



ST. PETER'S CHILD DEVELOPMENT CENTER

PHILOSOPHY STATEMENT

We believe that every child is a unique individual and must be treated with respect and dignity. We believe that in order to grow and develop socially, emotionally, mentally, physically, and spiritually, a child must be provided an environment that is developmentally appropriate and provides opportunities for "hands-on experiences." This environment must promote a safe, secure, caring atmosphere, which allows the child to:

- *Foster a healthy self-concept and positive self-esteem
- *Develop a degree of independence and responsibility for self
- *Learn to express thoughts and feelings in a creative, positive way
- *Promote development of small and large muscle coordination
- *Recognize emotions and express them in an acceptable way

ST. PETER'S CHILD DEVELOPMENT CENTER POLICY AGREEMENT

It is the policy of St. Peter's Child Development Center to provide quality childcare to all families without discrimination. This section defines our policies as well as your responsibilities. Open communication between staff and parents is critical to providing quality childcare. The following policies exist for the safety and well being of children, parents, and staff. If you have any comments, concerns, or questions, please feel free to discuss them with us.

ADMISSION POLICIES

St. Peter's Child Development Center admits children without regard to sex, race, color, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to children in the Center. We do not discriminate on the basis of sex, race, color, national or ethnic origin in our employment practices, administration of policies, admission and treatment of children. Priority for enrollment is as follows: active, practicing Catholic families from St. Peter the Apostle parish; other Catholic families; non-Catholics.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school/center personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

All three year old children entering into preschool **MUST** be potty trained. As for the

fulltime children who are not potty trained during their time in the two year old class, they will remain in the two's until they are completely potty trained. This must be accomplished within a reasonable time period. Parents will be asked to keep their child home to accomplish the task if not met within two weeks after transition. Any new student entering the fulltime program **MUST** be potty trained. These policies are made due to ratio situation that require us to have only a number of children per room according to their age.

CONFIDENTIALTY

It is our practice not to discuss a child with any non-staff person unless that person is the child's parent or guardian.

CUSTODY

In the event of divorce, parents need to supply the CDC with the custody order or page of the divorce decree pertaining to custody of the children.

ENROLLMENT

1. All registration materials must be completed and returned prior to enrollment of your child.
2. Children must be at least six weeks of age for child care and five months of age for Mother's Day Out.
3. Prior to the first day of enrollment, each child must have on file:
 - A) A completed medical history form
 - B) An Alabama Certificate of Immunization
 - C) Evidence of freedom from any communicable disease
 - D) Child's Preadmission Record

REGISTRATION/APPLICATION FEE

A registration fee is paid upon acceptance of a child into the program and then annually, during winter registration, if the child will be returning for the next school year. This fee is nonrefundable.

If the class desired is full, a nonrefundable application fee may be paid to have a child's name placed on the waiting list. The full Registration Fee must be paid when a child is placed in the program.

ACTIVITY FEE

An annual activity fee is assessed for all children on July 1st. The amount varies by age and is based on supplies used, cost of books, and other special programs. This fee is nonrefundable.

ARRIVAL/PICK UP PROCEDURES FOR MOTHER'S DAY OUT

Arrival

1. Children may **NOT** be dropped off before 9:00 AM or **AFTER** 11:00 AM as not to disrupt the class. **NO EXCEPTIONS**
2. Parents must use the carpool line. Mother's Day Out parents must bring their children in and sign in.

Pick Up

1. Mother's Day Out parents must sign children out on the sign out sheet.
2. Anyone picking up a child may be asked to show identification.
3. Any parent arriving **AFTER** 2:10 p.m. will be assessed a \$5.00 per minute for the 1st two minutes and \$1.00 for every minute thereafter.
4. **EX: If you are 5 minutes late you will owe \$13.00.**

CARPOOL FOR THREE AND FOUR YEAR OLD PRESCHOOL

Carpool guidelines have been devised for the safety and well being of all the children, helpers, and staff at the CDC. Carpool numbers and guidelines will be distributed at Orientation or Open House. Parents should familiarize themselves with these guidelines.

