



All Saints Catholic Early Childhood Parent Handbook



715 14th Street • Bay City, MI 48708 • (989) 892-2533 ext.410

Then He took a little child, stood him in their midst,
and putting His arm around him, said to them.

“Whoever welcomes a child such as this for My
sake welcomes, not Me, but him who sent Me.”

-Mark 9: 36-37



Mission Statement

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to other's in Christ name.

Parent Handbook

This parent handbook is a comprehensive reference regarding the policies and procedures for children ages birth – 12 years of age who attend All Saints Catholic Early Childhood program. Policies and procedures are subject to change as necessary

Program Plan

All Saints Central Elementary Program uses developmentally appropriate practices to provide a safe, supportive, and nurturing environment, where children develop physically, socially, emotionally, and cognitively. The program supports the relationship between children, their families, and the teachers.

The program provides a faith filled and innovative curriculum with material, experiences, and teaching methods that are age appropriate. All learning experiences are presented through play. The activities engage the children to explore, experiment, initiate, ask questions, and be questioned to further their thinking and problem-solving skills.

All Saints Central Preschool welcomes you and your child. We are delighted that you have chosen our program. You can be certain that your child's early childhood experience will be enjoyable.

Purpose

The purpose of our program is to encourage and aid each child's social, emotional, spiritual, intellectual, and physical growth. The children are encouraged to express themselves, explore, experiment, and create. We will provide activities to stimulate development in these areas.

This handbook provides an introduction to All Saints Catholic Preschool. Keep this handbook for your reference throughout the school year.

Goals

- *To provide quality Christian childcare.
- *To promote our center as a safe, secure, and stimulating environment.
- *To enhance children's physical, intellectual, social, spiritual, and emotional development.
- *To recognize and encourage individual interests and talents.
- *To help children develop a positive self-awareness.
- *To foster independence and development of respect for self and others.
- *To provide developmentally appropriate experiences for each child.
- *To encourage creative expression and independent thinking.
- *To encourage children to speak their native language while in the classroom.
- *Please let us know if you have a disability that requires an accommodation as we are willing to provide any support needed for children families and staff.

Parents

We ask that parents have an active interest in their child's day. This is a very important part of your child's educational journey. If you need to contact your child's teacher in regard to question or concern, please call the school office: (989) 892- 2533 ext. 400

Licensing Notification

Our programs are licensed by the State of Michigan Department of Human Services. This handbook is provided to acquaint you with the programs and our policies. Our center maintains a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective action plans. This notebook is available in the Preschool classroom, room 106. Licensing investigation reports from the past two years are available on the child care licensing website, www.michigan.gov/michildcare.

Non-Discrimination Policy

The center will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner which does not discriminate against any child, parent, or family on the basis of race, color, religion, national origin, sex or disabilities, but limited to the resources and facilities of the center and the staff.

Staff

All staff are first interviewed, and their references are thoroughly checked. All staff and volunteers at All Saints Catholic have been through a comprehensive background screening which includes fingerprinting.

Staff also must complete at least 16 hours of training in the field of child development, as well as complete the Virtus training from the Diocese of Saginaw, along with Mandated Reporter training. Health and Safety Training Modules A B and C, Infant safe sleep and shaken baby syndrome will be done before the staff may enter the room. All Saints we will offer 16 hours of training each year.

Professional Development

All staff will have 16 hours of training in the following areas:

- Orientation of the center's policies and practices and the State of Michigan Childcare Licensing Regulations prior to unsupervised contact with children.
- All Saints Catholic Emergency Procedures twice a year
- Health and Safety Training, Modules A, B, C
- Infant safe sleep and shaken baby syndrome.
- CPR and First Aid.
- Child Abuse and Neglect Laws and procedures
- Health and Safety Refresher training annually
- Curriculum
- Social and Emotional Learning and Support
- Positive Discipline Techniques
 - Redirection, time in, single word reminders, and positive reinforcement

Staff and Volunteer Supervision Policy

All Staff and unsupervised volunteers are fingerprinted and have an eligible determination performed through Child Care Background Check (CCBC). In addition, all staff and unsupervised volunteers are required to have background check (ICHAT) completed through the Saginaw Diocese (approval from the bishop) as well as be fingerprinted through Michigan State Police. All staff and unsupervised volunteers are mandated reporters and required to complete all initial Health and Safety training and annual refresher training. All supervised volunteers will be fingerprinted and will have PSOR check. In addition, all supervised volunteers will have a background check (ICHAT) completed through the Saginaw Diocese (approval from the bishop) as well as be fingerprinted through Michigan State Police.

