

# St Aloysius Child Care Center

*"Home of the Baby Lions"*

## Parent Handbook

2019-2020



**St. Aloysius Child Care Center**

**1957 Stuart Avenue  
Baton Rouge, LA 70808**

(225) 343-1338

Website: <http://ccc.aloysius.org/>

Fed Tax ID or EIN # 72-1078794

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***Message from the Director:***

Welcome to St. Aloysius Child Care Center! In 1986, St. Aloysius Parish established the Center. Since the beginning, more than 1,000 children from St. Aloysius Parish and the surrounding community have been part of this program.

We believe that every child is unique, so we strive to create an environment that respects each child's individual development and needs. We give each child a secure base from which to explore and learn about the world around him. As you enter the "family" of St. Aloysius Child Care, you become a part of a special experience in the life of your child.

Thank you for trusting St. Aloysius Child Care Center with the care of your young child. We look forward to getting to know your family better and to sharing the experiences and excitement of the next few years with you.

Sincerely,

Mrs. Sharon Mason  
St. Aloysius Child Care Center Director

***Introduction***

St. Aloysius Child Care Center is a facility owned and operated by St. Aloysius Catholic Church under the supervision of its Pastor and administered by the Director of the Child Care Center. It is the consortium of the Child Care Center Director, Pastor, Child Care Center Advisory Council, Parish Finance Council, and Parish Education Commission which monitors the policies of the Child Care Center to realize its objectives and goals.

St. Aloysius Child Care Center offers full time childcare to children ages six weeks through four years of age. Each daily schedule includes outdoor play (weather permitting). Daily class schedules are posted in each classroom. The Center is open 7:00 am to 5:30 pm Monday - Friday.

The Child Care Center is developmentally appropriate in its approach to early childhood care and education. Our goal is that a child at St. Aloysius Child Care Center will have the fewest number of teachers possible and stay with the same group of children as much as possible during his/her stay at the Center. This practice provides a child the opportunity to attach firmly to a warm, responsive, appropriate, consistent, caring, loving adult during the early years of their life. We believe this practice in our childcare setting will give a child a secure base for exploration of the world around him, comfort in times of stress, and a source of stimulation and joy.

**MISSION STATEMENT**

As a ministry of St. Aloysius Parish, the St. Aloysius Child Care Center focuses on the wellbeing of the whole child by providing a loving "home away from home," and a quality-learning environment, thereby, strengthening the family unit as a basis of the faith community.

## **PURPOSE**

The St. Aloysius Child Care Center was established to provide for the working families of the Parish and community, a “home away from home” for children, while they work or pursue other interests.

## **PHILOSOPHY**

We believe that an early childhood care and education program should focus on the whole child and his/her individual development and needs. We believe that an early childhood program should provide a child with a secure, attached relationship with a caring, responsive, adult caregiver. It is important that a child feel good about herself physically, emotionally, intellectually, and spiritually. We believe that a “home away from home” will provide a warm, positive, understanding, safe, secure, and loving, place for a child to play and learn. We believe that children learn through play and through exposure to a variety of experiences. Because children are individuals with unique and special needs, we promote individual growth and development.

Each child in our care can expect to be shown every day that they are loved and that they are an important part of God’s world. We believe children learn what they live. The Center will maintain a Christian approach in its program and care giving. A child’s relationship with God is directly related to the relationships formed with adults, parents and teachers.

***Remember, play is a child’s work!***

## **GOALS**

The goals of the St. Aloysius Child Care Center are:

1. To provide a Spiritual Environment for children enrolled at the Center
2. To create an environment for the Long-Term Financial Stability of the Center
3. To provide adequate facilities in order for the Center to provide quality care
4. To improve all aspects of Center communications
5. To encourage parental involvement at all levels of the Center operations and activities
6. To conduct annual assessments of the Center programs and activities

## **ELIGIBILITY/ ADMISSION**

The Center serves children ages six weeks through four years of age. Application forms can be obtained from a staff member, in the Center office, or on line at our web site [Aloysius.org](http://Aloysius.org). Completed application forms should be returned to the Director.

Upon acceptance to the Center, the parent or guardian must pay a registration fee, and complete the required forms. A pre-enrollment visit and Center tour will be scheduled at the time of acceptance to the Center. Each child must have a current health form on file in the Center office upon enrollment. Children enrolled in the Center will be eligible for enrollment through the three-year old program.

