St. Francis Catholic School
Quality Education with Christ as Focus

Early Childcare Program
Parent/Guardian Handbook
2016 - 2017 School Year

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**Center Rates** - The billing method has been simplified to an annual contract with consistent monthly payments

**Outside Play** - No flip flops will be allowed during activity time. You have to bring tennis shoes or closed toe shoes to be worn.
I. Background information

Welcome

Welcome to the St. Francis Child Care Center. This handbook is designed to explain the policies and procedures of the program. The St. Francis Childcare Center consists of three programs; Preschool (8:30-11:00am or 12:30-3:00pm), day care (6:30am-5:30pm), the before school (6:30-8:30am), and after school (2/3:00-5:30pm) care. These three programs are unique unto themselves. However, they are licensed as one center because throughout the day a child may be registered in two or three programs. Please take the time to read through the handbook.

St. Francis Catholic School Mission Statement

Quality Education with Christ as the focus.

We Believe

- Our Catholic faith is taught and lived in all aspects of life each day.
- All students have the right to a safe and secure learning environment.
- All students have the right, the potential, and the responsibility to learn.
- All students have the right to feel good about themselves at all stages of the learning process.
- A Christian-based discipline plan promotes student decision making.
- Open communication and respect among staff, students, and parents is essential.
- High expectations and goal setting foster quality performance.
- Learning is a life-long process.
- Education is a shared responsibility of the entire community.
- The St. Francis Catholic School system has a positive impact on our community.

St. Francis Catholic School Philosophy

St. Francis Catholic School believes that each child is a unique individual who has both the right and responsibility to develop to his/her potential. We believe education is a mode through which this is accomplished. We consider it an ongoing process of exploration, interaction, and discovery of self, of others, and of the world. We view the school as one avenue leading to the total development of the child. We, also, believe that a child-centered environment will provide the opportunity for each individual to develop a positive self-image. We hold in utmost importance the development of a Christian attitude and philosophy of life based on the teachings of Christ. The responsibility for the education of the child is a cooperative venture involving the child, parents, school, and parish.

St. Francis Catholic School Vision

St. Francis Catholic School will provide a Christ-centered atmosphere. We will infuse the Catholic faith into all aspects of the curriculum. Students will become active, life-long learners who use critical thinking skills. The St. Francis Catholic School family
will unite to provide a high-quality educational program. It will continue to be a supporting and contributing member of the larger community. Student achievement and continuous school improvement will be driven by an ongoing evaluation process.

**Equal Opportunity**

St. Francis Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school’s academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Board of Education may consider a student’s religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

**Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect.

As responsive and encouraging partners, we enjoy and welcome you into the program with an “open door” policy. We encourage you to share with us insights about your child. We welcome your comments, concerns and questions. We invite you to share your child’s early experiences by visiting and observing your child, and by participating in daily activities whenever possible. We are here not to serve “customers,” but serve God, children and their families. We’re glad to have you as part of our family here at St. Francis Catholic School.

**Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent/guardian.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.
Search and Seizure

It is the policy of St. Francis Catholic School Board of Education to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Francis Catholic School adopts the policy as stated in ABE 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student’s possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

Weapons and Dangerous Instruments

It shall be the policy of the St. Francis Catholic School Board of Education that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ABE 5131.7a.
**Parental Access**

A parent will have unlimited access to his/her child while the child is at the center. A parent will also be afforded access to visit with the staff caring for his/her child.

A copy of a court order must be on file with the center if any biological parent is to be denied access to a child.

It is your responsibility to inform the Director and Lead Preschool Teacher of any situation of separation/divorce for dual communication/conferences, which should be made available to both parents.

**Mandatory Reporters**

The Department of Human Services requires caregivers to report suspected cases of sexual or physical abuse or neglect, as outlined in the Iowa code. Our policy is posted in every room.

**II. Program Overview**

**Program Overview**

St. Francis Childcare Center is open at 6:30am and closes at 5:30pm. The center is located in the St. Henry’s Attendance Center in the lower level on the east end of the building. The preschool room is located on the lower level, across from the childcare program.