CPR and First Aid

All staff and the director will be CPR/First Aid and AED certified within 90 days of hire. All staff are provided with CPR/First Aid and AED training bi- annually. There is a staff person on duty at all times who is currently certified. All certifications are renewed bi-annually.

Hand Washing Procedures & Disinfecting

All sinks in bathrooms and in the rooms will be labeled with a sign designating the proper hand washing procedures recommended by the state of Michigan. Staff and children will be required to wash their hands before eating or preparing food, before and after feeding a bottle, after changing a diaper or using the bathroom, after coughing, sneezing, using a tissue, when dirty, or handling garbage.

Disinfecting using a three-step process will be used. Those steps are using soapy water, rinsing with clean water, sanitizing with a water/bleach mixture, and air drying. This will be done after every use of changing tables, cots, and cribs. Toys and all contact surfaces within the classroom are washed, rinsed, and disinfected every night and throughout the day. All food surfaces will be washed utilizing this process before every meal and after every meal.

Illness/Attendance

Please keep your child home if he/she is vomiting, has repeated diarrhea, is running a fever, has lice, chicken pox, measles, pink eye, or any other communicable disease.

The health department requires that children with certain communicable diseases be excluded from school until a physician says they are not contagious. These diseases include: chicken pox, measles, mumps, pinworm, ringworm, impetigo, scabies, pink eye, lice, rash that has not been identified.

If your child has been treated by a physician we will need a doctor's note to allow them back into class. You MUST call to notify your child's teacher of any communicable diseases so we can take protective measures within the classroom.

You MUST also call to let us know if your child will not be attending for other reasons. Please call 989-892-2533 ext. 400.

If your child gets sick at school he/she will be isolated from the rest of the children and made comfortable. The parents will be contacted for pick up. If we are unable to contact the parents, a number on your child's

emergency card will be called. The child must be symptom/fever free for 24 hours before returning to school.

** A written Wellness Plan is on file in the school office.

Communicable Diseases

Exposure to communicable diseases, for example, chicken pox, should be reported to the center immediately. Notice of the communicable disease will be sent to families.

Returning to the Center After Illness

An illness must be gone for 24 hours, without the use of medication other than an antibiotic.

1. If a child has diarrhea or is vomiting, they must be free from these symptoms for 24 hours before returning.
2. If your child has a communicable disease, a doctor's note will be needed before they are allowed to return to the center.

Medication

Children on antibiotics need to be on them for at least 24 hours before returning to the center. Staff members will administer the medication according to the prescription label only.

Medications that are required to be given only twice a day should be given at home unless otherwise directed by the prescription label.

Medication will not be given out unless a medication form stating the medication, the dosage, time, and date to begin, stop, and when to be given is filled out by the parent prior to the medication being given to the child. All prescription medications must have a pharmacy label on the medication and be in the original packaging. The label must contain the prescribing physician's name, telephone number, the date prescribed, and instructions for when and how much medication be given. In the event of sibling's being prescribed the same medication and dosage, each child's medication must be at the center and will only be given to the child whose name is located on the prescription label.

The medication **must** be given to the caregiver to ensure that it is out of reach of the children. All medication must be stored in the original container and labeled with the child's full name. Any medication that has expired will not be administered. Also, the medicine may not be mixed with a drink or given in a baby bottle.

If your child has an allergy we ask that you notify us. Special actions will be taken to make sure staff is aware of allergies.

If your child needs a prescription medicine, we will need a medication form completed by the physician. This will provide us with the proper dosing information and times that it is to be given. If any lotion or sunscreen is to be applied, we will need a form on file also.

Accident/Minor Injury

In the case of a minor injury the parent will be contacted via phone call prior to pick up.