Children will be admitted to the Center according to the following priorities:

1. Siblings of registered parishioners presently enrolled at the Center. Children of school faculty, staff of St. Aloysius Parish, Child Care Center staff
2. Siblings of registered parishioners who in the past were enrolled at the Center

3. Children of registered parishioners who live in the geographical boundaries of St. Aloysius Parish with no children presently enrolled
4. Children of registered parishioners who live outside of the geographical boundaries of St. Aloysius Parish.
5. Out of parish Catholic children with siblings presently enrolled in the Center
6. Out of parish Catholic children with no siblings presently enrolled at the Center
7. Children from non-Catholic families

### **ADMISSION TO ST. ALOYSIUS SCHOOL**

As stated in the admission policy in the Parent/Student Handbook of St Aloysius School, "Families registered in St. Aloysius Parish who are active in the practice of their faith by their *Stewardship of Prayer, Offering and Ministry*, receive first priority for admission to St. Aloysius School. " *Stewardship of Prayer* includes regular participation in the faith life of St. Aloysius through prayer and worship. *Stewardship of Offering* includes contributions made in a regular consistent (weekly or monthly) manner through use of stewardship envelopes according to financial ability. *Stewardship of Ministry* includes participation in ministry through works of service in parish, home or community.

Families enrolled in the St. Aloysius Child Care Center have the assurance that all things being equal in the areas of Parish enrollment, Stewardship of Prayer, Ministry and Offering, a family enrolled in St. Aloysius Child Care Center will have priority for admission to the Pre-K program over a family not enrolled in the Center. No priority or guarantee is made to any parishioner regarding admission to the St. Aloysius School kindergarten program.

### **NON-DISCRIMINATION POLICY**

The Center does not discriminate on the basis of race, color, creed, sex, national, or ethnic origin, handicapping condition, or ancestry or whether the child is being breastfed in the administration of the Center programs.

### **COMPLAINT PROCEDURE**

St. Aloysius Child Care Center is licensed to operate by the State of Louisiana through the Department of Education – Bureau of Licensing. Parents with any significant unresolved licensing complaints may call or write:

Louisiana Department of Education Licensing  
 P.O. Box 4249  
 Baton Rouge, LA 70821  
 Phone: (225) 342-9905  
 FAX: (225) 342-2498

**The Child Care Center is under camera surveillance. Monitors are located in the Center office. For privacy reasons, video is not available to the parents or guardians.**

## CONFIDENTIALITY OF CHILDREN'S RECORDS

Children's record shall be the property of the Center and shall be kept in the Center office. The director shall supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized use. Children's record shall be held in confidence. No employee shall disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person. The Center will obtain written, informed consent from the authorized parent or guardian prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

## OPEN DOOR POLICY

Parents or guardians are welcome to visit the Center at any time during regular hours of operation as long as their child is enrolled at the Center. However, staff cannot visit or hold a conference with a parent or guardian while caring for the children. If you wish to schedule a conference with the Director or teacher, please call the office to arrange a meeting.

## HOURS OF OPERATION

The center is open Monday through Friday from 7:00 am until 5:30 pm.

The Center will be closed on the following holidays.

	Holiday	
<b>2019</b>		
July 4	Independence Day	Center Closed
September 2	Labor Day	Center Closed
November 27,28,29	Thanksgiving	Center Closed
December 24-27	Christmas	Center Closed
December 30,31	New Years	Center Closed
<b>2020</b>		
January 1	New Years	Center Closed
January 20	Martin Luther King Day	Center Closed
February 24,25	Mardi Gras	Center Closed
April 10	Good Friday	Center Closed
May 25	Memorial Day	Center Closed

## Child Drop off/ Pick-up Policy

Drop off procedures:

All children must be brought to their assigned classroom, signed in and the person dropping the child off must make the teacher in charge aware that they are dropping the child off.

Parents or authorized persons picking children up from the Center must sign the child out of the Center with the staff on duty at the time

1. Only those persons listed on the **PICK-UP PERMISSION & EMERGENCY CONTACT FORM** can pick up a child up from the Center. If anyone other than those authorized on that form is to pick up a child, written permission must be given to the Center by the registering parent/guardian. Written permission must include the person's full name, date, and name of child to be picked up and signature of authorized parent or guardian.
2. Every child enrolled in the Center must have an EMERGENCY CONTACT FORM on file. It is the parent/guardian's responsibility to inform the Center of any changes on this form.

When teachers are outdoors with children at pickup time, please do not ask them to leave the group of children to go indoors to assist with toileting for your child.

Older children and siblings are not allowed in the infant and younger toddler rooms. Older children should stay outside of the room by the door until the younger child is checked in/out. This allows the older child to be properly supervised while the parent is in the classroom. All children, when on SACCC campus, are required to follow the rules of the center. This includes not opening gates or doors, and not jumping from the climbers.

## **FEES & FINANCIAL POLICIES**

Tuition is due on the first of the month and is consider late after the fifth of the month. Tuition payments should be dropped in the tuition envelope located on the classroom bulletin board. Families have the option of prepaying tuition by the year. The Center has an Auto Draft program in place. Please see the Center bookkeeper for information on this program. Any child entering the Center in mid-month will have their tuition fees pro-rated using a daily rate based upon the date the child begins in the program.