**Drop Off and Pick Up Procedures**

When registering your child in the day care program, each family can request a door access card with a $15 deposit. This card will be used at the east door to enter the building. Please park in the south parking lot. When arriving each day, please make sure you contact a staff member. **Parents must escort their child/ren into the center and sign them in. If your child enters the facility alone, a staff member will contact you to return and sign in your child. Thank you for your cooperation in this matter.**

**Before School Program: 6:30-8:30am**

St. Francis Childcare offers a warm and welcoming place for your child/ren before school begins. We have several self-select options, as well as, a quiet place for those who would like to read or study. We will be providing breakfast for those child/ren who utilize the before school program in the center. The cost per meal is included in your contract. Breakfast is served from 7:40-7:50am. At 8:00am, children are dismissed for school. Children who ride the shuttle bus to St. Mary’s are escorted outside to the bus line. At this time, the K-2 grade students have recess. If your child is enrolled in the preschool program, we walk them to class at 8:30am. The Director or designee will sign your children out of the center upon leaving.
**Day Program: 8:30am-3:15pm**

St. Francis Childcare will offer your child a wonderful, unique learning environment in which they will grow and achieve goals through peer interaction, exploration of the world around them, and total development of self. Our child-centered, learning activities include: phonics awareness, ABC’s, weather awareness, story time, seasonal activities and teacher directed activities. Children will also have the chance to self-select, and enjoy large and small motor play. Children will enjoy outdoor time to utilize and develop their large motor skills. Our center also has access to a gym for indoor large motor play. The children will be served a mid-morning snack. Our center offers an onsite hot lunch program that your child may partake in, and is included in your contract. Children may also bring a cold lunch. Once lunch is finished, dental hygiene is introduced through teeth brushing. The children have the chance to rest their bodies. We let the children sleep for one hour unless specified by the parents. When rest time is over the children are paired up for center play. The children are offered an afternoon snack, and then participate in a teacher directed activity. We end the day with peer interaction through self-select playtime.

**After School Program: 2:15/3:15-5:30pm**

St. Francis Childcare program offers your child/ren a fun-loving environment in which they are introduced to several experiences. Your children are served a snack after arrival. The afternoon is filled with activities; self-selection time or the children may use the time for homework and reading. The school gym is used for indoor play and large group activities.

**Summer Childcare Program: 7:00am-5:30pm**

St. Francis Childcare offers a full day of summer program where your child’s safety is very important to us. Our staff works together to ensure the highest quality of supervision. We will offer your child a day full of learning, peer interaction, structure and activity. Our summer trips and activities include, but are not limited to: swimming, picnics, Des Moines Zoo, movies walking to nearby parks, indoor/outdoor play and teacher-directed activities. Your child may bring their bike to the center (must have proper safety gear) for outdoor time. If we can secure an annual contract with the public school, lunch will be provided at no cost; otherwise, children will need to bring a sack lunch daily. Snack will be provided by the center.

**Summer Activity Policies**

Bike Riding—Your child can bring their bike to childcare in the summer program. However, the following guidelines must be followed in order to ensure your child’s safety.

- Your child must have a helmet in order to ride. Your child will not be allowed to ride without one. **No exceptions will be made.**
- Children riding bikes must have tennis shoes and socks. No sandal of any kind will be allowed on bikes. **No exceptions will be made.**
St. Francis Childcare will be going swimming one day a week at the Marshalltown Aquatic Center. In order for your child to participate in this event, the following guidelines must be followed:

- Your child must provide a swimsuit and towel
- You must sign a sunscreen administration slip for your child. You may provide your own sunscreen. However, you will still need to sign a form giving us permission to apply the sunscreen on your child. We will follow label directions. You may also have your child wear a white T-shirt over their suit for extra sun safety. If you want your child to wear lip balm, the above procedures will apply.
- No additional pool toys are to be taken. This includes: balls, floaters, diving toys, etc. **This does not include life-jackets. If your child does not know how to swim, please provide a life-jacket for them to wear. This is a requirement for your child’s safety.**
- Children are not allowed to wear flip-flops, as they are not safe walking shoes. If your child wears sandals, they must have a back-strap for safety. Flip-flops make it very difficult for children to enjoy play safely. If your child wears flip-flops, they may be excluded from certain activities for their safety.
- Transportation to and from the pool will be provided by the city bus.
- Children are not allowed to bring extra money for the snack area as we provide snack and drink.
- A weekly permission slip will need to be signed for your child to go swimming. If you do not sign a slip, you will be called to return to the center in order for your child to go. **Phone permission will not be granted.**
- The weekly swimming fee will be $4.00. If your child has a pass, please provide the center with it the day of the activity. If you do not have a pass, the weekly fee will be added to your bill.

Below is a list of items that staff will take on our pool outings:

- Permission slips
- First Aid Box
- Emergency contact information
- Water and cups
- Sunscreen
- Life-jackets

**Program Closing Procedures**

**Center Closings** - St. Francis Childcare will follow the Marshalltown Community School District’s calendar each year. We will be closed for the holidays as seen on the calendar. During in-service days, early release days and conference days the center will remain open.

**Weather-related Closings** - St. Francis Childcare will open on days there is no school due to weather closure. If the staff cannot safely reach the center, the center will not open. It is important to always listen to news media or sign up for the school eNewsletter for current information. You may also call the center beginning at 6:30 am. Please be understanding in closing situations, as staff safety must come first. In
the event that we are open, your child will need to bring a cold lunch, as the cooks will not be on staff.