If an ambulance is needed, the parent will be immediately contacted, and the Director/Lead Teacher will ride with the child to the emergency room, where they will remain with the child until the parent is present. If a hospital is not specified on the child's information card, then your child will automatically be taken to the nearest hospital, which is McLaren Bay Region. Serious injury that requires a doctor's visit or hospital emergency room treatment will be submitted to the Childcare consultant within 24 hours of the incident.

An accident report will be filled out for each incident. One copy will remain at the center, and the other will be given to the parent. The injury will be tended to by washing it with soap and water, applying bandages and ice if needed, and the child will receive TLC.

The parent's implied consent to contact 911 is given via the child emergency information card. Emergency numbers are posted by each phone. A first aid kit is kept in a bag in each of the rooms as well as the main office. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent. Emergency procedures, including numbers to call (911, poison control, etc.) are posted in a designated area within the center and next to the telephone for such use. These procedures will include life-threatening and non-life-threatening situations.

If a child is injured at the center and it is severe enough for a parent to be contacted, for example, a head or facial injury, the parent will be contacted via phone and may come in to check on their child throughout the day.

Parent will be notified immediately via phone call if there is any serious injury that requires a doctor's visit or hospital emergency room treatment. Same procedure for the following circumstances:

1. A child is lost or left unsupervised for any period of time.
2. An incident involving an allegation or inappropriate contact including child/child, child/adult, or inappropriate discipline
3. The death of a child in care.
4. A fire on the premises of the center that requires the use of the fire suppression equipment or results in loss of life or property.
5. The center is evacuated for any reason.
6. Notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, medical condition that occurred while the child was in care.

Sleeping Equipment

Blankets, crib sheets and pillows that the child used will be sent home on a weekly basis on the last day of the child's attendance for that week. All items need to be cleaned and returned the following week. Each infant is assigned their own crib and it will be disinfected at least weekly. Infants who sleep in cribs are not allowed to have blankets. Parents may choose to provide a sleep sack. Children under 8 weeks of age may be swaddled. Children 12 months and older will use a cot or mat and will use a blanket provided by the parent. Preschoolers will use a cot or mat and will use a blanket provided by the parent. The cots and mats are disinfected daily.

Regulations

Caregiver to child ratio for our program is listed below. State regulations have slightly higher caregiver to child ratio. The ratio will meet the youngest child in the room.

		Maximum Group Size
Infants (birth – 1 year)	4:1	8
Wobblers (1- 2.5 years)	4:1	8
Preschool (2.5 years- 5 years)	8:1	24

Programs

The center's programs provide an environment rich in opportunities for learning about the self and the world around us. Language development is enhanced through role-playing, music, storytelling, and enrichment activities. Self-awareness is developed in the experiences of large muscle activities, creative movement and art and group interactions, in an atmosphere rich in patience, love and enthusiasm for the young child.

Infant Program:

This unique program offers care for infants from birth to about 12 months of age. Each infant will be assigned a primary caregiver who make sure that each infant's individual needs are met. Each child will not have more than 4 caregivers per week. The daily schedule incorporates the infant's needs for sleeping, feeding and diaper changing as well as many activities to promote physical and social growth and development, such as painting and sensory activities like snow in a Zip-lock bag. Infants participate in outdoor walks, weather permitting, as well as one-on-one skill building interactions with staff. Parents must supply and label everything with a child's first and last names and the day's date that will be used by their child while in care at All Saints. Every infant under 12 months of age is allowed to eat and sleep on demand.

Daily records are kept regarding eating, diaper changes, etc. and are on the Parent Procure engagement app.

Wobbler Program:

Our little ones, about 12 months-30 months, are in the wobbler room. This room is set up much the same as the infant room, to ease the transition for both the child and the parents. Children will be allowed to eat and sleep on demand up until 18 months of age unless the parents request a certain schedule to be

followed. Each wobbler will be assigned primary caregivers and will not have more than 4 caregivers per week. The children will be exposed to art activities, sensory activities, music time and story time, while developing a sense of self. This room also teaches how to share and take turns. Parents are asked to supply and label everything with their child's first and last name and today's date will be used by their child while in our care.

Daily records are kept regarding eating, diaper changes, etc. and are on the Parent Procure engagement app.