A late fee will be charged for tuition not paid by the fifth of the month. Any tuition not paid by the tenth of the month, with no consultation with the Director or Director Designee, may result in a child's dismissal from the Center. The Director will bring all matters of delinquent tuition to the Parish Administrator.

A **\$ 100.00 registration fee** per child is due upon acceptance to the Center. The registration fee is non-refundable.

A **\$300.00 Supply/Maintenance fee** per family is due each August. The **Supply/Maintenance fee** will be pro-rated for families entering the Center mid-year.

Two weeks' notice is needed to withdraw a child from the Center. A partial refund of monthly or pre-paid tuition will be made at the time of withdrawal. Withdrawal without two weeks' notice will result in no refund of tuition.

Any request for reduced tuition or special programs from the Child Care Center must be made in writing and brought to the Director of Administration of the Parish. Financial information on the

family requesting financial assistance will be required before a decision is made to grant reduced tuition.

The Center **Tax ID number is 72-1078794.**

#### **TUITION RATES 2018-2019**

<b>Age Range</b>	<b>Parishioner Rate</b>	<b>Community Rate</b>
Infants	\$810/mo.	\$820/mo.
Toddlers 1	\$765/mo.	\$785/mo.
Toddlers 2	\$745/mo.	\$765/mo.
Two Year Old's	\$745/mo.	\$765/mo.
Preschool	\$715/mo.	\$735/mo.

#### **LATE PICK-UP FEE**

There is a **late fee of \$1.00 per minute** for children left at the Center after 5:30pm. Parents who are consistently tardy may be asked to withdraw their children from the Center.

#### **So your child is enrolled – WHAT NEXT?**

1. After receiving a letter of acceptance into the Center, parents are asked to complete several forms. These forms provide the Center information regarding the child as well as legal authorization to the Center staff to care for the child.
2. A pre-enrollment meeting is scheduled with the Director or Assistant Director to discuss paperwork, policies and procedures, and other important information. Parents or guardians are told what to bring to the Center, how to sign in and out of the Center, given the opportunity to meet the staff and offered a tour of the Center.
3. It is suggested that parents or guardians bring supplies to the Center sometime before the child's first day. This makes the first day easier for parents or guardian and the child.
4. On the child's first day at the Center, the parent or guardian should bring the child to the child's teacher/caregiver or to the staff in charge of the classroom at the time of arrival. The parent or guardian should sign the child into the Center by writing the time the child arrived on the sign in sheet. Any additional supplies brought in should be placed in the child's cubbie or given to the teacher. Since teachers arrive at the Center at varying times, your child may need to be dropped off or picked up in a classroom that is not your child's regular room.
5. At pick up time, the parent or guardian must sign the child out of the Center. Only authorized persons may pick up a child from the Center. Staff will ask for an ID from persons unknown to them. The parent, guardian, or authorized person must sign their full name and the time leaving with the child. Parents/guardians are required to sign using their full first and last names as required by licensing regulations.



6. The parent, guardian, or authorized person should check the child's cubbie for items to be taken home. Blankets and any other naptime items are to be taken home every Friday for washing.
7. Only adults are allowed to open doors and gates at the Center. **DO NOT LET YOUR CHILD OR ANY CHILD OPEN A DOOR OR GATE AT THE CENTER.**

## **TRANSITIONS FOR PARENTS AND CHILDREN**

### *Transition from Home to Center*

Before leaving your child at the Center, please be sure you understand everything about your child's care. Be sure to read the Parent Handbook and plan a visit the Center. Ask every question you might have about the Center, the policies and the staff. Any anxiety or reservation in the parent or guardian may affect the child's feelings about being at the Center.

Bring a familiar object – blanket, stuffed animal or soft doll – to leave in the child's cubbie for the day.

You may bring pictures of the family for the child to look out throughout the day.

If needed, call the Center during the day to ask about your child's day.

A room parent from their child's class may contact a family entering the Center. The room parent will welcome the family and will offer to answer questions about the Center.

### *Transition from the Infant Room to toddler/two year old classes*

A child entering the Center in the infant room will move to a classroom between the age of 8 and 14 months.

The Director or the Infant Room Supervisor will inform parents when their infant is scheduled for a move to an older classroom.

The move to an older class typically happens in June or August. When possible, the staff visits the infant room to "get to know" the children who will be entering their next class.

Families in the infant room are given information about class rotation and placement prior to the move to an older classroom.

### *Transition from Toddler/two-year-old class to the Three-year Old Class*

Families leaving the toddler/two-year-old class are offered an orientation to meet the teachers of the three-year old class. Teachers explain the expectations and procedures of the three-year old class housed in the Annex.

