

**Ss. Peter and Paul Day Care
Parent Handbook
2011 - 2012**

STATUS

SS. Peter and Paul Day Care is a childcare program for 3, 4, and young 5 year olds. It is an official extension of Ss. Peter and Paul (SSPP) Catholic School and is under the administrative and supervisory control of the school Principal. The Principal has delegated responsibility for operation of the SSPP Day Care to the Day Care Director.

ELIGIBILITY

Only students who are enrolled in SSPP Preschool are eligible to be enrolled in SS. Peter and Paul Day Care with the exception of SSPP Kindergarten students that have a sibling enrolled in SSPP Day Care.

ARRIVAL AND DEPARTURE PROCEDURES

Children must be signed in each day upon arrival at the center and signed-out upon departure from the center. This is the responsibility of the parent or authorized person. Likewise children must be taken in and recognized by a staff member before the parent or authorized person departs. This is done for the safety of the child. The doors will remain locked at all times for safety. Please make sure doors close completely. **Do not open the doors to anyone you do not know.**

ATTENDANCE

SSPP Day Care will be open from 6:30 a.m. – 6:00 p.m., Monday through Friday with the exception of the stated holidays. Regular attendance is encouraged to provide your child with routine. However, should your child need to be absent on a scheduled day of attendance, please notify the center by 10:00 a.m.

BEHAVIOR EXPECTATIONS

Children will be expected to behave as responsible, self-disciplined members of a caring, Christian community. That is, children will be expected to respect the Day Care Staff, each other, and the materials and environment provided. They must never leave the building or grounds without the explicit permission of the Day Care Staff or in the company of their parent(s)/Guardian. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern.

The following behaviors will not be tolerated:

- Disrespect or insubordination toward Day Care Staff
- Refusal or repeated failure to adhere to Day Care rules
- Refusal or repeated failure to comply with directives of the Day Care Staff
- Loud, boisterous, rowdy or otherwise disruptive behavior
- Foul language or profanity
- Harassment or verbal abuse of other children
- Physical abuse of other children such as biting, pinching, hitting, or kicking
- Running in the building
- Eating, drinking except for times and places designated
- Standing on, jumping on or climbing on or over furniture
- Throwing of any object (rocks, sticks, pencils, crayons, sand, food, drink, etc.) not intended for throwing or that could cause harm to any person or property
- Damaging or destroying personal or Day Care property

COMMUNICATION

SSPP Day Care offers an “open door” policy. Parents are encouraged to drop by the center at any time to observe or participate in their child’s activities. To keep the line of communication open between the childcare center and the parent, the following are provided:

- monthly newsletter (please check your child’s cubby daily)
- memorandums alerting you to contagious diseases that have been diagnosed
- parent-staff conferences (will be scheduled as needed)

Parental Involvement

We invite all parents to become involved at the Day Care. You are welcome to visit or volunteer at any time. Please be advised that we must follow Diocesan Policy and all volunteers/visitors must have attended a “Protecting God’s Children” session.

Your comments and suggestions are much appreciated.

DISCHARGE FROM CENTER

Reasons for discharge from the center include, but are not limited to: failure to comply with required medical forms, tuition is delinquent for 2 consecutive weeks, your child does not benefit from the center’s environment, the program is disrupted by the child’s behavior, non-cooperation from the parent, or continuous aggressive behavior by the child.

DISCIPLINE

We believe praise and encouragement are much more effective in promoting appropriate behavior than are negative techniques. Therefore, the discipline techniques used at the center are positive reinforcement, redirection and time-out. We refer to the basic premises of one minute of time-out per age of the child. Physical punishment is never used. Each child is expected to abide by the rules of SSPP Day Care and respect staff members, other students, and all property. Repeated instances of misbehavior considered serious by a member of the Day Care Staff or which include one or more of the specific behaviors listed above will result in any or all of the following:

- Documentation
- Parent/guardian notified by phone
- Parent conference with Director
- Parent /guardian will be required to observe their child during the primary activity hours (8:00 – 10:45 a.m. or 2:30 – 4:30 p.m.).
- If parent declines to observe their child within 2 working days or if the behavior continues after the parent observation, a three-day suspension of the child will occur.
- Parent conference with Director and School Principal if the behavior is still occurring when the child returns to the facility.
- A 5-day suspension will occur.
- If the behavior is still apparent after the 5-day suspension, permanent expulsion from the facility will occur.

DRESS CODE

Children need to wear play clothes to the day care. Please make sure your child wears closed toe shoes at all times. Sandals tend to come off.

EMERGENCY CLOSING

For the safety of our families and staff, SS Peter and Paul Day Care will close due to inclement weather when necessary. Should the center have to close, all parents/guardians will be notified by telephone. Weekly payments remain the same if the center must close due to inclement weather.

When school is closed due to inclement weather the Day Care will open at 7:00 a.m. Call the Day Care by 8:00 a.m. if your child will need care. Depending on the condition of the parking lot, entry will be through the library.