Weather Delay's-In the event that school is delayed, childcare will open as scheduled. Please listen to new media for current information. Staff may be unable to answer the phone, as we are caring for the children here. If school is delayed there will be no morning preschool.

**Center Rates**

St. Francis Childcare utilizes annual contract billing. Your fee will be based on your child’s schedule according to the following information. Your bill for the school year will be calculated and charged a consistent monthly payment. Additional charges for weather related changes may apply. **Please note, St. Francis Childcare does not bill hourly. Billing is based on when staff need to be present to care for your child.**

<table>
<thead>
<tr>
<th>RATES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Before School</td>
<td>$5.50 per day</td>
</tr>
<tr>
<td>o Morning</td>
<td>$10.50 per day</td>
</tr>
<tr>
<td>o Afternoon</td>
<td>$13.00 per day (includes lunch)</td>
</tr>
<tr>
<td>o Afterschool</td>
<td>$5.50 per day ($6.50 on Wednesdays)</td>
</tr>
<tr>
<td>o Late Pick-up Fee</td>
<td>$10.00 if picked up after 5:30, additional $10 for every 10 minutes.</td>
</tr>
<tr>
<td>o Materials Fee</td>
<td>(Includes the purchase and weekly laundering of your child’s cot cover ~ $15.00 yearly charge)</td>
</tr>
<tr>
<td>o Registration Fee</td>
<td>~ $15.00 yearly charge</td>
</tr>
</tbody>
</table>

OUT OF SESSION DAY OPTIONS:
1. Half-Day = $19.00 per day
2. Full Day = $32 per day
3. 2 hr late start = $2.50 per day
4. 1 or 2 hr early release = $2.50 per day

Please contact the childcare center for more information regarding contract billing.

**Payment Policy**

1. Registration/Materials Fee - Registration fee of $30.00 for childcare and $30.00 for preschool must be paid at the time of registration. We cannot refund you money after May 1st. Childcare/Preschool registration fee does not necessarily hold your spot. Your must be three years of age, and must be completely toilet trained. No diapers or pull-ups allowed, even at nap time.
2. Additional Child Care days; (i.e., weather related late starts, early dismissals, no school snow-days, etc.) will be billed in addition to your contract.
3. You will be billed on the first of each month, due by the 10th of each month. If payment is not received by the 15th of each month, a $50.00 late fee will be added monthly AND you may not use child care services until bill is paid in full.
4. All Preschool and Childcare fees will be charged through Smart Tuition. You must register with Smart Tuition as part of enrolling.
5. Please save your monthly invoices for tax purposes so second copies will not have to be printed at the end of the year.
6. IRS Statement ID #420918582

**Enrollment Policies**

With the start of each school new school year, whether you are enrolling for the first time or re-enrolling in the program, the following requirements must be met and forms must be completed at the time of registration or returned prior to your child’s starting date:

- Parental Emergency Medical Consent, we will review this information quarterly
- Release Form: Travel and Activity, Picture Release, Child Pick Up Release, Internet Release, Speech Pathology Release
- Child Health Exam Form: This form must be signed by your child’s physician and parent annually
- School Age Health Exam Form: This form must be signed by your child’s physician and parent annually
- All children with special needs must have a written care plan. Please discuss this with the Director. Emergency care plans may need to be written
- All parents must provide a current Certificate of Immunization. These can be obtained from your child’s doctor

**III. Childcare/Preschool Program Procedures**

**Pick Up Procedures**

Legally, parents or previously authorized parties must clock each child in and out of the program daily. Children will be allowed to leave the center with persons designated by the parent(s) on the release form. Any requested change must be made in writing; telephone requests will not be honored. Staff will ask for I.D. for those parties that have been given permission in writing, but are not on the release form.
**Snacks and Meals**

Daily nutritional snacks will be provided for each child in the AM and PM daycare and the PM extended care programs. Breakfast is offered at 7:40 am in the center. Hot lunches are offered through the school lunch program or cold lunches may be brought from home.

Snack time is part of the Preschool learning program. Each child will have a turn to provide a snack for the class. Further details will be provided in monthly newsletters.

**Childcare Supplies**

A supply list for childcare will be mailed to your home prior to your child attending.

**Parent Communication and Participation**

St. Francis Childcare Center’s monthly newsletters (Preschool and Day Care) will be sent home with all the children each month. It will consist of calendars of events and activities the children are involved with, informational letters, and breakfast and lunch menus. A scheduled conference with the Director to ask questions or voice concerns is always welcome.