*Transition from the Center to Pre-K at St. Aloysius School*

Families leaving the Center to enroll in the Pre-K program at St. Aloysius School are offered orientation information in late January prior to the February application day of the school. This orientation information serves to help families become familiar with the application process of the school. Information about what to expect of “the big school” is distributed to the parents.

Children moving to Pre-K visit the “big school” and cafeteria. They meet the Pre-K teachers in the spring before they are enrolled in the school.

**WHAT TO BRING ON YOUR CHILD’S FIRST DAY AT THE CENTER**

1. On your child’s first day at the Center, bring all forms necessary to complete your child’s registration. These forms include the Registration Form, Health Form, Child Information Sheet, Emergency Information Sheet, and Permission Form.
2. Tuition payment should be placed in the Bookkeeper’s box. She has a box in the main house next to Kim’s office. Payment is due according to the rates stated in this handbook. Tuition is pro-rated for children starting in mid-month.
3. Infants should bring diapers, wipes, and two sets of extra clothing, labeled bottles, extra formula, an extra pacifier (if applicable), and a small insulated bottle bag.
4. An extra set of clothing including socks and underwear should be placed in your child’s cubbie. Please label all clothing with your child’s name and place in a labeled ziploc bag. Check clothing in your child’s cubbie at season changes.
5. Bring a child sized blanket or appropriate beach towel for your child to use at naptime. You may also bring a small comfort toy for your child to have at naptime.
6. You are responsible for bringing diapers and wipes if your child is not toilet trained. You may bring a large supply of these items to be stored at the Center. Your child’s caregiver will notify you when your supplies are low.
7. Due to limited space, Children in toddler and two year old classes should not bring backpacks or other bags. Cubbies are available for each child. Clothing items and blankets should be placed in the cubbie.

Infant bags should contain only supplies to be left at the center. If your child is going home with a different person at the end of the day, overnight supplies can be left in one of the center offices, in the main house or the Annex, just please be sure bag is labeled.

8. During the months of June, July, and August, a swimsuit and water shoes should be left at the Center in your child’s cubbie.

## DRESS CODE

Children should wear clothing and shoes that are appropriate for play and creative exploration. **Please do not put sandals on children using the mulch yard.** If the weather permits (above freezing, no severe weather warnings, and no air quality warnings) *WE WILL TAKE THE CHILDREN OUTSIDE TO PLAY.* Label all clothing and belongings (including shoes and socks) with your child's name. Each child should have at least one set of weather appropriate extra clothing left in the cubbies. Infants and toddlers should have two or more sets of clothing in the cubbie. We will mark any unmarked clothing.

Pacifiers attached to strings or ribbons shall not be placed around children's necks or attached to children's clothing.

We will have a splash day at least once a week for each class during the summer session. You will be asked to leave a swimsuit and water shoes in your child's cubbie during the summer. Only sprinklers, buckets, and sand and water tables are used on splash day. No pools over the depth of 2 feet shall be used on splash days.

## DISCIPLINE POLICY

### Disciplinary Policy

We will use a firm positive approach to discipline, stressing consistency. Each child shall be shown love, fairness, and honesty. We will make suggestions more often than commands in redirecting a youngster's energies. We will let the child know that we disapprove of the action, not the child. Wherever possible, redirection of a child's attention or playtime will be used to encourage cooperation and positive relationship among children. Time out, one minute per year of age of the child, will also be used to discourage inappropriate behavior. Time out shall not be used for children under 2 years of age. A child put into time out will be within sight of a staff member at all times. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline or bully another child. No cruel, severe, unusual or unnecessary punishment will be used for disciplinary reasons. No child may be restrained by devices such as high chairs or feeding tables for disciplinary purposes. Active playtime will not be withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime. No corporal punishment, which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position will be used. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children will not be allowed. The threat of a prohibited action even if there is no intent to follow through with the threat or threats will not be used. Discussions about families or specific children will be held in the proper place and time. These discussions will not be held in front of children. If a child is having excessive problems with behavior, he/she will be taken aside, talked with, and given a quiet time to think out the problem. If the inappropriate behavior persists, a parent-staff conference will be scheduled to discuss the situation. A conference will be held with the parents of the child to develop a behavior management plan. Communication will be maintained with the parents about the child's behaviors. Our staff is prepared to work with children whose behavior or

development is not within what is considered normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from the Center. We ask that parents inform our staff of any changes in your child's routine. This will enable our staff to better understand your little one.

Any suspected abuse and/or neglect of a child enrolled in our Center will be reported in accordance with Louisiana Revised Statute 14:403. Abuse or neglect can be reported by calling Child Protection – 855-4LA-KIDS (452-5437)

## **BITING POLICY**

Children biting children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against and provokes strong emotional responses in the biter, the victim, the parents and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. For other children, biting is a persistent and chronic problem. Children may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When a child is bitten:

- a. The child is separated from the biter.
- b. The bitten child is comforted.
- c. First aid is administered – the area is cleaned with soap and water – ice is applied.
- d. An incident/accident report is written and the parent is notified.

