEMY

Programming hours: 9:00am-3:00pm

Includes:

1. 2.5 hours of group therapy (facilitated by Group Clinicians)
2. Enrichment time led by Adaptive Behavior Specialist (academic, art, gross motor, sensory)
3. Guest speakers, performers, and other fun on-site activities
4. Breakfast and Lunch
5. Nap (if part of the preschool program)

BREAKS

During most seasonal breaks, our program runs on **half days (8:45-12:45)**. There are no “spring breaks” or “winter breaks” during our academic year. When Columbus City teachers are scheduled for an in-service day and the rest of the district is closed, we offer half day programming. We are closed on major holidays (Thanksgiving, Christmas Eve, Christmas, 4th of July). When Columbus City Schools closes for inclement weather-we are closed.

INCLEMENT WEATHER

Inclement Weather

We will make every attempt to remain open for a regularly scheduled school day at **St. Vincent Prep Academy**, with your safety in mind. You can expect regularly scheduled transportation to and from St. Vincent Family Center, although plan for possible delayed pick-ups and drop-offs due to weather. Unless otherwise communicated, we will only adjust our school-day schedule if **Columbus City Schools** cancels classes for the day.

- **If Columbus City Schools cancels classes due to inclement weather, St. Vincent Prep Academy will close for the day.**
- You can find closure information:
 - On your local news station list of closure
 - By calling the SVFS Weather Hotline at (614) 255-5757
 - Via our emergency On Call Now text message system
 - You will receive a text message and/or phone call from St. Vincent Family Services alerting you of our status that day. Update your contact information with your family clinician to be sure you receive our most up-to-date notifications.

When programming closes for 2 consecutive snow days, we want to ensure that your child is still able to receive the required daily Group Therapy services that they need. On snow days, **the expectation will be that your child is still able to join Group Therapy virtually, via Zoom**. Listed below are two group times that we have available. At either time, please have your child join by going to Zoom.com, choosing “join

a meeting” in the upper right-hand corner, and enter the Meeting ID listed below. Your child may stay for all or part of the group time.

AM Group Time: 9:15am to 11:45am **Zoom Meeting ID** 692 283 9834

PM Group Time: 12:15pm to 2:45pm **Zoom Meeting ID** 692 283 9834

Any family session that you have scheduled on this date with your family clinician will continue as normal via

ACADEMIC INFORMATION

St. Vincent Prep Academy is a non-public charter school that provides education for grades Pre-K through 5th grade. Students receive 2.5 hours of academic instruction and 2.5 hours of therapeutic group.

Our school follows the Columbus City Schools calendar and has 4 quarters. At the end of each quarter a progress report is completed and sent home in the mail or with the student. Parent Teacher Conferences are offered twice in the school year (October and February).

Example	
8:45-9:15	Arrival/Breakfast
9:15-11:45	Academics (2.5)
11:45-12:15	Lunch 1
12:00-12:30	Lunch 2
12:15-2:45	Group (2.5hrs)
2:45-3:00	Academics (30min)
3:00	Dismissal/Pick-up

ASSESSMENTS USED:

- Fountas & Pinnell
- I-Ready
- AIR/Ohio State Testing for grade 3-5
- KRA

CURRICULUM USED:

- I-Ready Reading and Math
- Fountas & Pinnell
- Scholastic Reading Series
- Orton Gillingham Phonics/Reading
- Common Core State Standards are implemented in lessons.

IEP/504 PROCESS

If your student does not have either a 504 or IEP from their previous school, they can be evaluated at SVFS. Not all students qualify for a disability after the evaluation process, but the time that they are here we are able to gain more information. We will do our best to provide academic/behavior data, behavior intervention data, medical information, as well as any background information from previous schools to our school psychologists. It can take time, but the more time that the students attend St. Vincent Prep Academy, the more data we will have for the evaluation process. About 35% of our students that came without an IEP will leave with one.

Some things to discuss with the clinician in sessions before evaluated:

- Discussing parent/teacher concerns both academically and behaviorally.
- Review previous school information (IAT meetings, grades, behavior notes, accommodations/modification/interventions documented from previous schools, etc.)
- Discuss accommodation and modifications made in the current classroom.
- Discuss interventions/services being implemented and review data.
- Discuss additional interventions/services that should be considered
- Once the above questions and data are completed, the clinician will provide the following data to the principal to start the evaluation process.

THERAPEUTIC CURRICULUM

St. Vincent Prep Academy utilizes a variety of therapeutic content for their group therapy. Lessons focus on Social Emotional Learning. Social Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Skills taught during the therapeutic groups include skills for learning, empathy development, problem solving, emotion management, and friendship building.