**Personal Belongings**

Please label your child’s belongings: backpacks, jackets, boots, etc. with a permanent marker. The childcare/preschool is not responsible for lost items. You will need to send an extra set of clothing for your child. As the seasons change, please make sure the extra set of clothing is appropriate. Children will get dirty during their childcare/preschool day.

**Outside Play**

Fresh air and opportunities for large motor play are vital to your child’s development. Guidelines for going outside will be determined by the Child Care Weather Chart. The chart is posted on the parent information board in the hallway. During the winter months, we encourage all children to have coats, hats, snow pants, and gloves in order to play safely and comfortably outside. No flip flops will be allowed during activity time. You have to bring tennis shoes or closed toe shoes to be worn.

**Lost and Found**

The lost and found is located outside the Busy Bugs Room in a box. Please check it periodically for lost items.

**Toys**
Please do not allow your child to bring toys form home without permission from the Director. This will eliminate misplaced, broken and lost toys. It is also a great distraction during class time, and we have plenty of toys for the children to play with here. Exceptions may be made for school-aged children.

**Discontinuation of Services**

Parents wishing to discontinue childcare/preschool should give written notification one month prior to discontinuation. If you fail to notify the center that services are being discontinued, billing will remain active, and you will be responsible for payment.

**Treats**

On special occasions children are allowed to bring treats for his/her class. The treats must be prepackaged, in original wrapping and product ingredients must be available. Due to allergy concerns, staff will review ingredients prior to hand out treats. **Homemade treats are not allowed.**

**Field Trip Policies**

Throughout the year St. Francis Preschool and Childcare will be going on various trips. Each time a trip is scheduled a permission slip will be sent home for you to sign and return.

**IV. Health Policy**

**Health Policy**

In order to protect your child and other children, we have established guidelines for illness procedures. For this reason, when we determine a child is sick or contagious, the child will not be able to attend childcare/preschool. When you are notified that your child is ill, we expect the child to be picked up within 30 minutes. Your child will be resting on a bed in the office. If we are not able to reach you, your emergency contact will be called and expected to follow these same procedures. St. Francis Childcare and Preschool reserves the right to terminate services if these policies are not followed.

When asking us to provide medication to your child, the following procedures will be followed. **No exceptions will be made:**

- Medication must be in the original box or bottle. No medication will be administered otherwise.
- Parents will be asked to fill out a Medication Release Form. This is a required document for us in order to give any medication in the center; **medication will not be administered without this form.** Phone approval will not be accepted for medication administration for the safety of your child.
- Your medication must have the patient information with it. This information is given to you at the pharmacy. It is imperative that staff are aware of the side effects this may produce in your child.
Direct Contact With Staff

Upon arrival each day, children must have direct contact with a staff person for the detection of illness. A daily health assessment is filled out if we notice your child is not feeling well. If you have concerns that your child may not feel well, please fill this form out prior to leaving your child. You must leave your phone number on the form that day in case we need to contact you.

Exclusion Policy

If your child will not be attending preschool or childcare for any reason, we ask that you inform us as much in advance as possible. If your child has an illness listed below, we ask that they do not attend childcare/preschool. Children who exhibit the following symptoms will be sent home if they become ill during the day. If your child becomes ill they will be taken to the office and kept comfortable until a parent arrives. Parents/Guardian/Grandparents must pick up their child within 30 minutes of being contacted. Please keep the staff informed of any changes in your child’s health status and/or eating habits throughout the year. Your child will be excluded if they are not able to fully participate comfortably in activities or they require greater individual care that staff can provide.

Some signs or symptoms may indicate a serious illness, and should be evaluated by a medical professional.
- Lethargy that is more than expected tiredness
- Uncontrollable coughing
- Unexplained irritability or persistent crying
- Difficult breathing
- Wheezing
- Other unusual signs for child

If your child is seen by a doctor, we must have written verification of the visit in order for your child to return. Please give the documentation to staff upon your child’s return.

Fever Criteria

If your child has a fever of 101 degrees F or higher, accompanied by behavior changes or other signs or symptoms of illness, your child may need to see a doctor. Please refer to the above list for signs/symptoms. Before your child can return to the center or preschool, they must be fever free for 24 hours. Please do not give your child Tylenol prior to dropping them off to mask the fever.

Ear, Nose and Chest Infections

If your child has symptoms such as cough, runny nose, watery eyes, sore throat, tiredness associated with the common cold the may remain at the center, unless there is a fever present or your child cannot participate in normal activity.
**Diarrhea**

Diarrhea, defined by more watery stools, decreased form of stool (not associated with dietary changes), increased frequency of stools. If a child is not able to control their bowels, they must be excluded.