For the biter:

- a. The biter is immediately removed from the situation and is told, "Biting hurts, and we don't bite our friends." No emotion is shown to the biter. Caring attention is focused on the bitten child.
- b. The biter is redirected to another area of play.
- c. A caregiver shadows the biter.
- d. An accident report is written. The parent is notified.

For the staff and parents:

- a. In cases of repeated acts of biting, the staff will meet with the Director and/or Assistant Director for advice, support and strategy planning.
- b. Biting activity in the room will be charted.
- c. Children who are biting or children who have a tendency to be bitten will be shadowed.

- d. A conference will be held with the parents of the biter to develop a behavior management plan.
- e. Communication will be maintained with the parents of the biter. If it is deemed in the best interest of the child, the Center, and the other children, the family may be asked to withdraw from the Center.

### **Scratching Issues**

1. Your child's fingernails must be trimmed on a regular basis. Teachers will regularly check fingernails to be sure they are a safe length. If your child is involved in a serious scratching incident that is the result of uncut fingernails, you will be asked to pick your child up from the Center. Your child will not be allowed back at the Center until his/her nails are trimmed.
2. If it is deemed in the best interest of the child, the Center, and the other children, the family will be asked to withdraw from the Center.

### **DISMISSAL OF A CHILD FROM THE CENTER**

The following situations may cause a child's dismissal from the Center:

- Unusual and/or extreme behavior on the part of a child or family of the child may result in disenrollment of a child from the Center.
- Failure by the child or the child's family to follow the policies and procedures of the Center as stated in this handbook may result in a child's dismissal from the Center.
- Parents who are consistently tardy at pick-up time may be asked to withdraw their children from the Center.
- Failure to keep tuition current may result in a child being asked to leave the Center (See Fees and Financial Policies).

### **EVACUATION PLANS**

Fire drills are practiced monthly, tornado drills are practiced quarterly.

For other emergencies, which do not require evacuation of the building but instead require that we "shelter in place," the children will be brought into the bathrooms and hallways at the Center. If we are advised to evacuate instead of shelter-in-place, we will follow the evacuation route and designation assigned to St. Aloysius School.

If the Center closes for an emergency or weather related reason, to the best of our ability, you will be notified by phone, email, radio and/ or television. The Center uses a Phone Alert System. In case of an emergency, the Communications committee or the Center administration will activate the Phone Alert System. All families enrolled at the Center will receive a phone call to their home and on their cell phones in case of an emergency. The Child Care Center will close when St. Aloysius School closes. When the announcement is made that St. Aloysius School is closing due to bad weather or other emergency conditions, the Center will be closed also.

## HEALTH/ IMMUNIZATION POLICIES

1. The state requires that each child enrolled at the Center have an immunization record signed by a Physician or Designee. This form is due at the time of admittance. It is the parent's responsibility to keep this form current and to update all immunizations records in the Center office. The schedule set by the State Health Department will be used as a guide.
2. If for some reason your child cannot receive an immunization on schedule, a note from the doctor stating that fact must be on file in the Center office. A note excusing a child from an immunization is in effect for thirty days. After thirty days, the child must either have the immunization, or another note explaining why the immunization was not given.
3. Every morning, each child will be checked by a staff member for signs of illness, bruises or other injuries. If an injury is noted, the parent will be asked to explain how the injury happened. If a child has an illness or infection - fever, rash, diarrhea, etc. - he/she will not be allowed to stay at the Center.
4. Occasionally a child will become ill while at the Center. Staff and parents understand the risk of contracting an illness from other children in a group situation. If your child becomes ill during Center hours, you will be contacted and will be expected to come for your child. Your child may be sent home if he/she:
  - a. Is running a fever of or above 100 F Axillary
  - b. Has two or more loose bowel movements or any that cannot be contained in a diaper,
  - c. Has a contagious disease,
  - d. Is vomiting, or
  - e. Has a persistent cough (one that disturbs sleep or does not seem to be controlled by medication)
5. Children who become ill while at the Center will be taken to the office. Parents should go to the classroom to pick up items that need to go home and to sign your child out from the Center. Parents should then proceed to the Office to pick up your child.
6. If a child is sent home from the Center with one of the above conditions, he/she must be free from symptoms of illness including fever without medication for 24 hours.
7. Tuition refunds will not be given for those days when the child is ill.
8. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, the Center will try to reach the persons listed on the child's emergency information sheet. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

9. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:
- a. Blood not contained in an adhesive strip
  - b. Head injury
  - c. Human bite that breaks the skin
  - d. Any animal bites
  - e. An impaled object
  - f. Broken or dislodged teeth
  - g. Allergic reaction
  - h. Skin changes e.g. rash, spots, swelling etc.
  - i. Unusual breathing
  - j. Dehydration
  - k. Any temperature reading over 100 F axillary
  - l. Any injury or illness requiring professional medical attention

**All parents, guardians, children and staff are asked to wash their hands when arriving at the Center. Staff, parents or guardians should assist younger children with hand washing.**

#### **MEDICATION POLICY taken from LA Child Care Licensing**

A. A provider that gives medication assumes additional responsibility and liability for the safety of the children. Effective January 1, 2005, the staff person(s) administering medication shall be trained in medication administration. The training shall be obtained every two years.