Some examples of the curriculum include:

- The Incredible Years
- We Thinkers

- Second Step (Evidenced Based)
- Zones of Regulation (Evidence Based)

ST. VINCENT PREP ACADEMY ATTENDANCE POLICY

Achievement and attendance are highly related, both academically and in treatment. As a result, attendance records become a significant factor in the promotion or retention of a student at the close of the school year. Students are expected to arrive at school by the time of arrival ready to learn. It is a year-round program that adheres to Columbus City Schools' attendance policy during the school year.

Your child is expected to attend all programming over breaks and through the summer unless it has been pre-approved by the Principal or Program Director.

- Arriving after 9:30am is considered late and a ½ day unexcused absence.
- If a child will be absent, late, or leaving early or absent for any reason, the **parent/guardian must call support staff (614-252-0731 x1160)** the morning of the absence regarding the reason and provide a doctor's excuse if applicable.

FULL DAY ABSENCE

Students who fail to be present for the entire school day will receive a full-day absence. Occasionally, absence or tardiness cannot be avoided and may be excused if the student brings a note signed by his/her parent/guardian/ or doctor stating the reason. Ohio Administrative Code 3301-51-13 lists the following reasons for an excused absence:

- 1) Personal Illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
- 2) Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- 3) Serious illness or death of a relative. Absences arising from this condition are limited to 18 hours unless a reasonable cause for a longer time may be shown.
- 4) Observance of religious holidays. Any child of any religious faith shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. Intentional consideration of important religious holidays by our school staff reflects purposeful scheduling of classroom activities and of after-school programs. While conflict with a religious holiday may happen occasionally, it is our hope that school staff can be more deliberate with intended activities if information is readily available.
- 5) Emergency or set of circumstances that, in the judgment of the Principal or Program Director, constitutes good and sufficient cause of absence from school.
- 6) Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to his/her foster care status.
- 7) Absences due to a student being homeless.

TRUANCY

The parent/guardian is required to have the child attend school immediately after notification. If the parent/guardian fails to get the child to attend school, the school may send notice requiring the child's parent/guardian to attend a parental intervention meeting. If the parent/guardian continues to ignore the truancy letters, the agency is by law to file a case with FCCS by the clinician or program director/principal.

Habitual truancy

- ___ Absent 30 or more consecutive hours without a legitimate excuse
- ___ Absent 42 or more hours in a month without a legitimate excuse
- ___ Absent 72 or more hours in a school year without a legitimate excuse

Excessive absences

- ___ Absent 38 or more hours in one school month with or without a legitimate excuse
- ___ Absent 65 or more hours in one school year with or without a legitimate excuse

OTHER IMPORTANT INFORMATION

ATTIRE

Please dress your child in comfortable clothes for school. We do not require uniforms; however, clothing must be appropriate. This means **no** t-shirts with inappropriate slogans, **no** "short shorts," and **no** belly shirts." Pants need to be fit (no underwear hanging out) or a belt must be used to keep the pants up. If your child is wearing a skirt/dress, shorts must be worn underneath. If your child is dressed inappropriately, you may get a call from staff to come and provide appropriate clothing for your child.

MEALS/SNACKS

SVFS recognizes the importance of a healthy diet for your child's overall health and wellbeing. Any child who is in attendance between 8:45 and 9:15 am will receive a nutritious breakfast. Any child who is in attendance between the hours of ten-thirty a.m. and one p.m. shall be served a lunch that constitutes one-third of the child's recommended daily dietary allowance as specified by USDA national school lunch program. The meal shall include, at a minimum, one serving of dairy, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

Preschool only: At 1:45 PM, a nutritious snack will be served to all children in attendance. A "nutritious snack" means a snack that provides nutritional value in addition to calories and contains at least one food from two of the four basic food groups. Staff members will allow children to decide how much to eat. We do not force the children to eat certain foods or certain amounts of foods.

- **MODIFIED DIETS:** Please let us know if your child is not permitted any foods due to allergies or religious beliefs. When special diets are required for cultural or religious reasons, the center

shall obtain written, dated and signed instructions from the child's guardian/physician as applicable.

PERSONAL BELONGINGS

Please remember, **your child is not permitted to bring anything with them to school!** This includes backpacks, food, money, or any other items. It will be confiscated and returned to you by their clinician. Additionally, do not send anything valuable to program with your child. This includes electronics, expensive hats, shoes, jackets, etc. SVFS is not responsible for these items.

- Preschool students are permitted to bring backpacks.