Three and four year old preschool children should be dropped off between 8:50 – 9:00 a.m. and picked up between 2:00 and 2:10 p.m. The first day of carpool will be announced. Children may **NOT** be dropped off **AFTER** 11:00 AM as to not disrupt the classroom. **NO EXCEPTIONS**

Preschool parents must use the carpool line. If for some reason a parent chooses not to use carpool line in the afternoon, the parent **MUST** wait in their car until the last car is loaded and then walk up to retrieve your child from his/her teacher. Thereby not interfering with the carpool line. Anyone picking up a child may be asked to show identification. Any parent arriving **AFTER** 2:10 p.m. will be assessed a \$5.00 per minute for the 1st two minutes and \$1.00 for every minute thereafter.

EX: If you are 5 minutes late you will owe \$13.00.

ARRIVAL/PICK UP PROCEDURES FOR FULL-TIME CHILDCARE

Arrival

1. Children may **NOT** be dropped off before 7:00 AM or **AFTER** 11:00 AM as not to disrupt lunch and naptime. **NO EXCEPTIONS**

2. Parents must sign the child in on the computer and initial sign in weekly sheets (next to the computer). Parents of Infant I through Older Toddler must complete the parent's portion of the child's daily sheet in their classroom.

Pick Up

1. Parents must sign the child in on the computer and initial sign in weekly sheets (next to the computer).
2. Take the child's daily sheet (Infant I thru Older Toddler's) and personal belongings home.
3. Anyone picking up a child may be asked to show identification.
4. Any parent arriving **AFTER** 6:00 PM will be assessed \$5 per minute for the first two minutes and \$1 for each additional minute thereafter.
5. **EX: IF YOU ARE LATE 5 MINUTES YOU WILL OWE \$13.00.**

LATE PAYMENT FEE

A late fee will be assessed for each charge that becomes delinquent. This fee will be equal to 10% of the charge that is delinquent. The children of any family with a delinquent charge at the end of a month will not be allowed to return to the CDC until full payment has been made or satisfactory arrangements have been made with the Director.

TERMINATION OF ENROLLMENT

By Center-

In certain circumstances, it may be necessary for the Director to have a child discontinue attendance. The decision to terminate enrollment would be based on whether it is in the best interest of that child, the other children in the class, and the general operation of the center to terminate enrollment. Every effort will be made to correct a problem before a final decision is made. Enrollment may be terminated as a result of any of the following:

- *Non-payment of tuition
- *Abuse of children, staff, or property
- *Continued violation of CDC policies
- *Disruptive or dangerous behavior
- *The Center's inability to meet the child's needs

Whenever possible, written notification of two weeks will be provided to the parent in the event of termination of enrollment.

By Parent-

St. Peter's Child Development Center requires that parents give at least two weeks notice if the child is to be withdrawn from the Center and payment of those weeks must be paid at time of written notice by parent.

ACCESS CODES FOR FULL-TIME CHILDCARE PARENTS

The CDC has a door security system with key pads at the front and back entrances. Each family has a 4-digit access code which enables them to enter the building without assistance between 7:00 a.m. and 6:00 p.m. on school days. When using, the four numerals should be followed with the “star” key. Access codes are not necessary for preschool parents because of the use of carpool. Mother’s Day Out has a door security system with a keypad at the door entering from the hallway.

ARRIVAL/PICK UP PROCEDURES FOR MOTHER’S DAY OUT

Arrival

- Children may not be dropped off before 9:00 a.m. Children may **NOT** be dropped off **AFTER** 11:00 AM as not to disrupt the class.
- Preschool parents are urged to use the carpool line. Mother’s Day Out parents must bring their children in and sign in.

Pick Up

- Mother’s Day Out parents must sign children out on the sign out sheet.

CARPOOL FOR THREE AND FOUR YEAR OLDS

Carpool guidelines have been devised for the safety and well being of all the children, helpers, and staff at the CDC. Carpool numbers and guidelines will be distributed at Orientation or Open House. Parents should familiarize themselves with these guidelines.

Three and four year old preschool children should be dropped off between 8:50 – 9:00 a.m. and picked up between 2:00 and 2:10 p.m. The first day of carpool will be announced. Children may **NOT** be dropped off **AFTER** 11:00 AM as to not disrupt the classroom.

Preschool parents are urged to use the carpool line. If for some reason a parent chooses not to use carpool line, the parent **MUST** wait in their car until carpool is through at 2:10 PM and then walk up to retrieve your child from his/her teacher. Thereby not interfering with the carpool line. Anyone picking up a child may be asked to show identification. Any parent arriving after 2:10 p.m. will be assessed \$5.00 per minute for the 1st two minutes and \$1.00 for every minute thereafter.

EX: If you are 5 minutes late you will owe \$13.00.

