

St. John the Baptist Childcare



Family Handbook
2021-2022

Saint John the Baptist Catholic School

Our Mission Statement: We, the community of Saint John the Baptist School, will grow spiritually and academically in accordance with God's will.

St. John the Baptist Principal: Linda Monahan

Address: 500 S. 18th St., Plattsmouth, NE 68048

Phone: (402)296-6230

Website: www.stjbcatholic.com

Child Care Director: Mary Tilson and Linda Monahan

Email: Mary-tilson@cdolinc.net, linda-monahan@cdolinc.net

Phone: (402)473-0668

Child Care Hours of Operation: Monday-Friday 6:30-6:00pm

Child Care Billing: Mary Tilson

Email: Mary-tilson@cdolinc.net

It is our goal to provide you and your child(ren) with quality care in a fun and rewarding environment. StJB School Child Care program is licensed to care for students enrolled in StJB from ages 3 through 13.

Child Development Plan

It is our goal to create an environment where each child is respected as an individual.

It is our goal to help children develop to the fullest potential in a variety of ways, including but not limited to:

- Emotionally by respecting and recognizing their feelings and the feelings of others around them.
- Physically by providing activities involving both fine and gross motor skills. The children will play in the school gym with different types of balls and running activities when the gym is available. Weather permitting, students will play outside on the school playground equipment.
- Socially by encouraging interactive, cooperative play among children. Students will be encouraged to play together in small groups or individually. They will be inclusive of others when playing board games and creative play.
- Intellectually by providing active learning opportunities that stimulate children's minds and help them develop positive decision-making skills. Students will be encouraged to complete homework assigned during the school day. Educational games and books for all levels of readers will be available in the child care room.

It is our goal to provide a safe and healthy environment for all children in our care.

Days of Operation

Monday-Friday 6:30am-6:00pm.

StJB Childcare will be available before school from 6:30am to 7:30am Monday through Friday and after school until 6:00pm for students registered in the child care program. All students attending StJB school will be asked to fill out the paperwork for the Childcare program, for situations that arise when needed.

Childcare will be available on Tuesday and Thursday from 6:30am to 6:00pm and after preschool on Monday Wednesday and Friday for students attending the 3-year-old preschool program and registered in the child care program. These days and times are determined by need, we will staff the childcare if three or more students are enrolled.

Childcare will be not available on non-school days or during the summer months.

Childcare is not available when school is cancelled due to inclement weather and will not be available when school is dismissed early due to inclement weather.

Enrollment and Tuition Guidelines

Childcare is available for children ages 3, who are currently enrolled in kindergarten through 13 currently enrolled in Saint John the Baptist School from 6:30am to 6:00pm Monday through Friday.

Enrollment fees are \$25.00 per child, not to exceed \$50.00 per family. This is a onetime only fee for the length of their stay at StJB.

If your child(ren) attend StJB childcare in the morning before school and are dropped off between the hours of 6:30am and 7:30am you will be charged a flat fee of \$5.00 for this time. If your child is dropped off during this time on a non-school day, you will be charged the hourly fee of \$4.00/hour from the time of their arrival to the time they leave.

Tuition fees are \$4.00 an hour per child. Time will be rounded off in 5-minute intervals.

Billing statements will be sent home with your child every two weeks (this is subject to change). Payments will be due asap. The due date will appear on the billing statement.

Payments should be handed in to daycare staff when picking your child(ren) up on the due date. Payment may also be handed in to the school office, placed in your child(ren)s book bag or mailed to the school on the occasion that after school care is not in session. **PLEASE MAKE SURE YOUR PAYMENT IS LABELED ATTN: StJB CHILD CARE and CLEARLY LABELED WITH YOU NAME IF YOU ARE SENDING CASH.**

Parents have the option to put extra money into their account to avoid negative balances. If payment arrangements need to be made, please do so before the due date and contact the school office (402)296-6230.

If payments are not received and balances accumulate, a letter will be sent home informing the parents of the outstanding balance, when their child care return to the childcare. Childcare will not be available to their child until the balance is paid or arrangements have been made with the administration.

Parents are responsible for checking their child(ren)s book bag for bi-weekly billing statements.

All students will be enrolled in the program. In the event that a ride is not available the student will be sent to the childcare until a ride arrives.

Snacks and Meals

Snacks will be provided throughout the day for students attending StJB childcare.

