

# Welcome

Welcome to St. Peter Daycare. This program is an affiliate of St. Peter School. We are a Licensed Type I Facility.

## Hours of Operation

Monday through Friday

7:00 AM to 3:30 PM

Aftercare available to 6:00 PM (see fees below)

## Holiday Calendar

The Daycare will follow the St. Peter School calendar. This calendar is available on the school's website at [www.stpeterreserve.org](http://www.stpeterreserve.org).

## Daily Schedule

7:00- 8:00 Arrivals

Breakfast snack and clean up

Diaper check and change or restroom time

Classroom activities-music, small motor skills addressed, etc

Clean up and Lunch

Outdoor play

Clean up, diaper check and change, restroom time

Center time and indoor play

Story time and nap time

Diaper check and restroom time

3:30 Afternoon snack/pick up

3:30-6:00 Outdoor play (weather permitting), classroom activities, and center time

## Admission Policy

Parents are to submit all necessary forms with registration papers. You will find the list of required forms on the Application for Enrollment. Immunization records must be kept on record. Please update the teacher when new immunizations are received.

All children must arrive by 7:50 a.m.

## Tuition Rate and Policy

Tuition rates are as follows:

5 day program	\$475 per month
3 day program	\$350 per month (See Note Below)

Tuition for the month is due by the 10th day of each month. **Tuition is due and payable monthly based on enrollment, not attendance** (i.e., if your child is not present for all days for any reason, your normal full tuition for the month is still due). If tuition is not paid by the tenth day of the month, a late fee of \$50 will be charged.

A one-time registration fee of \$165.00 is due at the time your registration is provided to school. This fee is non-refundable.

Note: For our 3 day program, you, along with the Daycare instructor, must select your days of attendance at the time of registration. Days may not be substituted or swapped during the week. If you desire to bring your child an additional day, the rate is \$40 per additional day and the day must be first approved by the Daycare instructor, presently, Celeste Toups.

Tuition is due in its entirety monthly. The monthly tuition is not affected by any scheduled school holidays or non-scheduled days of closure during the school year. Tuition is due in its entirety during the opening and ending months of school year in August and May. (Summer care, if offered, will be a separate billing.)

## After Care Fees

Regular hours end at 3:30 PM. For an additional fee, aftercare is available until 6:00 PM. Parents or designated individuals must sign the child/children out each day. After School Care is \$2.50 per child per any portion of an hour and an additional \$1.25 for children who stay between 5:30 and 6:00 p.m. For any child who remains in the After School Care program after 6:00 p.m., there will be a charge of \$2.00 per child per minute the child remains. Families will be invoiced on the 1st of each month for After School Care attendance in the prior month.

Overdue balances must be paid within a month. Failure to pay the balance will result in services not being provided to the child. Parent will have to find another form of care.

## Return Checks

Should a check be returned uncollected for any reason, it is your responsibility to replace it immediately with either cash or money order. A return check fee of \$10.00 will be added to your account. Two returned checks will result in a "cash only" status.

## Bad Weather

In case of emergency weather conditions, parents will be notified of any closing through the school's School Reach communication System. Parents should also listen to local TV and/or radio stations for school closings. In the event of inclement weather we will follow the decisions made by the St. John School Board and/or Archdiocese of New Orleans with regard to bad weather closings.

## Open Door Policy

Parents are welcome to visit the center anytime during regular hours of operation as long as their child is enrolled. Prior arrangements should be made with the daycare instructor and you will need to sign in in the front office of school and obtain a Visitor's Pass.

## Nondiscrimination

St. Peter School employs personnel and admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students and personnel at the school. It does not discriminate on the basis of race, color, any national or ethnic origin in the administration of its education policies, admissions policies, athletics, or any other school administered program.

“Additionally, in compliance with Title IX of the Civil Rights Acts of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.”

## Photographing Children

The center will obtain written, informed consent from the parent before releasing any information or photographs from which the child might be identified, except authorized state and federal agencies. A consent form must be on file.

## Abuse and/or Neglect

Any suspected abuse and/or neglect of a child must be reported by us in accordance with La. R. S. 14:403 to the local Child Protection Agency at 985-652-2938.

## Responsibility Policy

Once you have exited out of the fenced area of St. Peter School, your child is your responsibility and no longer our responsibility. Please make sure your child is with you near any areas of traffic when leaving the center/school grounds.

## Arrival and Departure

Upon arrival at the center, please escort your child into the center to assure safe passage from your vehicle to the building. Upon entrance, we will register your child's attendance on the daily attendance log. Also upon arrival please let us know if your child has had any type of medications before arriving. Also all marks-bruises, cuts, scrapes, etc.- must be documented on the attendance log.