**Eye Infection**

Conjunctivitis or Pink Eye is a viral or bacterial infection. Eyes are pink with creamy white or yellow discharge and the eyelids may be mattered after sleep. Eyelids and around the eyes may be red and swollen, pain may also occur. Children should be taken to the doctor to confirm the diagnosis. Children may return to the center/preschool after 24 hours on medication.

**Impetigo**

Impetigo is a skin sore with a yellow, colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth. Children should be seen by their doctor. Children can return to the center 24 hours after the medication has been started.

**Vomiting**

If your child has one episode of vomiting while in our care, we will contact you to pick up your child. Children may not return to the center until free from vomiting for 24 hours. For example, if your child throws up at 10:30am, they may not return to the center until 10:30am the following day.

**Lice or Scabies**

- Lice-Live mites or nits (eggs) are present in hair. Staff will provide current treatment guidelines. Children may return following the first treatment. Staff will check the child’s head before returning to the center or preschool.
- Scabies-Live mites that invade the webs of the fingers or toes and wrist region and cause rash and severe itching. Child needs to be seen by a doctor and treatment must be completed before returning to the center and preschool.

**Fifth Disease**

- Viral illness (cold and cough) with rash likely involving face (slapped face appearance) followed by a lacy rash on extremities, chest and trunk.
- Most contagious 2-4 days prior to rash appearing (not contagious after onset of rash).
- A doctor should confirm diagnosis.
- Child may attend childcare and preschool with rash; however fever criteria apply.
Strep Throat or Tonsillitis

- Bacterial infection of throat.
- A doctor should confirm diagnosis.
- Must have completed 24 hours of medication before returning to the center or preschool.

- Fever criteria apply.

Chicken Pox

- Viral illness with rash appearing on face, scalp, neck, trunk and extremities.
- Rash first appears flat then blisters appear which eventually crust over. It is contagious 1-2 days prior to rash appearing and until all lesions are crusted over.
- A doctor should confirm diagnosis.
- Your child may not attend childcare or preschool until all lesions are crusted over.
- Fever criteria apply.

Severe Coughing or Difficulty Breathing

- May include pneumonia, Bronchitis, reactive airway disease or asthma.
- A doctor should confirm diagnosis.
- Your child must have completed 24 hours of medication prior to returning to childcare or preschool.
- Fever criteria apply.
- **If your child is asthmatic, the director will supply an Asthma Action Plan. This form must be completed by your doctor. A copy of the plan will be placed in your child’s file.**

Hand, Foot and Mouth Disease

- Viral infection with blister-like lesions on hands, feet, and inside of mouth (may involve all or just one region). Contagious prior to outbreak of lesions only.
- Your child may attend childcare and preschool if oral lesions do not limit eating and normal participation.
- Fever criteria apply.

Excessive Ear Drainage

- Discharge containing pus (a thick white or yellow fluid) from ear canal.
- A doctor should confirm diagnosis.
- Fever criteria apply.
Roseola
- Viral infection with high fever for 3-4 days followed by rash on trunk, face, and extremities.
- A doctor should confirm diagnosis.
- Child may return to childcare when doctor indicates no longer contagious.

Yellowing of Eyes or Skin
- May indicate a serious illness and should be evaluated by a doctor immediately.

Mumps, Pertussis, Robella
- Notify the director if your child has been diagnosed with these illnesses. Different guidelines apply.

Communicable Diseases
If your child is diagnosed with a communicable illness, he or she should remain at home and excluded from childcare and preschool for 24 hours or as recommended in writing by a doctor.

Screening Assessments
Your child’s hearing and vision will be screened annually. We will need permission to have these done and you will receive written results of the findings. If there are concerns you will receive a letter from the screener in the mail. Developmental screenings will be done both in the Preschool Program and Childcare Program. These will be discussed at conferences. If there are concerns we will be contacting you.

Tooth Brushing Policy (Childcare only)
Good dental hygiene is very important to the overall wellness of your child. Therefore, all children will be brushing their teeth after lunch each day. We will use ½ pea size dab of toothpaste. We will be dry brushing, with the activity done in a circle, with no water or sink necessary. This technique has the approval of the American Dental Association (ADA). Children’s teeth will not be harmed by the very small amount of fluoride in the toothpaste and swallowing the toothpaste is not harmful. All supplies will be provided by St. Francis Childcare. Staff persons will be role modeling proper teeth brushing skills.