ARRIVAL/PICK UP PROCEDURES FOR FULL-TIME CHILDCARE

Arrival

- Children may not be dropped off before 7:00 AM or after 11:00 AM as not to disrupt lunch and naptime.
- Parents must sign the child in on computer and initial sign in weekly sheets next to the computer. Parents of Infant I through Older Toddler must complete the parent's portion of the child's daily sheet in their classroom.

Pick Up

- Parents must initial sign out sheet.
- Take the child's daily sheet (Infant I thru Older Toddler's) and personal belongings home.
- Anyone picking up a child may be asked to show identification.
- Any parent arriving after 6:00 PM will be assessed \$5 for the first two minutes and \$1 for each additional minute late fee.

ACCIDENT PROCEDURES

If a child receives a minor injury during the day, first aid will be administered (clean wound and apply Band-Aid if needed) and the parent will receive an Accident Report, which describes the nature of the injury, and the care that was given.

In the event of a major injury, we will contact the parent, per the instructions provided on the emergency treatment form filled out by the parent. Part of this emergency treatment form is your authorization for the Center to take whatever emergency measures are deemed necessary for the care of your child.

ANALYSIS/TESTING OF CHILDREN

Each year the CDC arranges for Children's Hospital to provide Speech and Hearing Screening and for UAB to provide Vision Screening. These screenings are for three and four year olds. Parents that wish for their child to be screened must complete appropriate permission forms and pay the applicable cost.

BIRTHDAYS

Birthdays are very special at St. Peter's Child Development Center. Parents are encouraged to join in the celebration. Please coordinate your plans with your child's teacher. Check for children's allergies so that an alternative item can be provided. However, it is Diocesan policy that party invitations not be passed out at school.

BITING POLICY

There are certain times during a child's development in which children may begin to bite others. The staff will attempt to intervene and redirect this behavior. However, at times, a child may be bitten. We will do the following if this should happen

- Wash bite with antibacterial soap.
- Fill out Accident and Incident reports.
- Biter will be removed from the situation and appropriate actions will be taken.
- If skin is broken, the parent of the injured child will be called immediately.

Please be aware that it is possible for a child to be bitten and the teacher not be aware. Some children do not cry or tell if they have been bitten. If you notice a bite mark on your child and do not receive a report, please let the **teacher** know.

CENTER CLOSING

In the event of inclement weather it may be necessary for the Center to be closed. If the Hoover City Schools are closed for inclement weather, then St. Peter's CDC will also be closed. (Hoover Schools regular hours are from 8:00-3:00). This means if they delay school for two hours, then we do not open until 10:00. We try to have our closing announced on the local television stations. However, we have experienced occasions in which the stations will not announce childcare closings. Therefore, please look for Hoover City School closings.

If the center should need to close for reasons other than weather, parents will be notified by whatever means are available. Tuition is not discounted for these closings.

CLOTHING

1. Children should wear comfortable, casual play clothes. Hands-on busy and sometimes messy projects will frequently be part of our day's activities.
2. Comfortable, safe shoes should also be worn. **FLIP FLOPS, BALLET SHOES, TAP SHOES, CROCS, AND CLEATS ARE NOT ALLOWED.**
3. Parents are required to supply two sets of clothing per child.
4. The Center cannot be responsible for lost clothing or possessions.
5. Book bags are not allowed. A canvas tote with straps can be used. We will have St. Peter's CDC tote bags available for \$5.00 at orientation.

COMMUNICATION

If you have a concern about the care or instruction of your child, talk first to the person directly involved. If you do not feel the issue is resolved, you should then contact the director.

We ask that parents respect the time that teachers need with their own families. Our teachers are professionals who are available to CDC parents during work hours. We ask that parents respect teachers' time at home by not calling them during their time off.

Informal conferences may be held anytime by appointment. Your communication and involvement is important. Interacting with your child's teacher will enhance a feeling of partnership in the education and care of your child.

DIAPERS

Parents of children who are in diapers are required to supply a full package of diapers and wipes to accommodate the child's needs. These items must be supplied on a continual basis. Parents that do not replenish diapers and wipes as needed will be called to either bring what is needed or to pick up the child from the Center until such items as diapers or wipes are supplied. Any ointments, lotions, or creams to be used must be labeled.

DISCIPLINE PROCEDURES

The CDC staff will redirect inappropriate behavior whenever possible. A "Cool Down" period may be appropriate for the child to think about their actions, according to their age. In the event that disruptive or dangerous behavior continues, the parent will be called to pick up the child for the remainder of the day.