B. No medication of any type, prescription, non-prescription, special medical procedure shall be administered by center staff unless authorized in writing by the parent. Authorization shall include:

- child's name;
- name of the medication;
- date(s) to be administered;
- dosage;
- time to be administered;
- special instructions, if applicable;
- side effects;
- signature of parent and date of signature; and
- circumstances for administering "as needed" medication.

C. Medication or medical procedures to be provided on an as needed basis or maintenance prescription shall be updated **as changes occur, or at least every three months by the parent.**

*All medication that is not "as needed or PRN" must be taken home daily by the parent.*

D. All medication sent to the center shall be in its **original container**, shall not have an expired date, and shall be clearly labeled with the child's name to ensure that medication is for individual use only.

E. The provider shall follow any special directions as indicated on the medication bottle, i.e., before or after meals, with food or milk, refrigerate, etc.

F. If medication label reads "to consult physician," **a written physician authorization with child's name, date, medication name and dosage must be on file in order to administer the medication in addition to the parental authorization.**

G. Medication administration records shall be maintained verifying that the medication was given according to parent's authorization, which includes:

- date;
- time;
- dosage administered;
- signature (not initials) of the staff member who gave the medication; and
- phone contact (date and time) with the parent prior to giving "as needed" medication.

H. **When parents administer** medication to their own children on the child care premises, the following information shall be documented:

- date;
- child's name;
- time administered;
- medication name;
- dosage administered; and
- name of person administering medication.

I. The provider shall not apply topical ointments/sprays/creams (i.e., sunscreen, insect repellent, diaper rash ointment, etc.) **without a written one-time authorization signed and dated from the parent**, unless changes occur.

Emergency medications (i.e. Epipen or Benadryl) or medications prescribed on a long-term basis (as needed or PRN) shall be upheld by all the above stipulations with the exception of the daily signature.

**A plan of action for children with special health care needs (i.e. allergic reactions, breathing treatments) describing how to use the emergency medication or procedure and the signs and symptoms of when to use the medication shall be maintained in the child's health records. This plan of action shall be reviewed and updated every three months.**



Non- prescription medication or over the counter products labeled “Keep out of the reach of children,” must be signed in on a Medication Authorization Form and recommended by a licensed health care provider (physician, dentist, or nurse practitioner).

### **Do not put medication in children’s cubbies or in diaper bags.**

#### **SLEEP SAFE POLICY**

1. All infants will be placed on their backs for sleeping. Written permission from the child’s physician is required for any other sleeping position. A notice of exception to this requirement will be posted on or near the baby’s crib and shall specify alternate sleep position.
2. Infants will not be placed in positioning devices for sleeping unless the child has a reason from the doctor authorizing the device.
3. All infants will be placed in safety-approved cribs with firm mattresses and well-fitting sheets.
4. Cribs will be free of toys and other soft bedding, including fluffy blankets, comforters, pillows, stuffed animals and wedges with the child in the crib. Only a receiving blanket is allowed.
5. Nothing will be placed over the head or face of the infant. If a receiving blanket is used, the infant shall be placed with the feet to the foot of the mattress with only a light blanket tucked in along the sides and foot of the mattress. The blanket shall not come up higher than the child’s chest.
6. The infant room will be maintained at a temperature not to exceed 75 degrees.
7. Staff will visually check on sleeping infants often.
8. Infants will be given the opportunity each day for supervised play while positioned on their stomachs.

#### **Tobacco Free Policy**

St. Aloysius Child Care recognizes the hazards caused by second-hand smoke exposure and tobacco use on the health of our citizens; we shall implement the following policy to provide a tobacco-free environment for all employees and visitors on any property owned, leased, or operated by St Aloysius Child Care.

The sale or use of all tobacco products and smoking devices are prohibited on all property owned, leased, or operated by St. Aloysius Child Care including parking lots. The use of tobacco products and smoking devices is also prohibited in any vehicles owned or leased by St. Aloysius Child Care. The following policy shall be applicable to tobacco in all forms including, but not limited to: smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, orbs, etc.) and any form of smoking devices (i.e., e-cigarettes).

