

Daycare Handbook 2019-2020

St. Michael Child Care Center (ages 6 weeks – 3 yrs)

Welcome to St. Michael Early Child Care Program. We are pleased that you have chosen our center for the care of your child. We desire to have close cooperation and understanding between parents and staff. The result will be a positive experience for your child. Our activities have been planned with the goal of helping develop happy and well-adjusted children.

At St. Michael, we encourage and support the development of each child. It is our desire to provide an atmosphere which stimulates Christian attitudes and values. We also believe it is important for children to have fun as they learn.

Hours of Operation

Hours of operation are Monday – Friday 7:00 a.m. to 6:00 p.m.

Calendar

St. Michael's Child Care Center will follow the school calendar. We will be closed Christmas and Spring Breaks, other holidays include: Labor & Memorial day, 4th of July, Oaks, Martin Luther King Jr Day, and Thanksgiving break.

Inclement Weather Closings

In the case of inclement weather St. Michael's Child Care will follow Jefferson County Catholic School system. If school is released early due to inclement weather, we will close at 3:00 p.m. In the event of a delayed schedule we will open at 9:00 a.m.

Arrival and Departure

We are located in the McCauley Center, which is in the basement of the youth area (old church). Each child **MUST** be clocked in and out every day. This is to record when and by whom the child(ren) are picked up by. Parents must notify the center **in writing** if someone other than yourself or a person on the authorized list is picking up your child.

Arrival time may be no earlier than 7:00 a.m. and departure time may be no later than 6:00 p.m. Please arrive on time to pick up your child; **\$1.00 per minute will be charged for exceeding time.** This must be paid within 24 hours or your child may not return.

Snack

1 – 3 yr olds will have snack at 8:30 a.m. and again at 3:00 p.m

Health

Only children in good health may be brought to the center. If a child has a fever, vomits, or has diarrhea, he/she will not be admitted. He/She will not be able to attend until they are symptom free for 24 hours.

In the event your child needs medication during the day, you will need to sign the Medication Authorization Form. This must be completed by the parent/guardian **EACH** day the medicine is needed. All medication is to be in its original container and properly

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labeled with the child's name and dosage. Any non-prescribed medication must be accompanied by a written authorization from your doctor.

Immunization

The Kentucky Cabinet for Families and Children and The Department for Health Services require all children enrolled in any public or private school, child care center or preschool, to have on file an up-to-date original Commonwealth of Kentucky Immunization Certificate with the signature/stamp of a physician or Health Department and an expiration date. This regulation is necessary to protect your child and others from communicable disease

Head Lice

St. Michael's Child Care must be notified when a child or other members of the family contract head lice. The child must remain at home until the proper treatment has been administered. The child who has been infested with head lice can return to school only with a doctor's statement or a Health Department release indication that the child is free of active head lice. Head lice can only be passed from person to person through contact with brushes, combs, hats, clothing, etc. One case can spread quickly if left undetected. Therefore, if program officials find it necessary, individual children may be checked for head lice. Children who show signs of infestation must be picked up by parents and begin treatment immediately.

Admission Policy

St. Michael Child Care Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

There is limited availability in our daycare, specifically the newborn room. In order to be considered; families must be St. Michael parishioners. Siblings of children already enrolled and children of our school teachers will take priority if on the waitlist.

Policy for Custody Dispute

Children will be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file

Accidents or emergencies

In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be UP TO DATE AT ALL TIMES including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for parent(s) as well as an alternate contact person is vital.

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Clothing and Personal Belongings

Your child will be participating in a variety of activities including outdoor play and crafts. Please bring 2 changes of clothing to leave at the center to have if needed. We also request that you bring bedding for nap time for ages 1-3.

Toys: Children should be discouraged from bringing personal toys and books to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline Policy

We expect every child to conduct themselves with Christian like behavior. The primary purpose of discipline is to help the child develop self-control and assume responsibility for his/her actions.

Children are expected to be kind, respectful, and courteous. Children at different ages are expected to assume appropriate degrees of responsibility for their actions. When approached in a positive manner, discipline makes it clear that one behavior is chosen over another. Behavior management will be handled in a positive way. Reasoning with the child and guiding them to understand a more acceptable way of reacting to their problem will be encouraged.

If the problem continues, the child may be seated in a "timeout" spot for an appropriate length of time. Staff persons will record behavior problems. Children will receive a "Behavior Note" if the behavior continues. The director will keep track of the behavior notes. The director may suspend a child if inappropriate behavior is ongoing. Please understand that serious behavior problems may result in the child's dismissal from our program.

After the above has been followed, a child may be dismissed from our program if: the child poses a threat to him/herself, other children or teachers. the child behaves in a manner that is disruptive and difficult to manage in a large group the child or family continues to disregard the program's policies. Some serious situations may occur that may jeopardize the welfare and safety of the children and/or teachers. The director reserves the right to dismiss a child immediately if such an incident occurs.

Policy on child abuse/neglect

In the event that a staff member suspects child abuse, neglect or dependency, he/she will contact the child protective hotline or the county department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the cabinet for families and children, Childcare Services Branch, will be contacted.

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Questions/Concerns

If you have any questions or concerns we encourage you to please contact us. Please email me at kfehr@stmichaellouisville.org or Suzy O'Bryan at sobryan@stmichaellouisville.org.

Kristina Fehr- Director
Suzy O'Bryan- Asst. Director

ESC Contact number- 267-9550

Registration Fee \$100 per child school year -\$50 summer

Rates Infants:

Rates 1-2 yrs:

Rates 2-3yrs:

Full time: \$210 weekly

Full time: \$200

Full time: \$190

Part time (3 days): \$135 **Part Time (3 days):** \$125

- **Please see Director for child care rates for the cost of additional children**
- **Each family will receive one week vacation throughout the school year**
- **Discounts are not given for siblings in ESC. ESC and Daycare are two separate services.**