Montessori Program:

This room is for those children that are 31 months to 4 years old. To meet the needs developmental appropriateness is required. Our caregivers set the pace by providing lots of patience and love as well as:

- A. A holistic approach to child development in a nurturing environment.
- B. Caring for the children in a well-planned and varied physical environment.
- C. Cultivating self-confidence and encouraging curiosity.
- D. Fostering a positive attitude toward learning
- E. Building a partnership with family members.
- F. Incorporating art, music, story time, as well as fine and large muscle activities.

Preschool Program:

This program offers children ages 3 years to 5 years individualized activities geared toward kindergarten readiness. A hands-on approach is taken toward learning skills necessary for academic success – letter recognition, number recognition, name recognition, days of the week and months of the year, cutting skills, beginning writing skills, cause and effect understanding, etc.

GSRP Program:

GSRP is a need-based program that Little Saints offer to all 4-year-olds.

who qualify. The program is based on income and risk factors outlined by the State of Michigan. If your child is 4 years old by December 1, please stop in the office to see if you qualify. The program is offered at free or reduced costs to all children who qualify. For more information stop in and see us or you may complete an intake application online at baisd.net

Program Routines for Children

(Please remember these are just guidelines, and change with every changing need of each classroom)

Infant Daily Routine:

6:30-8:00	Greet infants and families, serve breakfast
8:00-9:30	Group play, sing songs, socialize, read books
9:30-10:00	Snack time
10:00-11:00	Free Play, Large muscle activities – go outside
11:00-12:30	Lunch
12:30-2:30	Socialize, snuggle time
2:30-6:00	Go outside, socialize, and go home

Wobbler Daily Routine:

6:30-8:00	Children arrive, serve breakfast
8:00-9:30	Group play, sing songs, socialize, read books, Free Play
9:30-10:00	Snack time
10:00-11:00	Art, socialize, go outside, large muscle
11:00-12:00	Lunch
12:00-2:00	Nap time
2:00-2:30	Snack time
2:30-6:00	Go outside, socialize, and go home

All Saints recognizes that infants and pre-toddlers are usually on a different schedule from their peers. They will be allowed to eat and sleep on demand unless a schedule is provided from the parents. At nap time, infants will be laid down only on their backs unless there is a note signed by a doctor stating that a different sleep position should be used due to medical reasons. Infants up to the age of 12 months are not permitted to have blankets, toys, food, etc. in the cribs. Sleep sacks are recommended as an alternative.

Montessori Preschool:

6:30-8:00	Children arrive
8:00-9:45	Group play, socialize, Free Play
9:45-10:00	Snack time
10:00-10:30	Group time, art, music, books, large muscle
10:30-11:45	Outdoor time/lunch
12:00-2:30	Nap time
2:30-3:00	Snack time
3:00-5:30	Go outside, socialize, and go home

* Children in this age group are expected to be able to tell a staff person if they need to go to the bathroom.

Preschool Daily Routine:

7:00-8:00	Children arrive
8:00-10:15	Group time, art, individualized activity, books, music, free play
10:15-10:30	Snack time
10:30-11:45	Outdoor time/lunch
11:45-12:00	Bathroom Break
12:00-1:30	Nap time
1:30-1:45	Snack time
1:45-3:00	Group time, art, individualized activity, books, music, free play
3:00-5:30	Go outside, socialize, and go home

*Children in this age group are expected to be able to tell a staff person if they need to go to the bathroom.

Outdoor Time

The outdoor time is a very important part of our daily routine. Children will go outside daily unless they cannot due to inclement weather. Children should come prepared for outdoor play. They will need coats, snow pants, boots, hats, gloves/mittens. If the temperature is too cold with the wind chill, children will then stay indoors. In order to break up the monotony of outdoor activities, we sometimes like to go for a short walk around the block. The staff always carry cell phones to communicate with the center if needed, along with an emergency bag.

Snow Days

The childcare center of All Saints Catholic will strive to remain open during inclement weather, even when the schools are closed due to ice and/or snow. Closings and cancellations will be reported to WNEM and ABC 12. If conditions make it impossible for staff to open the center promptly at 6:30 AM, every attempt will be made to open as close as possible to that time. It is very rare that the center will close due to weather conditions, but it is a possibility. We will do our best to get communication out to you should the center be closed.