Employees and visitors shall be notified of the policy through signs posted throughout all property owned, operated, or leased by St. Aloysius Child Care. Employees who violate the Tobacco-Free policy may be referred to the Louisiana Quit-Line (1-800-QuitNow), which is a free counseling service for tobacco cessation.

### **Toileting Policy**

The staff will assist in potty training your child. After consultation with the staff about the “readiness” of your child for potty training, we ask that you use a long weekend or long break from the Center, to begin the process at home. The next day after the long weekend or long time at home, bring your child to the Center in underwear. The staff will bring your child to the potty often in order to continue the pattern you began at home. You should expect some “accidents”. Please bring extra underwear and clothing until your child is well on his/her way to being potty trained.

At nap time, pull-ups will be allowed for extra protection. Pull ups may only be used at naptime and will not be used in place of diapers. Please send a consistent message to your child that a pull-up is considered “special sleeping underwear for big kids”.

## **MEALTIMES**

A mid-morning, mid-afternoon snack and mid-day meal will be served to the children. All children eating table food will be offered meals and snacks from our kitchen. In some classrooms, morning snack can be as late as 10:00am. All children should be fed morning bottles/breakfast before coming to the Center.

Parents or guardians of infants and creepers are responsible for providing formula or breast milk, and baby food. Bottled formula shall be labeled with the child's name or initials. Baby food supplied by the parent shall be in the original unopened container and labeled with the child's name. No other food may be brought into the Center.

Infant bottles with formula premixed in the bottles must be transported to the Center on ice or in an insulated bag.

All water in infant bottles left at the Center to be mixed by the staff must be boiled or sterile water. If water other than boiled or sterile water is used to mix formula at the Center, we must have a note from the doctor giving us permission to use other than sterile water.

Parents must have authorization from a licensed health care provider (physician, dentist, nurse practitioner) in order to put cereal in bottles with infant formula.

Sippy cups brought from home to the Center must be emptied and placed in a child's cubbie or taken home by the parent. No sippy cup containing liquids can be left in the Center refrigerators.

## **Holiday/Birthday Food**

Refreshments for special occasions such as birthday parties and holidays may be brought to the Center. Holiday refreshments should be co-coordinated by the room parents. No other food may be brought into the Center. No peanuts or peanut products may be brought into the Center. The Center is an "**Allergy Aware Zone**"

## **Special Diets**

Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink other than infant food/formula may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).

Parents must provide a statement from a licensed health care provider (physician, dentist, nurse practitioner) informing the Center of a child's food allergy. The Center will make accommodations for the child's allergy whenever possible.

## **FIELD TRIPS AND TRANSPORTATION**

St. Aloysius Child Care Center does not provide transportation to or from the Center for children. The Center does not take field trips away from the campus of St. Aloysius Catholic Church, School, or Child Care Center. Children may be taken on walks or on “buggy rides” (wagons holding up to six children pushed by staff) around the St. Aloysius Church, School, or Child Care Center campus by Center staff during the course of a child’s day at the Center.

## **TV/ Screen time**

We will show only “G” rated movies at the Center. If your child brings a movie to share with his/her friends, it must be rated “G”. There will be no TV for children under 24 months and TV time will be limited to no more than 30 minutes per day for older children.

The Center prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in the Center or on the playground.

## **SPECIAL ACTIVITIES**

**Happy Feet** – Story time with a soccer ball! On-site weekly soccer fitness program. For Girls and Boys beginning at age 2!

**Silly Goose** – Once a week classes include fun, creative movement activities appropriate for each age level beginning at age 2! The activities, great for boys and girls, will enhance your child’s skills in listening, rhythm and coordination.

**Albertson’s Community Helpers** program - if you do not have a Community Helpers card please ask in the Center office.

**Mardi Gras beads** – collected year round. The beads are used for the Krewe of Tots parade the week before Mardi Gras.

**Holiday Food/Toy drive** - The Parental Involvement Committee coordinates a Food Drive in November in support of the Baton Rouge Food Bank and a Christmas toy drive to benefit a local charity in December. The Communications Committee will provide information on these projects to you.

**Picture Day** - A professional photographer will take individual pictures of the children in the fall. A professional photographer will take group or class pictures in the spring. These dates will be announced in the Center Updates. Photographs or videos taken of the children by the staff or other authorized persons may be used in classroom photograph albums, the Parish newspaper, at the Center Open House, or for staff training purposes.

**Facebook** – we are on FACEBOOK, please “like” our page for information about the Center.

## **St. Aloysius Child Care Center Advisory Council**

### **OBJECTIVE**

The St. Aloysius Advisory Council is comprised of a group of parents who represent a cross-section of St. Aloysius Child Care Center (SACCC) families, the Center Assistant Director, the Center Director, and a member of the St. Aloysius Education Committee. The Council provides the Center's administration with feedback about SACCC policies and practices. The purpose of the Council is to facilitate communication between parents and the administration in an ongoing effort to support the quality of care provided. While the Council is not a policy-making body, it assists the administration with strategic planning by providing parental viewpoints and feedback about proposed changes that affect the Center as a whole and working with the administration to review various aspects of operations, including teacher retention, parental and employee handbooks, fundraising, finance, food service, extracurricular activities, changes in procedures or services, and facilities issues. The Council also oversees the structure of parent committees, ensuring each have clear charges and leadership in place.