Upon departure the center staff will verify that the person picking the child up is authorized to do so. We will inform you about any necessary communications for that day and or reports of minor injury. If anyone besides yourself may pick up your child, their name must be on the Emergency card. If they are not on the emergency card, then they will not be allowed to pick them up. This policy is in place for your child's safety.

All daycare students must be dropped off in the rear entrance of campus, located on West 6<sup>th</sup> Street, prior to 7:50 a.m. and picked up at the same location no sooner than 3:05 p.m. For the protection of our students the gate located at this location is locked from 7:55 a.m. to 3:05 p.m. Should you need to pickup your child during school hours, you must do so from the front office of school.

## Transportation

The school daycare does not provide transportation.

## Confidentiality and Security of Files

Maintenance and security of children's records shall be the responsibility of the center director/St. Peter School Principal. Records can only be released to parent or guardian. Records are the property of the school/daycare and the director shall secure records against tampering or unauthorized use.

## Illness

Upon arrival at the center, each child shall be observed for possible signs of illness, infections, bruises and injuries, etc. When noted, results shall be documented.

Your child should be free of communicable illness and/or temperature 24 hour before attending the center. We ask you for cooperation in following this policy, for the well-being of your child as well as that of the other children in attendance. It is our goal to do everything possible to provide a healthy environment for all children and staff. If your child becomes ill or has an accident or exhibits unusual behavior at the center, he/she will be kept comfortable and you will be called to pick him/her up as soon as possible.

Please keep your child home if he/she has:

- \*Temperature over 100 degrees
- \*Unusual lethargy (sluggish), uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs.

- \*Uncontrolled diarrhea
- \*Two or more episodes of vomiting in the previous 24 hour
- \*Mouth sores with drooling
- \*Rash with fever or behavior change
- \*Untreated conjunctivitis (pink eye, drainage from eyes)
- \*Untreated infestations: scabies, head lice or other infestations
- \*Tuberculosis
- \*Impetigo: a child is excluded until 24 hours after treatment is initiated
- \*Strep throat or other streptococcal infection
- \*Chicken pox-until all sores have dried and crusted
- \*Pertussis-until 5 days of antibiotic treatment is given
- \*Mumps until 9 days after onset of parotid gland swelling
- \*Hepatitis A virus-until directed by a physician
- \*Measles-until 6 days after onset of rash
- \*Rubella-until 6 days after onset of rash
- \*Unspecified respiratory illness, shingles or other conditions
- \*Abdominal pain intermittent or persistent

Children experiencing any of the above-mentioned symptoms, signs or conditions should be excluded from child care and should have documentation from the child's physician before returning to the center.

## Minor injury

Simple first aid will be administered at the center for injury requiring minimal attention. Minor injuries will be recorded on an injury report form. This information will include how and when the accident happened as well as the treatment or attention that was provided.

## Emergency Contacts

In the event a child becomes ill or injured, the staff will attempt to contact the child's parent or guardian. If that person cannot be reached, an attempt will be made to contact the designated emergency contact. The name and phone number(s) of persons authorized to be emergency contacts must be kept up-to-date. Parents/guardians are responsible for notifying the center of any changes.

## Meals

Good nutrition plays a very important part in the growth and development of the child. The Archdiocese of New Orleans (at an extra cost) will provide a well-balanced meal at midday for all children. Additionally each child receives a morning and afternoon snack. If your child has any allergies, they must be noted at the time of enrollment.

Sometimes, particularly for birthdays or other special occasions, you may desire to bring a food treat such as cupcakes or cookies to share with classmates. This is the only time food may be brought into the center with prior approval from the teacher.

## Personal Items

Parents must provide diapers, wipes, rash medicine, box of Ziploc bags for soiled underpants, etc. for their child. Parents are also to supply a clean set of clothing. These supplies are kept in a cubby and labeled with the child's name. When these items run low, parents will be notified that more are needed.

## Potty Training

We will help you in training your child. We strongly recommend all boys be at least 2 ½ years old to begin. Girls are sometimes ready before age two. We require three or four changes of clothing. The uniform short and t-shirt is the daily outfit. Change of clothing must be labeled and can be clothes other than

uniform that can be kept in storage. Staff is not allowed to wash out soiled underpants.

In order for us to begin the process we need you to introduce underwear to your child first. We suggest you dedicate one weekend to potty training. Please have your child spend the whole weekend in underpants before we continue the process on Monday.

## Release of Children

To ensure the safety and security of children in our care, children will only be released into the care of a parent/guardian or other individual pre-authorized by the parent/ guardian. The authorized release list is essential for us to help protect your child. We will only release a child to a person for whom we have prior written consent by the custodial parent on file.

If the child is to be picked up by someone other than the parent/ guardian that individual must be on the list of adults authorized to pick the child up. You must provide us with the name and phone numbers of each person authorized to pick up your child in writing prior to the daily pick up. Telephone authorization is not valid.