Accidents/Emergencies
A report will be written up if an incident or accident results in an injury to your child. The staff person who observed the incident or accident will prepare this. This form will need to be signed by the parent at pick up. If your child is in need of emergency services 911 will be called. A staff member will accompany your child to the closest medical facility. Parents will be notified as soon as possible.
**Hand Washing**

Staff, volunteers and children shall follow the following procedures for hand washing at the following times:
A. Upon arrival for the day;
B. Before and after:
   - Eating, handling food, or feeding a child;
   - Giving Medication
   - Playing in water used by more than one person.
C. After:
   - Diapering;
   - Using the toilet or helping a child use the toilet;
   - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores;
   - Handling uncooked food, especially raw meat and poultry;
   - Handling pets and other animals;
   - Playing in sandboxes;
   - Cleaning or handling the garbage.

**Medication**

Parents must complete a Medication Authorization Form when a child is to be given prescription or over the counter medication. Medication must be provided in the original container. Prescription medication must be accompanied by the patient information (provided by the pharmacy). We will not administer medication without this information. All medication is stored in the original containers inaccessible to children. All medication brought into Childcare needs to be brought to the attention of the director. We will only apply Band-Aids, ice, and soap and water.

**Staff Training**

The staff at our center meets guidelines of the Department of Human Services. The Director and caregivers are all qualified people who have earned a minimum of six hours of CEU’s, and have satisfied the Child Abuse/Mandatory Reporting requirements. All staff members are certified in CPR, First Aid and Blood Borne Pathogens. The staff has been fingerprinted and have undergone criminal background checks. Designated staff is certified to dispense medications.

**V. Safety Policies**

**Safety Policies**

These guidelines have been set for your child’s safety and help ensure a safe and wholesome environment.
1. No child will be left unattended while on school grounds.
2. Tornado and fire drills will be practiced as required by law. Emergency Evacuation Procedures are also practiced. In the event children need to leave the
building for emergency reasons, the childcare/preschool children will be taken to St. Henry’s Church and will remain there until able to return to the school.

3. Emergency evacuation plans will be posted by all exits.
4. All staff members employed will be certified in First Aid and CPR.
5. First Aid Packs will be available within the center, on the playground, and on field trips.
6. Emergency phone numbers are taken on field trips.
7. The staff will complete an Accident Report or written notification to the parent of minor injuries that occur. Serious injuries will be reported immediately to the parent.
8. The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes and blizzards.
9. An Authorized From must be completed at registration. Parents must list persons authorized to pick up children from the center. The list will include the person’s relationship to the child and phone number. The authorization list will be kept in a designated area for staff to use when children are being picked up.

10. Parents must clock in and out when children arrive and depart from the center.

**Staff Child Ratio**

The following guidelines are used for staff ratio:

<table>
<thead>
<tr>
<th>Age of Children</th>
<th>Minimum Ratio Staff to Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 year old</td>
<td>One to every eight children</td>
</tr>
<tr>
<td>4 year old</td>
<td>One to every twelve children</td>
</tr>
<tr>
<td>5 year old through 12</td>
<td>One to every fifteen children</td>
</tr>
</tbody>
</table>

**Parking**

- North Side: DROP OFF/PICK UP ONLY: You are not allowed to park or get out of your vehicle.
- South Side: Park on the west side of the parking lot (as the east side of the parking lot is part of the playground). You may use your assigned access card if the door is not unlocked. You are required to park in a designated parking area. Do not pull up to the building.
- Crestview Drive: Bus loading and unloading only.
VI. Agreement of Participation

St. Francis Childcare Center has an Agreement of Participation which clearly states behavioral expectations for the St. Francis Catholic School Staff, parents and children.

**Staff Responsibilities**

I will:
- Provide a safe and caring environment for your child
- Provide a variety of activities that will enrich your child’s developmental progress.
- Communicate regularly with you, the parent/guardian, concerning your child.
- Notify you if your child fails to report to the childcare site after school.
- Serve as a positive role model for your child.
- Treat your child with respect using positive discipline and affirmation.

**Parent’s/Guardian’s Responsibilities**

I will:
- clock my child in and out each day and report his/her arrival to a staff person.
- respect the 6:30am opening and 5:30pm closing times and report to a staff person.
- notify the staff of absences and family or school situations that may affect my child’s care experience.
- notify in writing any changes on my child’s enrollment or emergency forms (phone numbers, persons permitted or not permitted to pick up the child).
- check backpacks overnight and read all notes and newsletters so I can help my child be prepared for planned activities. Respond to written notes if necessary.
- make all fee payments on time.