FEES

LATE PAYMENT (TUITION)

Tuition is due in full each Monday morning or on your child's first day of attendance each week. If it is not paid on the first day in attendance, late fees will be added as follows:

Child's 1 st day in attendance:	No late fee	Child's 6 th day in attendance:	\$15.00
Child's 2 nd day in attendance:	\$5.00	Child's 7 th day in attendance:	\$17.50
Child's 3 rd day in attendance:	\$7.50	Child's 8 th day in attendance:	\$20.00
Child's 4 th day in attendance:	\$10.00	Child's 9 th day in attendance:	\$25.00
Child's 5 th day in attendance:	\$12.50	Child's 10 th day in attendance:	*expulsion

Please add these late fees into your check at the time of payment to avoid additional late fees.

*Reinstatement will be subject to the approval of the Day Care Director and/or SSPP School Principal.

DAY CARE DROP-OFF FEES

Drop-off \$40.00 Per Day

Drop-off fees apply to students registered in SSPP Preschool that requires occasional or one-time use of the services provided that staffing permits and a two week notice is submitted to the SSPP Day Care Director. Kindergarten students with siblings enrolled in SSPP Day Care will be considered drop-offs.

LATE PICK-UP FEES

A late fee of \$5.00 for each five minutes or part thereof after 6:00 p.m. This is a per child charge even if the children are from the same family. Late pick-up fees are due at the time of the late pick-up or before your child is dropped off the next morning. Should a child still be at SSPP Day Care after 6:30 p.m., the local police will be notified.

REGISTRATION FEES

A non-refundable registration fee is required upon enrollment and each August 1 thereafter. The registration fee is \$40.00 per child. Also, one week's tuition is due to hold a position. The amount is then credited to your child's first week at the center or forfeited if the child does not begin care on the specified date.

A two week notice is required when choosing to leave SSPP Day Care.

RETURN CHECK FEE

A return check fee of \$20.00 will be added to any returned check.

HEALTH AND MEDICATION

The health and well being of each child at the center is of the greatest importance. Therefore, if any of the following signs of illness appear in your child, he/she will need to be promptly picked-up from the center. One hour after you are phoned, late fees will apply.

- swelling/redness of throat
- constant cough
- extreme fatigue
- reddened eyes
- diarrhea (1 time)
- skin rash
- head lice
- vomiting

Once your child is diagnosed as having a communicable disease, please notify the center as soon as possible. Children must be free of fever, diarrhea, vomiting for 24 hours before returning to day care

Medication should only be brought into the childcare center in medically necessary situations. Medications requiring multiple doses will be given, using the following guidelines.

Prescription medication must display a pharmacy issued label with the child's first and last names, directions for administering, date, and physician's name. All medication will be recorded on a Medication Form signed by the parent.

HOLIDAYS

The center will be closed in observance of the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the Friday of the Parish Homecoming weekend. If the holiday should fall on a Saturday we will be closed the Friday before and if the holiday should fall on a Sunday we will be closed the Monday after. *There is no reduction in tuition for these holidays.*

Christmas Break

In the past there has not been a need for us to be open the week between Christmas and New Years. We have decided this year we will close and use this time for cleaning. You will not be charged for the time we are closed.

- Daycare will close at 12:00 noon on December 21 so the staff can attend the Parish Christmas Party.
- Daycare will be open on Thursday, December 22, regular hours.
- Daycare will be closed from Friday, December 23 through Monday, January 2.
- Daycare will re-open on Tuesday, January 3.

If the center is closed for another reason, we will notify you in advance. You will not be charged for unscheduled closings.

NAP TIME

All children are required to have a rest time. It is the family's responsibility to provide a blanket and pillow (if needed). Children may bring a soft stuffed animal to sleep with. Brats and Barbies are not appropriate sleep toys.

NUTRITION

Good nutrition is essential to your child's health. The center furnishes lunch and an afternoon snack. Commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer, or it shall not be accepted as part of snack, holiday, birthday, or other celebrations. All parents are asked to sign-up for one snack day a month.

OUTDOOR PLAY

We do go outside daily; weather permitting. Please remember to dress your child accordingly. We are out for 30 minute time periods, both in the morning and afternoon. These are cut shorter in extreme hot or cold weather. We will not go out if the temperature or wind chill is below 32 degrees or if the temperature or heat index is 100 degrees or above.

PARENTAL INVOLVEMENT

We invite all parents to become involved at the Day Care. You are welcome to visit or volunteer at any time. Please be advised that we must follow Diocesan Policy and all volunteers/visitors must have attended a "Protecting God's Children" session.

PERSONAL BELONGINGS

Each child needs to keep at least one full change of clothing at daycare in case of an accident. All clothing should be marked with your child's name. Toys should not be brought to the center unless special permission is given. A soft animal may be brought to the center and kept in your child's backpack for use during rest time.

SAFETY

Fire drills and weather drills will be held at the center.

SICK DAYS AND VACATION

After six months of attendance the number of days contracted in a calendar week will be allowed for vacation. These days must be scheduled a minimum of 1 week in advance in writing. Vacation days are not carried over and only 1 per calendar year is allowed. **In the event of an extended illness, more than four days, a doctor's note will be required to receive a 50% reduction in fees for the week. (This will be allowed 2 times per calendar year). If your child is hospitalized speak to the director.**

SUMMER PROGRAM

The summer program accepts children age 3 – children who have completed 5th grade. More ages will be added as we have space.

RIGHT TO AMEND

SSPP Day Care retains the right to amend these policies and procedures for just cause. Revised copies will be provided to parents.

CLOSING THOUGHT

We hope your experience at SS. Peter and Paul Day Care is a positive one and we look forward to serving your family's needs.