Any disruptive or dangerous behavior that is ongoing will be documented and parents will be contacted to attend a conference to discuss this behavior. In the event that the behavior continues, the parent may be asked to remove the child from the CDC permanently.

Please be aware that certain behaviors (pushing, hitting, etc.) are age appropriate and the teachers will work with the child to move to the next level of development.

EMERGENCY PROCEDURES

All staff members are trained in CPR. New staff members are trained at the next available training held after their hire date.

The CDC staff and children regularly practice emergency evacuation procedures for both fire and inclement weather. In the event of inclement weather in the area, we will use these procedures. Please do not call during a tornado warning, as we will not be able to answer the phone.

EXTRACURRICULAR ACTIVITIES

Computer, dance, gymnastics and "Play Ball" classes may be arranged for children who attend the CDC. Parents enrolling children in these classes are responsible for the cost. The CDC does not bill or accept payments for these activities.

FORMS REQUIRED

The following forms must be on file for a child to attend the CDC:

Alabama Certificate of Immunization – mandated by State law; issued by pediatrician; documents immunization record: reminder notice sent home approximately one month before expiration date

Child's Preadmission Record – mandated by DHR; completed and signed by parent/guardian when child starts for the first time; contains pertinent family, contact, and emergency information

Contact/ Medical Information Form - completed and signed by parent/guardian annually; contains pertinent information and authorizes emergency medical treatment; parent/guardian should promptly update as needed (i.e. phone number changes, etc.)

Health History Form – completed and signed by pediatrician when child starts for the first time; statement of child's general health

Form of Affidavit – completed by parent/guardian annually and notarized; states that the CDC is not regulated by Alabama's Department of Human Resources because it is a church affiliated facility

Permission for Photographing and Videotaping – completed and signed by parent/guardian annually; release for CDC to use or not use material in newsletters, photo displays, advertising, website, etc.

GENERAL RULES AND INFORMATION:

1. Children **MUST be signed in and out** on the forms outside the MDO room. Full names please, no initials or nicknames.
2. Please **do not bring sick children**; they must stay at home. This includes, but is not limited to fever, diarrhea, or vomiting within the last 24 hours, and green runny noses.
3. Infants nap after lunch which starts at approximately 11:00. Two year olds do not nap.
4. A **Medication Form** must be completed for the staff to administer any medicine
5. Before coming, please **LABEL** all diapers, diaper bags, lunch boxes, cups, bottles(plastic only), pacifiers, blankets, and outerwear.
6. Parents of children who use bottles **must provide** the Center with **pre-made bottles**. All bottles and tops should be properly identified. **Baby food jars** must be properly **labeled** before being left in the child's room.
7. **Disposable diapers** only.
8. Weather permitting, older children play outside year round. **Send jackets** in cold weather. Please **LABEL** all jackets
9. **Flip flops or crocs are not permitted** because of outside play.
10. Your child will not be able to leave MDO with anyone other than a parent or "Alternate" authorized on the Contact Information Form. "Alternates" unknown to MDO workers must show proper identification, such as a driver's license.
11. MDO must be **notified in writing if anyone other than these individuals is picking up**.
12. **NO drop off before 9:00**. The upstairs door, across from the church office, is open 9:00 – 10:00 and 1:30 – 2:00, at other times, please use the CDC entrance.
13. **Activities/crafts missed** due to late arrival cannot be made up.
14. **Toys from home are not allowed**. This rule must be strictly enforced.
15. **ALL** required forms must be on file before a child's first day of attending.

HEALTH POLICIES

All children must have an Alabama Certificate of Immunization, a completed Medical History form, and an emergency treatment form on file.

Medication

In order to administer medication to any child, our Center **MUST** have the following:

1. A written statement from the physician stating the name, times, and amounts of the prescription medication to be given. (indicated on prescription labels.)
2. A completed "Authorization for Medication" form signed by the parent.
3. Any over the counter medications must be supplied by the child's parent in the original container, and a completed "Authorization for Medication" form must be signed.
4. All prescription medication must be in the original container. The CDC staff will not be able to mix medicine with food or juice or milk in order to administer. We may not administer medication if parent directions differ from the label. For Instance: If the label reads "under 24 mos." Or "under 2" ask a doctor, we are not able to administer the medicine without a doctors written consent.
5. We **DO NOT** give any pain reliever (Tylenol etc.) unless specifically requested by the doctor with a doctor's written request.