**Child’s Responsibilities**

I will:
- put my belongings away neatly in my cubby when I enter the program area. Any equipment brought from home is my responsibility.
- always show respect for the others and keep hands to myself.
- always show respect for others property.
- be polite in words and actions – no foul language or put downs.
- pick up an activity before choosing another one.
- use outdoor equipment safely. **Rocks stay on the ground.** Balls stay in the play areas only.
- run only when it is part of an activity or safely outside. I will walk quietly and orderly in the school halls at all times.
- use quiet voice, use good table manners, and clean up my area during meals.
- always have permission from a staff person to leave the care area.
- be a good representative for my school during field trips and stay with my partner, stay with my group leader, listen attentively, and follow all bus rules.
Behavior Guidelines

Because social growth is so crucial during early childhood and elementary years, St. Francis Childcare Center will focus on helping children to learn appropriate behavior. Behavioral guidelines will be established with the goal of maintaining the physical and emotional well-being of each student, as well as, teaching self-discipline, judgment, and manners. Positive disciplinary methods may include, but are not limited to redirection and behavior management programs. It is important to treat each child as an individual and in a manner appropriate to the child’s development level, degree of activity, and general well-being.

The following policies outline our approach toward behavior management with children:

1. Positive behavior should be reinforced in order to shape and distinguish inappropriate behavior.
2. All children need limits which are CONSISTENTLY reinforced.
3. Each child is an important person and needs to be helped to feel good about him/herself.
4. Children need opportunities to learn how to make appropriate choices.
5. Children need opportunities to learn to be responsible for the consequences of their actions.
6. Children need opportunities to resolve their own conflicts.
7. It is most effective to positively redirect a child’s behavior.
8. No disciplinary action will be used in regard to rest, food or toilet training.
9. Physical punishment (spanking, etc. or public humiliation will not be tolerated).

The following methods have been found to be most effective in managing children’s behavior:

1. Planned ignoring: Children may learn to use negative behavior to get attention. If so, ignoring the behavior is sometimes the first option. It may be difficult to understand, but attention received for negative behavior is better than no attention (from a child’s viewpoint).
2. Redirection: Children will be redirected to a different activity or area of the room.
3. Loss of privilege: Children who are using a toy, material, piece of equipment or area inappropriately, will not be allowed to use that object or area for a designated period of time.
4. Removal from situations: Physically removing the child from a situation when he/she is acting inappropriately is more effective for younger children who don’t understand limits and when their actions could hurt someone.
5. Time Out: Children who are disruptive, aggressive, or consistently disobeying established rules may be removed from the situations to a “time out” area for a short time. To be effective, Time Out must: Be immediate; reward the child with as little attention as possible; be one minute per age; occur in the same designated spot each time; not be overused.
Staff and parents need to work together in order to be consistent and effective in dealing with behavior in children. Staff is expected to discuss with parents any changes or concerns with a child’s behavior.

**Discharge Policy**

Children may be discharged from the program for failure to meet center policies, failure to pay, inability of child to adjust to group experience, child is not completely toilet trained, failure to provide registration forms, or other reasons as determined by the Principal and Director/Preschool Teacher. Children that pose a threat to other children, staff, or self may also be discharged from the program.

**Grievance Procedure**

It is the policy of St. Francis Catholic School Board of Education to follow procedure for complaints against any employee, i.e., teacher, staff, administration, or board member as set forth by the Archdiocesan Board of Education policies 4119.4g, 4119.4h, 8252. The initiator must first discuss the matter with the person against whom the complaint is made and if the problem remains unsolved, the initiator has another meeting with the respondent clearly stating the complaint in writing, including specifics such as evidences for complaint, sources of information etc. If the problem remains unresolved the initiator or the respondent refers the complaint to the administrator/program director in writing. In cases involving staff, administrator, pastor or board members, procedures set forth by the Archdiocesan Office of Educational Services will be followed.
VII. Preschool Information

Our Goal

The St. Francis Preschool program will educationally enhance the development of the social, emotional, physical and cognitive growth of three to five year olds with a spiritually guided program.

Registration

The following forms must be completed:
1. Registration form
2. Immunization card
3. Medical report (physical)
4. Medical consent form
5. Photo release form
6. Field trip permission form
7. Internet release form
8. Speech Pathology release
9. Pick up permission form

Fees

Material Fee (paid at time of registration) $30.00
Three day program $92.00 per month
Two day program $69.00 per month

CHILD CARE / PRESCHOOL REGISTRATION FEE DOES NOT NECESSARILY HOLD YOUR SPOT. YOUR CHILD IS REQUIRED TO BE TOILET TRAINED IN ORDER TO ENTER THE CHILDCARE/PRESCHOOL PROGRAMS.

• Students registered for just the preschool program, will be billed on the 1st of each month, due in full by the 10th of that same month.
• Failure to make timely payments will lead to your child’s discharge from the program.
• All Preschool and Childcare fees will be charged through Smart Tuition. You must register with Smart Tuition as part of enrolling.
• No refunds on preschool tuition will be given for sick days or school cancellations due to bad weather.
**Enrollment Cancellation**

The staff of St. Francis Preschool reserves the right to discharge a preschooler from the program for the following reasons:
- Child is not completely toilet trained.
- Child does not adjust to the program
- Child is destructive to self and others
- Fees are not paid.
- Failure to provide admission forms.