There will be no refunds for snow days. Snow days are an act of God and are beyond our control.

*School Age children may be able to attend the center on snow day. Please call the office if interested.

Vacations

Each family has up to two weeks' vacation (10 days) a year that can be used for family vacations and or other activities. Vacation Days need to be planned in advance and are due when schedules are due.

Admission Requirements

Admission is open to children age birth through five years. The center reserves the right to accept or reject applications.

At the time of the child's initial attendance the parent shall provide the following forms to be kept on file at the center:

1. Child information card
2. Immunizations records-all children must be vaccinated for admission to the center.
3. Health appraisal from signed by your child's doctor. This is due on your child's start date.
4. Written Information Documentation
5. Food and Nutrition Documentation
6. Topical/Non-Prescription Permission Form
7. Pesticide Form
8. Fieldtrip Permission Form
9. Photo Release

Children ages birth to 29 months, will need to provide a health appraisal from signed by the doctors every 12 months. Children ages 30 months-5 years will provide a health appraisal from every 2 years after the initial enrollment. If a child's physical form is not kept up to date, the center reserves the right to remove the child from enrollment until it is updated.

Registration Fees

The registration fees for our programs are \$100.00. This fee is deducted from the total cost of tuition.

Please visit www.ascbaycity.org for tuition information for current year.

A late fee of \$15 is added on to your account if you pay later than the first of every month.

Schedules

Your child's schedule must be turned in on or before the due date, in order to ensure the right child to caregiver ratio. Schedules are due on Mondays bi-weekly by 8AM. If they are not turned in on time, a spot may not be available for your child for that day. All late schedule submissions may be assessed a \$15 late fee schedule.

- a. **Early Drop-off/Late pick-up:** Your child's schedule should accurately reflect the time they are present. For example: If your child is scheduled 7:00 AM to 5:00 PM You can drop off and pick in between that time. However, you will incur an extra fee if you drop off earlier or pick up later than the scheduled time.
- b. We still ask that absences be called in to the office by 8:00 AM for staffing purposes. If we do not hear from you within two hours of your drop time, we are assuming you are a no call/no show, and your child will not be able to attend for the day.
- c. **Summer Vacation Fee:** If you withdraw your child from the center for the summer there will be a \$50/week fee to hold your child's spot for the fall.

Payments

All Saints Childcare (birth -30 months) utilizes Tuition Express for our payments for your childcare services. You may pay online, through auto-withdrawal, or with cash/check.

Payments are due by Wednesday at 12pm the same week that schedules are due. Payments are due in **full**.

Payments received after 12pm Wednesday will be assessed a \$25 late payment fee.

- a. If the center is closed, payments are due in person the day before or must be submitted online to avoid late fees.
- b. If a family is on vacation or absent from the center when payments are due payments must still be submitted on time either in person or online to avoid late fees.
- c. Families may submit a "backup" payment method that is only charged if your balance is not at \$0.00 at the time payments are due to avoid late fees.

You may make monthly payments directly to:

All Saints Catholic Administration office

217 S. Monroe Street

Bay City, MI 48708

(989) 892-2533 ext. 124

Refunds

There will be no refunds for sick or absent days. In order to provide a quality program, we must develop and plan in advance to provide adequate staff and to purchase supplies based on the number of children enrolled each day. The center pays operating expenses whether a child attends or is absent.

Late Payment Fee

Payments that are not received by the due date will be subject to a \$25 late payment fee.

Non-Sufficient Funds Return Fee

If a check is returned due to non-sufficient funds, the following applies:

1. First time: Written notice of returned check/declined card and a \$35 NSF and a \$25 late payment fee will apply.
2. Second time: Written notice of second returned check/declined card and a \$35 NSF and a \$25 payment fee will apply.
3. Third time: We will no longer accept checks/Credit Cards. Cash or money orders will be the only type of payment accepted. A \$35 NSF and a \$25 late payment fee will apply

Center Reserves Right to Change Fees

The center reserves the right to change the fee schedule upon thirty days written notice to the parents. In extreme circumstances, exceptions to any of the above fees may be made at the discretion of the director. Families should anticipate a 0-5% increase annually.