At the time of pick up, we will confirm that the individual is included on the pre-authorized pick up list. We will also require that they provide proper identification including a photo ID to verify identity.

We will contact the police if there is concern about releasing a child into an unsafe situations including custody issue or to a parent/ guardian or other adult who appears to be intoxicated (under the influence of drugs or alcohol).

## Marital status of parents

When a child is enrolled, it is important to establish the marital status of parents and to gather details on both parents including their name, address, home, work and mobile phone numbers. Should there be a separation or divorce we will require a custody order in the child's file. This legal document is the only means by which the child care center can deny a parent picking up a child. Be advised that without legal document of custody, we cannot deny the other parent's pick up rights. If you have sole custody of your child, or if there is someone about whom our staff should be warned, be sure to provide all appropriate paperwork. Parents/ guardians are responsible for notifying the child care provider of any changes.

## Discipline Policy

Discipline is fair and consistent. We encourage and praise good behavior. Children are told when and why their behavior is unacceptable. Children are placed in a time out chair when necessary. Good behavior is rewarded with praise.

No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Any form of punishment that violates the spirit of the standard of discipline is prohibited.

No child shall ever be left out of sight of a staff member.

Families should inform us of changes in their child's life that may affect moods and behavior. Some situations we should be made aware of include:

Changes in family situations (separation, divorce, death, etc.)

Parent/ guardian out of town

People visiting the child's home

Children taking medication.

# Medications

No medications of any type shall be given by center staff unless authorized in writing by the parent or guardian. Medication that needs to be administered only one or twice daily shall be given at home and will not be dispensed by the center staff. Medication will only be dispensed between 11:00 and noon.

Parents shall sign in child's name, date, dosage, name of medication. Center shall initial and date the sign-in form after dispensing the medication. All medications shall be in a child resistant container, the original prescription or manufacturer's label in tact, the name of the child on the container, current date of prescription or manufacturer's label, name, and phone number of licensed professional who ordered the medication on the label.

All possible side effects of the medication must be listed. It is suggested that you ask your pharmacist for a printout on the side effects and we can attach it to the sign-in log. No medication can be administered without the side effects listed— "no known side effects" is an unacceptable response.

If the label on over the counter medication states "consult a physician" for dosage (usually children under 6 years) we will need a written physician's authorization stating the dosage for that particular child in addition to parental authorization.

Watch for expiration dates on all medications. We cannot administer expired medications.

Best policy is not to send children to daycare if they are sick and medication needs to be administered. It is best if parents administer medication-not staff.

No medication shall be left in a child's diaper bag or school bag. All medication must be kept in a locked cabinet.

## Appointments

When scheduling any type of appointments for your child, please try to schedule them either very early in the morning or very late in the afternoon. We will not allow children to leave the center and then return following the appointment. Please inform us if your child will be arriving later than usual because of a scheduled appointment. As stated above, signing your child in after 7:50 a.m. or picking them up before 3:05 p.m. must be handled through the front office of school.

## Napping

Parents shall provide a blanket and small pillow marked with your child's name to be used at naptime. They will be sent home on Fridays for laundering and returned on Monday. Cots will be provided for children to sleep on.

## Incidents, Injuries, and Accidents

Incidents, injuries and accidents shall be documented. Documentation shall include the name of the child, date and time of the incident, location where incident took place, description of how incident occurred, part of the body involved, and actions taken. The parent or designated person shall be notified immediately in the following situations:

- Blood not contained in an adhesive strip
- Head injury
- Human bite which breaks the skin
- Any animal bites
- An impaled object
- Broken or dislodged teeth
- Any injury requiring professional medical attention

You will be notified of all other incidents/injuries/accidents when you pick up your child. You will need to sign the form at the time.

Documentation of illnesses and/or unusual behavior shall be maintained. Documentation shall include child's name, type/description of illness or unusual behavior, date and time of onset and actions taken, time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- Allergic reaction

- Skin changes e.g. rash, spots, swelling, etc.

- Unusual breathing

- Dehydration

- Any temperature reading over 101 oral, 102 rectal, or 100 axillary or any illness requiring professional medical attention

## Emergency & Evacuation Procedures

Should it become necessary to evacuate the center due to fire, flood, tornado, hurricane, chemical spill, train derailment, structural damage, etc., we will contact you immediately from the School Reach Phone System and give directions on pick up. The church will be the first place we will assemble if we must leave the school grounds.

## Uniform

Students are to wear the uniform Ram's t-shirt and pull-on black shorts or black pants. They are also to wear black velcro tennis shoes. The t-shirts are purchased through the school office. Sweatshirts and jackets are also available for purchase in the front office of school or hooded jackets with the school's logo crest monogrammed on it are available for purchase from Children's World.