RELEASE TO SOMEONE OTHER THAN PARENT/LEGAL GUARDIAN:

The following conditions must be met:

1. The person is authorized on the Contact Information/Emergency Contact Form OR
2. A written or telephoned authorization is received from the parent prior to the release of the child AND that individual authorization will be required to present photo ID
3. Verification of the identity of anybody that is not known to the childcare staff will be required (Picture ID)
4. SVFS requires that those who are authorized to pick up a child must be 18 years of age or older.

UNRULY BEHAVIOR ON TRANSPORTATION:

Thank you for helping us to maintain a safe transportation environment for the children. Unruly behavior on transportation will be reported by transportation personnel to SVFC staff. These write-ups will be shared with each child's clinician. Children can be suspended from transportation for excessive and/or unsafe behavior on transportation. Suspensions will be delivered at the discretion of the Clinical Manager. Should you have any questions or need additional information, please contact your child's clinician.

LATE NIGHT

Circumstances arise where a client is left in SVFS's care after his or her school day ends. Clients may be too escalated to transport home, their parent/guardian may not pick them up, or transportation returns them to SVFS because no adult is present at the drop-off location. Clients may also be returned to SVFS if they are unable to be safely maintained on their transportation due to their behavior. Should your child be left in our care after his or her school day has ended and SVFS is not able to make contact with you or an emergency contact by 5 p.m. we will contact the Columbus Police Department or Franklin County Children Services. We encourage parents and guardians to keep contact information current by informing clinicians of any changes.

STATEMENT ON DRUGS AND ALCOHOL

St. Vincent Family Services prohibits the use, possession, concealment, or distribution of any drug or any drug related paraphernalia. Full policy and procedures available upon request.

EMERGENCY EVACUATION

If there is an emergency, resulting in the evacuation of the SVFS facility, the reunification location for families will be at the Columbus City School for Girls, located at **1390 Bryden Road, Columbus, OH 43205**. Staff members will contact parents by phone as soon as possible to notify them.

TOILET TRAINING REQUIREMENTS

Children must be fully potty trained to be enrolled in St. Vincent Prep Academy. A child is trained when he or she initiates going to the bathroom, can manage wiping/personal hygiene independently, and can adjust clothing necessary to urinate or have a bowel movement. While we understand that accidents happen from time to time, children who exhibit urinary or bowel incontinence on a regular basis (weekly or more) are not considered toilet trained. If a child is exhibiting incontinence on a regular basis, St. Vincent Family Services reserves the right to remove the child from class or programming.



2025-26 Prep Academy Calendar



No Programming-Staff Professional Development Days.....	Aug. 18-22 closed to students
First Day of School for Charter.....	Aug. 25 (M)
Labor Day.....	Sept. 1 (M) CLOSED
Professional Development Day	Oct. 17 (F) ½ day
Records Day.....	Oct. 22 (W) ½ day
Professional Development Day.....	Nov. 4 (T) ½ day
Fall Break.....	Nov. 24-26 (M-W) ½ days
Thanksgiving Holiday.....	Nov. 27-28 (TH-F) CLOSED
Winter Half Day Break.....	Dec. 22-23 (M-T) ½ day
Christmas Eve, Christmas Day Holiday	Dec.24 -Dec. 25 (W-TH) CLOSED
Winter Half Day Schedule.....	Dec. 26 (F) ½ day
Winter Half Day Schedule.....	Dec. 29-31 (M-W) ½ day
New Year’s Day	Jan. 1 (TH) CLOSED
Winter Half Day	Jan. 2 (F) ½ day
Resume Full Day Schedule.....	Jan. 5 (M)
Martin Luther King Jr. Day.....	Jan. 19 (M) CLOSED
Professional Development Day/Records Day.....	Jan. 20 – Jan. 21(T-W) ½ day
President’s Day/Professional Development Day.....	Feb. 16-17 (M-T) ½ day
Records Day	Mar. 18 (W) ½ day
Good Friday.....	April 3 (F) CLOSED
Spring Half-Day Schedule.....	April 6-10 (M-F) ½ days
Resume Full Day Schedule.....	April 13 (M)
Memorial Day.....	May 25 (M) CLOSED
Last Day of School.....	May 28 (TH)

<p><u>Summer Schedule</u></p> <p>9:00 AM – 3:00 PM</p> <p><u>School Year, Regular Schedule</u></p> <p>8:45 AM – 3:15 PM</p> <p><u>School Year, Half-Day Schedule</u></p> <p>8:45 AM – 12:45 PM</p>



St. Vincent Prep Academy Parent Involvement Policy

St. Vincent Prep Academy Day Treatment is an intensive, time limited therapeutic mental health program. In order to be successful, it is essential for the child's parents/guardians/caregivers to be completely involved in this program.