Receipts for Tax Deductions

For the purpose of childcare tax deductions, each family will receive a statement showing the childcare expenditure for the preceding year. This statement will be prepared and distributed by January. Our tax I.D. number will appear on the statement.

After 6:00pm - Closing Time

If a child is scheduled until 6:00 PM, they must be picked up and out of the building by 6:00PM as that is what time the building is officially closed. If a child is picked up after 6:00 PM, the following late charges will be automatically enforced: \$1.00/minute/child. If you are receiving assistance from DHHS you will be responsible to pay all late fees. DHHS does not cover these fees.

- First occurrence a written warning will be issued to the family
- Second occurrence a written warning and parent meeting
- Third occurrence a meeting with the director will be scheduled to discuss this policy and to determine what schedule adjustments can be made

If by 6:00 PM a parent has not arrived or has not called, staff will begin to attempt to reach authorized names listed on the emergency card to come and pick up the child. If we are not able to contact anyone, staff will call the police for assistance at 7:00 PM.

Pregnancy Leave Policy

Any family that has a child enrolled in the center and then gives birth to or adopts a new child will be given priority of enrollment into the center. Parents are encouraged to inform the center as soon as possible as to the due date/adoption date of an additional child and to pay the \$100 registration fee upon notifying the center of a pregnancy to hold the spot. Further, parents will be asked to give an approximate date of enrollment for that child. The center will try to accommodate the new child as close as possible to the actual date that care will be needed. It may not be possible for the center to guarantee that the exact date will be available.

Summer Care Policy

Some parents who are educators or work in an education setting have summers off. Families that are in this situation may not need care for their children for the entire summer. If you wish to withdraw your child from the center temporarily for summer vacation, there will be a fee of \$50 for each child, each month they are not attending. These \$50 fees are to hold your child's spot at the center allowing space to be available for them when they return. Summer vacation is typically June, July, and August, so the fees would add up to \$150 for the entire summer to ensure a spot for your child in the Fall.

Breastfeeding for Parents and Staff

We support each families/staff decisions and choices on breastfeeding and pumping. We understand how important it is for a family to make this choice to keep their child/children healthy. Per the State of Michigan, we are required to give parents and staff a private location to breastfeed/pump for their child. There is a room located in the office that can become private for parents and staff to use during that time.

Children's Safety

All Saints Catholic takes the role of caring for children very seriously. The safety of all children and staff is a major concern and precautions are taken whenever possible. The parent also plays an important role when it comes to safety and the center asks the parent's help with the following:

- Never leave a child unattended in the car, on the playground or anywhere in the center
- Never leave the car running when unattended
- Deliver children directly to their room, children must not enter the building alone

Clothing

Due to the nature of some of the activities the center offers, parents must recognize that children's clothing may occasionally become soiled or damaged. Parents should therefore bring children to the center dressed in "play" clothes (except for after school care). The center assumes no responsibility for damage to a child's clothing. At least one extra set of labeled clothing needs to be available at all times. A change of clothing includes pants, shirt, underwear, and socks. Please check the sizes of the extra clothes periodically to ensure that it will fit your child if needed, and that it is suitable for the season.

The center strives to take the children outdoors for play on a daily basis. Per the State of Michigan Childcare Licensing rules and regulations. If the temperature falls below 20 degrees with the windchill, children will remain indoors. Parents should be certain that their child is dressed appropriately for the weather conditions. If a child arrives at the center and does not have the appropriate outerwear for outdoor activity, the center reserves the right to call and ask that the appropriate clothing be brought. Clothing items need to be clearly marked with the child's name. Items do occasionally become mixed up or misplaced and it is much easier to return things to the rightful owner when labeled.

Diapering

Changing tables for diapering will be used in the infant and wobbler room. A changing table will be provided .

All caregivers who change diapers will follow directions for changing diapers posted on the wall in each room. Parents will provide diapers, wipes, and any other supplies they want used at diapering time. These supplies will be labeled and kept next to the changing table area for easy access for the staff. After each diaper change, the changing table will be cleaned with soapy water, rinsed with clear water, and then sanitized with a bleach-based water, which will be allowed to air dry. Staff members will use soap and water for hand washing. Latex or vinyl gloves will be provided.