Children may bring a cold breakfast to be eaten before school if they are attending StJB childcare from 6:30-7:30am.

On non-school days, it is the parents/guardians responsibility to provide a sack lunch for their child/ren attending StJB childcare.

Parents are welcome to donate snacks to StJB anytime. They may be given to only your child or shared among all the students.

Personal Items

Children are expected to follow school dress code while in Childcare. If your child(ren) needs to change for sports or other practices, they will do so 15 minutes before their scheduled pick-up or sports practice begins.

Children who are going directly to onsite sports practices from after school care will only be permitted to do so when a coach is available for supervision, unless otherwise given written permission by the parent.

Children are not permitted to bring electronics of any kind to after school care. If a child needs to contact their parents for any reason they will be permitted to call from the school office only. Children may not bring iPods, iPads, cell phones, hand held video games or electronics of any kind. If a child is found using any of these devices the device will be confiscated and released only to the parent.

Behavioral Management

Discipline of children will be as follows: caregiver will talk to the child(ren) about their behavior and request changes. The child may have supervised separation from the group if needed. A written note or verbal communication with parent at pickup will be done.

Disenrollment

Disenrollment is the final option for a student who is consistently displaying negative behavior, and not following the rules and procedures that are set in place. Other reasons for disenrollment may include: nonpayment of tuition, consistent late pick-ups, and physical behavior (hitting, biting, kicking, etc.)

Pick up

Parents and guardians are asked to come into the school to pick up their child. **There is a phone on the wall south of the school office doors to call down to the childcare to have them bring up your child. This phone calls directly to the childcare.** If the phone is not answered, please call 402-473-0668 from your cell phone. This was installed to ensure the safety of all in the building. You must sign your child out of childcare. You will indicate the time the child was picked up and provide a parent/guardian signature.

If your child(ren) will be picked up by someone other than you (the parent/guardian), we ask that you notify us as soon as possible. You may call the school office or childcare director to make these arrangements. This is for security reasons. We want to insure the safety of your child(ren).

If you cannot pick up your child(ren) by 6:00pm due to an emergency, please contact the child care director as soon as possible.

Fire/Intruder/Emergency Evacuation Drills

The childcare program will follow all StJB school's procedures for emergency drills.

Maintaining a Clean and Healthy Environment

To maintain the upkeep of the childcare facility, tables, chairs, and door handles will be cleaned at the end of the day. Vacuuming and trash removal will be done by childcare staff. Students will wash their hands or use antibacterial gel before and after all snacks.

Immunization Requirements

All children must be up-to-date on all immunizations before being admitted into our childcare program. Acceptable documentation for records of immunizations must be validated by a physician or other healthcare professional with a signature or rubber stamp, and indicate your child's name, date of birth, number of doses and vaccine type, and the month and day and year the child received each vaccination. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. If any state licensing regulations exist that exceed these requirements the state licensing regulations will be adhered to by the school. Failure to abide by the immunizations requirements may impact your child's enrollment.

Illness

If your child becomes ill while in our childcare we will contact you or your child's emergency contact. This includes children with or without a temperature of 99 degrees or above with symptoms with or without vomiting. It also includes, but is not limited to diarrhea, any signs of a communicable condition such as head lice, pink eye, impetigo, scabies, bad cough and/or cold.

We have the right to determine to send a student home if he/she is ill.

An EMERGENCY INFORMATION card is kept on file for each student. Parents are notified in the event of illness or injury. Please inform the school immediately about any special medical problems.

Optimum good health is the goal for each student. If your child is sick enough to need cough, cold or flu medicine, has a fever or develops a rash, he/she and fellow students are best served by the ill student being kept home. If your child vomits or has a fever, it is necessary that they remain home for 24 hours' fever free and 24 hours after the last vomiting event. If your child is absent from school for any reason other than an appointment with documentation, your child should remain home. If your child is sent home early from school due to illness, he/she will not be permitted to attend Childcare.

Medications

It is the policy of StJB school that all students' medications be administered outside of school hours. However, if a student is required to take oral medication during childcare hours, it will be administered only under the following guidelines: 1. No medications, prescribed or over the counter, will be administered without a written, signed and dated request from the physician and signed by the parent. Medication request forms are located in the school office. 2. Medication must be in the prescription container, properly labeled, including the student's name and directions for administration. Over the counter prescriptions must be in its original container. Rather than sending medications, such as antibiotics, back and forth to school each day, please keep an appropriate amount of medicine at home and send the original container to be kept at school. 3. No medication of any kind may be kept in the classroom or by the student without permission of the principal.