As part of their commitment to their child's progress in the program, parents/guardians/ caregivers will be expected to do the following:

- 1) ____ Participate in family counseling/family intervention a minimum of 4 times per month (1 time per week), or as the clinician/case manager deems necessary.
- 2) ____ Keep scheduled appointments with members of the treatment team such as, psychiatrist, clinician/case manager, and/or other helping professionals.
- 3) ____ Parent will call by 8 AM to cancel appointment with support staff and will be expected to reschedule at that time. Appointment must be rescheduled within 1 week of the original appointment, if clinician's schedule permits.
- 4) ____ If parent arrives more than 15 minutes late to a scheduled appointment the clinician/case manager may be unable to meet for session and this will count as a missed appointment.
- 5) ____ Follow through with treatment recommendations as agreed upon by the treatment team.
- 6) ____ Provide treatment team with supplies necessary to facilitate treatment as outlined in ISP (eg. Refill prescriptions, provide program nurse with medication, change of clothing if needed, etc.)
- 7) ____ Parent provides a reliable contact number at all times.
- 8) ____ Parent or emergency designate will be available in case of emergency or crisis situations.
- 9) ____ Parent and/or other caregivers will adhere to all other agency policies including but not limited to: the client code of conduct and drug/alcohol policy

If parents/guardians/caregivers and/or child do not maintain their involvement in the program as agreed upon in the ITP, the child and family will be referred to other treatment options and resources to assist them and will be discharged from St. Vincent Prep Academy

SHOT AND PHYSICAL RECORDS

According to Columbus City Schools and The Ohio Department of Mental Health, we are required BY LAW to have the appropriate medical documentation for your child in order for them to attend school. We are not able to start your child in the program until all of the appropriate documentation is turned in to us.

- Shot Record
- Physical

MEDICAL CLEARANCE AND EMERGENCY MEDICATION

Please note that prior to starting the program or at any point during a child's enrollment, Nursing may request medical clearance from a doctor in order for a child to attend the program, specifically when they present with a pre-existing medical condition. Nursing staff will require emergency medications (such as inhalers, epi-pens, seizure medications) and medication **authorization prior to a child's start of enrollment to programming**. Should a new condition develop, nursing may ask for an additional medical clearance, plan, or medications before a child may return to programming.

Please provide these materials within the allotted time to the attention of: Sarah Fish. If you have any questions about this paperwork, please contact Velta Mathews at x1160.

MEDICATION LABELING FOR CLIENTS IN ST. VINCENT PREP ACADEMY

Medications must be in the original container from the pharmacy for that client. The label must be correct with specific directions. This means the times the medication is to be given must be typed on the medication bottle per the pharmacy. If there is a range the minimal amount of medication will be given.

There will be NO EXCEPTIONS made to these rules!

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illness and the usual recommendations of the ST. VINCENT FAMILY SERVICES Healthcare Services Department.

CHICKEN POX: A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) she/he should remain home until she/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, AND ALL NITS HAVE BEEN REMOVED.

IMPETIGO: Blister-like lesions, which later develop into crusted pus-like sores. Your child should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates that she/he is experiencing persistent pain, she/he should be evaluated by a physician before your child is sent to school.

PINK EYE: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using

individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

SKIN RASHES: Skin rashes, of unknown origin, should be evaluated by a physician before your child is sent to school.

STREP THROAT AND SCARLET FEVER: Strep throat begins with fever, sore, and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever, there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea, or fever for a full 24 hours. If your child has had any of these symptoms during the night, she/he should not be sent to school the following day.

PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE. CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT.

RECEIPT & ACKNOWLEDGMENT
ST. VINCENT FAMILY PREP ACADEMY PARENT HANDBOOK

This Parent Handbook is very important; the sections are intended to help parents/guardians become acquainted with St. Vincent Family Prep Academy. The book will serve as a guide throughout your experience with St. Vincent Family Services.

Please read the following statements and sign below to indicate your receipt and corresponding review of the Parent Handbook:

- I have received a copy of the St. Vincent Family Center Prep Academy Parent Handbook and have reviewed it with either the Site Administrator or agency designee.
- I understand that it is my personal responsibility to raise question to St. Vincent Family Services staff regarding any area of the Parent Handbook that I do not understand.
- I understand that I have the right to request agency policies referenced above such as, but not limited to: the Parent Code of Conduct, Drug and Alcohol Policy, Attendance Policy, and Client’s Rights/Grievance procedure
- I agree to follow outlined policies and expectations discussed during the meeting and in the handbook. If I am unable to or unwilling, my child’s placement in the program may be at **jeopardy.**

My signature below indicates that I have read and understand the above statements and have received a copy of the Parent Handbook.

Parent/Guardian Name

Witness

Parent/Guardian/Caregiver Signature

Date