Diapers will be disposed of in a plastic lined receptacle that will be emptied at least once per day. Diapering will be done in a designated area that is physically separated from food preparation areas, be within close proximity to a sink, and maintain the surface area of the table so that it may be easily cleaned and sanitized.

If cloth diapers are used, the staff will not clean out or rinse any soiled diapers or clothing. Staff members will not clean out or rinse any soiled underwear or clothing.

In the event a child runs out of diapers or wipes while in the center's care the center will provide the necessary items for the remainder of the day. A \$10 diaper/wipe fee will be charged.

Discipline

The center's goal is to develop within the child a sense of self-discipline while building self-direction, self-control, self-esteem, and cooperation. Staff will promote the development of children's consciences and self-control through positive guidance techniques. These techniques include setting clear limits in a positive manner, involving children in establishing rule for social living and in problem solving of misbehavior, redirecting children to an acceptable activity and meeting with an individual child who is having problems or with the child and his/her parents. Staff will maintain their perspective about misbehavior, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities. Using these techniques will help support children's social and emotion learning. Non-severe and developmentally appropriate discipline may be used when reasonably necessary, based on the child's development, to prevent a child from harming him or herself or others or property.

We ask that parents do not discipline other people's children. The staff members are here to deal with the various situations that arise during the course of a normal day here at the center. If a child is having a particular problem with another child, please inform the staff and it will be handled properly.

When necessary, the following steps may be used (steps may vary depending on the age/ability of children in different groups):

- Give children opportunity to solve their own disagreements whenever possible
- Distract and redirect to a new activity to prevent unacceptable behavior
- Get down to the child's level and re-explain rules and/or explain why behavior is inappropriate, for those children 3 and older

The following means of punishment will be prohibited:

1. Hitting
2. Biting
3. Inflicting any form of corporal punishment
4. Shaking
5. Shaming/putting in the corner.

When discipline concerns arise, communicating with the parent is a priority so that the problem can be worked on in a cooperative manner. Depending on the situation, the communication may be by note,

phone call, or meeting in person. Staff members attempt to work cooperatively with parents on what steps are needed to correct a problem. All reasonable attempts to put a stop to negative behavior will be made.

Harmful behavior towards others will be treated in the following way:

1. A warning will be given to the parents/guardian. The child's behavior will be documented and signed by both the parents/guardian and the director.
2. The child will be put on a 3-day suspension. The behavior will be documented and signed by both the parents/guardian and the director.
3. The child will be removed from the center. The behavior will be documented and signed by both the parents/guardian and the director. Any unpaid fees that are due will be due at this time. No refunds will be made.

**Each case will be evaluated on an individual base to determine the needs of the child, along with the needs of the other children's safety.

Grievance Procedure

All Saints value each child in our care and desires a mutually respectful business relationship with each family. Communication is the key to every relationship. Therefore, the center strongly emphasizes the importance of daily communication with parents. Every effort is made to deal with any concerns a parent should have in a fair, reasonable, and timely manner. A parent with a concern should first contact and communicate such concerns to their child's teacher/assistant teacher, as they are the ones who work most closely with the children and most likely be able to help. If speaking with the caregiver does not resolve the issue, parents may take their concern to the director.

Confidential Information

Each family has a right to confidentiality. All information pertaining to families in our program, including all reports, records and data are confidential and used for internal purposes only. Information pertaining to children enrolled in our program will not be released to third parties without the expressed written permission of the parent, unless required by statute, court order or as state licensing mandates.

Personal Items from Home

Personal items from home need to stay at home, except for those items needed for the daily care of your child, such as blankets, pillow, and soft toy for rest time. When a child does bring personal items from home, the center is not responsible for loss or any damage to them. If any item is causing a disruption, the child will be asked to put the item away, or it may need to be confiscated.

Pest Management

All Saints Catholic Elementary will notify parents if they requested notifications when a pest application will be applied to campus. We will post a note on the information board and also on the preschool main entrance. If we have advance notice of an application being applied we will notify you as soon as possible through our newsletter.

Pests are controlled to protect the health and safety of students and staff. Pesticides applications will not be applied during school hours nor will it be in contact with the children.