Communicable Disease

Parents will be notified if there happens to be an outbreak of a communicable disease. The notification will be done by postings, direct communication, letter, or telephone call depending on the circumstances. **Please notify the director if your child contracts a communicable disease.**

General guidelines will be followed when dealing with sick children. The director will use available resources to determine when a child is too sick to be at the center. The director has the discretion to send a child home if exhibiting diarrhea or vomiting when a virus is going around. The American Academy of Pediatrics 2000 Red Book recommends the following criteria for excluding children from the childcare setting:

- Illness that prevents the child from comfortably participating in program activities.
- **Illness that results in a greater need for care than what the staff can provide without compromising the health and safety of other children.**
- Fever, lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of possible severe illness.
- **Diarrhea or stools that contain blood or mucus.**
- E coli 0157:H17 or Shigella infection, until diarrhea resolves and two stool cultures are negative for these organisms
- **Vomiting two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration. MUST HAVE A DOCTOR'S EXCUSE FOR NON-COMMUNICABLE CONDITION TO RETURN TO SCHOOL.**
- Mouth sores associated with drooling, unless the child's physician or local health authority states that the child is noninfectious.

- Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) until examined by a physician and approved for readmission, with treatment.
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Streptococcal pharyngitis (strep throat), until 24 hours after treatment has been initiated.
- Head lice (pediculosis), until after the first treatment.
- Scabies, until after the treatment has been given.
- Varicella (chickenpox), until all lesions have dried and crusted (usually 6 days).
- Pertussis (whooping cough), until 5 days of appropriate antibiotic therapy (which
 - is to be given for a total of 14 days) has been completed.
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- Mumps, until 9 days after the onset of the parotid gland swelling.
- Measles, until 4 days after the onset of the rash.
- Hepatitis A virus (HAV) infection, until 1 week after the onset of illness or jaundice (if symptoms are mild).

Fever

A child with an axillary fever of 100 will be sent home. The child may not return to the CDC for one full school day or until he/she has been fever free for at least 24 hours beginning on the stay at home day . The child may return sooner if he/she has a doctor's note stating that he/she is not contagious.

LUNCH FOR MOTHER'S DAY OUT AND PRESCHOOL

Each child brings a sack lunch from home or may order from Christian Catering Lunch Program. Milk cards may also be purchased through Christian Catering. Water will be served unless a drink is included. Simple lunches please - finger-food, and sippy cups are preferred.

Please **NO CANDY, GUM, POPCORN, OR NUTS** should be sent with any child attending the CDC or you may order from Christian Catering.

NUTRITION FOR FULL-TIME CHILDCARE

A breakfast snack will be provided for Young Toddler through 4-K between 7:30 AM and 8:30 AM. Parents are required to provide a noon meal for their children unless they order from Christian Catering. If a lunch is forgotten, the Center will contact a parent to bring a lunch. Milk tickets may also be purchased through Christian Catering otherwise you must supply your child's drink. The CDC does not have the necessary provisions to supply the child with something to eat.

To encourage healthy eating and to minimize messes, please do not send carbonated beverages in your child's lunch. Please pack easy to open containers that do not require a lot of teacher preparation. Food for children in the infant and toddler classes should be cut to appropriate size for your child. We encourage using our new lunch program that is catered through Christian Catering.

ORIENTATION FOR TWO, THREE, AND FOUR YEAR-OLD PARENTS/OPEN HOUSE

The week before preschool starts parents of two, three and four year olds are encouraged to attend a **parent** orientation. Parents will meet teachers and hear about activities planned for the year. Handbooks will be distributed and policies reviewed. Students may see their rooms and meet their teachers. Information and sign up are available for extracurricular activities.

PARENT INVOLVEMENT

Parents are encouraged to visit and participate in the center's activities. Your talents and skills are always welcome!

REST TIME FOR MOTHER'S DAY OUT

Mother's Day Out Infants will have a rest time at some point during the day. Children may bring a small blanket and/or pillow to be used at rest time.

REST TIME FOR FULL TIME CHILDCARE

Each child will have a rest time at some point during the day. Children may bring a small blanket and/or a pillow to be used at rest time.

TOYS FROM HOME

Toys may not be brought from home unless the toy is being used for a child's "Show and Tell." Please follow the teacher's guidelines for this. Some teachers do not allow toys to be used for "Show and Tell."