Note: The school reserves the right to refuse to administer medication if the guidelines are not followed. In addition, the school does not assume responsibility for reactions to medications brought to school. If students may be susceptible to the side effects of any medications, it is the parent's responsibility to communicate that information to the school in writing.

Mandated Reporting of Suspected Child Abuse or Neglect

As caring and concerned child care providers, we take our responsibilities very seriously. Abuse and neglect, whether physical or emotional, can happen in many types of families and environments, and in varying degrees. When abuse occurs, both children and parents/guardians are victims who need support, understanding and help. Our staff has been trained to recognize symptoms of abuse and neglect, **and the law requires us to report all suspected cases of abuse and neglect.**

State Licensing Requirements

State licensing requirements and strict enforcement of standards are in the best interest of all children. Our school meets all applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our school is subject to inspection by state, county and city health, fire and licensing officials

It is the right of the state licensing agency, as well as Child Protective Services, or Children and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit and copy child and staff records with or without our prior notice or parental consent.

- Observe the physical condition of the child, including those that could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

The school has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect our school to adhere to all county and state regulations governing safety, fire, nutrition and child/staff ratios. Our inspection reports are either posted or available upon request from the After School Care director. Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that may help us achieve these goals.

Confidentiality of Information

Information pertaining to a child and his/her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies or accrediting bodies for information that may be pertinent to a child's well-being or requested by a legal subpoena. Student files are otherwise confidential and monitored by the management. If your child is involved in an incident involving another child our staff will not reveal the child's identity.

Parent Grievances

We want our program to be beneficial to you and to our school and we do welcome any input that you may have. Please feel free to address any issues you may have or ideas on how to make our program better.

Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to the effective instruction of groups and students.

A grievance is a formal complaint. It involves one party allegedly being denied by another, something to which the grievant party believes he or she is entitled.

Before allowing differences to become formalized grievances, an effort should be made to resolve disputes through an open discussion between the complainant and the immediate authority, (i.e. parent or teacher).

Parents who have a grievance about the childcare program are asked to contact the teacher in writing within five school days of the occurrence regarding classroom issues and the administration for non-classroom issues. The teacher and/or principal will respond within two business days to answer any questions (the home telephone numbers of teachers and staff members will not be given out by school personnel). The principal will meet with both parent(s) and teacher(s) to assist in the resolution of the grievance if their concerns are not resolved through discussion with the teacher.

The principal is responsible for the day-to-day operation of the school, and in accord with that responsibility, has the authority to make final decisions relative to the resolution of concerns.

In the event that a parent believes that his or her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals and objectives of the school, he or she may request a meeting to further discuss the situation. Parties to be represented at this meeting could possibly include: teacher/parent; teacher/parent/principal; teacher/parent/principal/student; teacher/parent/principal/student/Chief Administrative Officer.

Family Handbook Acknowledgement

I have read the document entitled "Family Handbook" and have received a copy of the "Family Handbook."

Child's Name (Please Print)

Parent or Legal Guardian's Name (Please Print)

Parent or Legal Guardian's Signature

Director's Signature

I hereby release, indemnify, and hold harmless StJB child care, The Church of the Holy Spirit, St. John the Baptist School and the Diocese of Lincoln from any and all liability claims, demands and causes of whatever kind and nature, including any injury or harm caused by negligence or any action incurred in conjunction with StJB child care.

I consent to let StJB childcare staff to provide transportation for my child in the event of a medical emergency and consent to emergency treatment if necessary.

I consent to allow my child(ren) to be photographed and used in promotional materials published by StJB child care or Saint John the Baptist School.

I agree to pay StJB childcare for services rendered by the due date stated on each bi-weekly billing statement. I understand that failure to pay any balance on a routine basis may result in your child being denied StJB childcare services.

I agree that any and all fees associated with the collection of any disputed accounts are my responsibility.

I agree to pay the one time registration/enrollment fee of \$25.00 per student, not to exceed \$50.00 per family. (pertains to new families only)

Child's Name (Please Print)

Parent/Legal Guardian's Name (Please Print) Parent/Legal Guardian's Signature

Director's Signature