**Class Sessions**

Children must be 3 years of age on or before September 15th to enter the T/TH class.

Children must be 4 years of age on or before September 15th to enter the MWF Class.

Tuesday & Thursday – 3 & 4 year olds
   AM – 8:30 – 11:00

Monday, Wednesday & Friday – 4 & 5 year olds
   AM – 8:30 – 11:00
   PM – 12:30 – 3:00

**Schedule**

Classes for the preschool program will always follow the school calendar for the year, with the exception of the starting date. Preschool classes will start one week after school begins.

Arrival: Children must be accompanied to the preschool room each session. Arrival times for the classes are 8:30am and 12:30pm. The doors to the classroom will not be open for before class begins because of classroom preparations.

Departures: Dismissal times for the classes are 11:00am and 3:00pm. Pick up on Columbus Drive (north side of St. Henry’s Attendance Center). We will walk the children to the vehicles.

**If your child has not been picked up within 5 minutes of dismissal time, he/she will be sent to childcare and charged according to childcare fees.**

**Supplies Needed**

A letter will be mailed to each child around the first of August with a list of supplies needed for the school year.
Curriculum and Program Features

1. AEA resource staff
2. Field trips
3. Parent participation
4. Religion – Catholic Christian values that emphasize that each child is a unique individual created by God
5. Language Arts – learn the alphabet, beginning sounds, write names, story reading, role playing, finger plays, rhymes
6. Math – numbers 1 through 30, same and different, daily calendar, manipulatives, graphs
7. Science – seasons, weather, nature, animals
8. Social Studies – family, community, life around us and far away, community helpers
9. Art – cutting, coloring, pasting, painting, clay, shaving crème, sand and water table
10. Physical Education – gym and outdoor play with a variety of large motor skills
11. Music – songs, rhythm sticks, instruments, CD’s, tapes
12. Pledge of Allegiance
13. Flannel Board Activities

Teaching Children to Pray

We firmly believe that the relationship of little children to God is very deep and important which influences the rest of their lives precisely because it is so simple. It is natural for little children to want to pray; so Paul says, “His Spirit speaks in our spirit.” The spirits of little children are very open to contact with the Divine Spirit. All we have to do is to elicit this contact gently and freely.

We would like to present a few guidelines for teaching preschoolers to pray. We believe these guidelines have implications for teaching prayer to school-aged children at home and in the classroom.

Be open to recognizing God’s presence in your children. Sometimes you can feel it just by looking into your children’s eyes; Sometimes you can sense it when you are finally able to look at your children from a distance, as it were, and be amazed at the mystery of their existence; sometimes it could just be the way one of your children looks at a crucifix or reacts when you say the word Jesus.

Pray affectionately and tenderly with your children. Particularly if you are open to God’s presence in your children, then the times you do choose to pray with them can be very special. Parents should not be afraid to hold their children’s hands, touch their foreheads, and so on while praying with them or over them. Prayer together should be spontaneous flow of affection for one another as you rejoice in God’s presence, letting God know your concerns and needs, and for praying for others you feel close to.
Be aware of the importance of ritual in children’s life. Once you find the right time and place to pray with your children, stick with it, and you will soon find that your children will remind you, if you forget, because prayer can become a healthy part of their emotional security.

Formal prayer should be attempted, but not forced. Variety in prayer is the “spice of life.” Informal prayer, formal prayer, instrumental prayer, and Bible story prayer can all have their place within children’s framework of ritual.

Children need to be continually encouraged to pray for what is important to them. Do not use prayer to moralize. Be open to special events in the family to peak experiences in daily life as experiences of God for yourself and your children.

**Reflection Starters**

1. Have you ever felt you recognized God’s presence by looking into the eyes of your children? If so, relive such a time.
2. If you are unable to pray with your children, reflect on the kind of prayer you would like to have with them.
3. Recall the most memorable occasion of prayer with your children.
4. Try to imagine praying with your children in as many ways as possible.
5. Action suggestion: Pick one of the guidelines and try to put it into practice.
St. Francis Catholic School
Early Childcare Center/Preschool
310 Columbus Drive
Marshalltown, IA 50158

Please return this page after reading/reviewing the Parent/Guardian-Child Handbook.

I/we have read the St. Francis Catholic School (St. Francis Catholic School) Parent/Guardian-Child Handbook and understand our responsibility in the matters included in this handbook. I/we have discussed the appropriate items with my/our child(ren).

Parent/Guardian: ____________________________________________

Date: _______________________________________________________

Please return this form to the Director.
Thank you.