Parking

Parking is available in All Saints MS/HS parking lot. You can also park opposite the school on 14th St. There is not any parking on 14th Street next to the school.

Withdrawal Procedures

If it is necessary for parents to remove a child from our program, one week notice of the intention is required at the school office. Parents are held accountable for tuition costs up to the date of leaving. If a child does not make proper adjustments or discipline problems should continue over a period of time, a conference will be held with the parents to discuss possible causes and ways of changing the child's behavior. If all attempts are unsuccessful, the school reserves the right to ask that the child be withdrawn from the program.

Child Abuse and Neglect

All employees of All Saints Catholic Elementary School are mandated reporters and will report suspected abuse and neglect. Suspected child abuse/ neglect will be reported to the Department of Human Services. The law requires that mandated reporters report suspected child abuse and neglect to the Department of Human Services. The report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make report.

Grievance Policy

All Saints Catholic Elementary values each child in our care and desires a mutually respectful business relationship with each family. Communication is the key to every relationship. Therefore, the center strongly emphasizes the importance of daily communication with parents. Every effort is made to deal with any concerns a parent should have in a fair, reasonable, and timely manner. A parent with a concern should first contact and communicate such concerns to their child's teacher/assistant teacher, as they are the ones who work most closely with the children and most likely be able to help. If speaking with the caregiver does not resolve the issue, parents may take their concern to the director

Parent Information

Parents are asked to provide their child with extra clothes in case of accidents. We also ask that you provide appropriate outdoor wear. We do go outside if the weather permits. Snow pants, hat gloves, boots, etc. will need to be provided. All children go outdoors daily for 30 minutes.

For rest time please provide your child with a blanket. We will provide mats for sleep. They will be sanitized after each use with a bleach and water mixture.

Nutrition

Children who attend the preschool program are offered lunch supplied by the school. The cost for hot lunch is \$3.00/meal. A lunch calendar will go home monthly. Children also have the option to bring lunch from home. We ask that you do not bring food into the lunch room from outside vendors such as, McDonalds, burger king, etc. we follow USDA guidelines.

Snacks

Each day the children receive a snack provided by a parent. Every other month a calendar will be sent home that details the snack schedule for those months. We ask that the snacks be peanut free, ready to eat, healthy, and nutrition.

Modification Clause

The center reserves the right to add, delete, or amend the policies and procedures provided for in this handbook upon thirty days' written notice to the parent whenever possible. In the event of a shorter timespan be necessary, the center will immediately update the policies and procedures by sending out an addendum.

In Conclusion

We hope your time with us will be enjoyable. This handbook is to be used as a guide for you. Feel free to call or send a note whenever you have a question regarding the center's policies or your child's welfare. We are here to serve you needs and the needs of your child in a loving, Christian manner.

All Saints Catholic After School Program:

All Saints Catholic Elementary provides Aftercare for children 5-12 years old. Monday through Friday from 3:05pm – 6:00pm. The program will be located inside All Saints Elementary in the cafeteria.

All Saints After School Program provides an afternoon snack (two items of different food groups, for example a piece of fruit and crackers,) homework time, creative learning activities, outdoor time, and great social interactions.

After School Program Rates:

Weekly Rate: \$45.00/week per child

Daily Rate: \$10.00/day per child

Daily Schedule:

3:05 – Check In

3:05 – 3:30 Snack

3:30 – 4:15 Station 1

4:15 – 5:00 Station 2

5:00 -5:45 Station 3

5:45 – 6:00 Clean up and prepare for pick up.

The 3 stations will rotate through creative learning activities, homework time/help, and structured social interaction time.

Discipline Policy:

Students enrolled in the After School Program are expected to follow the same guidelines that are put in place for the school day. All Saints Catholic Elementary School embraces a philosophy of Christian expectations that assist all students to develop self-discipline and character.

All Saints after School Program utilizes progressive discipline for any infraction that violates the safety of the student or any other student.

- Warning with an interaction.
- Discuss what the student did wrong
- Discuss what is expected of the student
- Explain what is the next consequence
- student verbal commitment to improve behavior
- Discussion with student about importance of following rules. Conversation with parent.
- Meeting with parents.
- Time out of program.
- Removal from program.