### **VISION**

The active involvement of parents is an indispensable feature of the SACCC program. The shared decision-making and encouraged input and guidance from parents is the core vision of the Council.

### **PURPOSE**

The purpose of the Council is to serve in an advisory capacity to the Director in matters involving various areas of importance. These areas include, but are not limited to, Administrative Support, Parental Involvement, Spirituality/Education, Facilities, Fundraising and Communication. The Council will align its purpose, goals, and objectives with the St. Aloysius Church's mission.

Parents are encouraged to contact Council members with any questions, suggestions, or concerns that are Center-wide. The Council frequently seeks out parental input with regard to various topics under consideration or review. The Council does not address or mediate individual concerns between parents and teachers.

### **MEMBERSHIP**

Parental members of the Council consist of the chairs and co-chairs of the Facilities Committee, Parental Involvement Committee, Communications Committee, Fish Fry Committee, and the Administrative Support Committee. The Spirituality/Education chair serves as an appointed member by the St. Aloysius Education Committee. The individual serving as the SACCC representative on the parish education committee will also serve as the chair of the SACCC spirituality/education committee. A co-chair is not utilized for this council position only. The Council may appoint ad hoc committees as needed. Parents are asked to volunteer to work on one or more of the committees represented on the Council.

The Council chair serves for one year. Upon expiration of the chairs term, the co-chair will then reside as council chair and a new co-chair will be nominated.

Committee chairs are asked to serve for two years on the Council. The committee chairs rotate on and off the Council on a staggered schedule. New membership is solicited in April and May of each calendar year. Every effort is made to balance the Council on the basis of several criteria, including type of St. Aloysius affiliation, interest in Center activities, and willingness to commit to a two-year term.

### **MEETINGS**

Council meetings are held monthly, unless a majority vote reasons that an issue or event requires additional meeting times or cancelation.

### **GOALS**

- 1) Develop good liaison and communication between the parents, SACCC administration, and St. Aloysius Church's administration.
  - a) Council shares with Center administration any classroom/Center concerns, information, and/or problems;
  - b) Council members inform families and/or room parent of Council actions and discussions; and
  - c) Center staff share information, educate parents about the program, and share the Center's perspective with Council members.
- 2) Secure Council participation in
  - a) Identifying Center priorities;
  - b) Providing guidance regarding policy development and change;
  - c) Providing suggestions for growth; and
  - d) Evaluation of the program.
- 3) Create, develop, and implement sub-committee priorities
  - a) Facilities, Parental Involvement, Spirituality/Education, Communications, Fish Fry, and Administrative Support

### **COMMITTEE DESCRIPTIONS**

1. **FACILITIES COMMITTEE**
  - a. Coordinates quarterly work days or any other maintenance projects that would require a work crew
  - b. Purchases supplies needed to complete projects prior to scheduled work day and submits receipt to SACCC for reimbursement
  - c. Periodically checks with center director to offer assistance on any ongoing maintenance projects
  - d. Serves as chairs for the clean-up crew for the annual fish fry
2. **PARENTAL INVOLVEMENT COMMITTEE**
  - a. Coordinates the room parent program
  - b. Plan SACCC activities throughout the year such as but not limited to the (Halloween/Pumpkin Carving, SACCC parish fair booth, Thanksgiving Dinner, Christmas Project/Santa Visit, Mardi Gras/Krewe of Tots, Staff Appreciation/Spring Picnic, End of Year Celebration)

**3. SPIRITUALITY / EDUCATION COMMITTEE**

- i. Serves as the SACCC representative on the St. Aloysius Education Committee
- ii. Works with Director to implement educational activities or ideas generated by parish education committee
- iii. Works with Director to implement religious/spiritual activities throughout the Center
- iv. Sends cards and notes to parents, friends and staff – sympathy, baby congrats, thank you, birthday, etc.

**4. COMMUNICATIONS COMMITTEE**

- a. Reports any relevant council information to the SACCC administration for inclusion in weekly parental email.
- b. Creates all Google documents for dissemination to parents as needed by council members or center administration
- c. Submit Aloysius Alive articles pertaining to the centers recent activities in accordance with parish set publication deadlines
- d. Creates flyers or signs for events as needed
- e. Creates and maintains SACCC student directory for annual printing and distribution

**5. FISH FRY COMMITTEE-**

- a. Coordinates all aspects of the annual SACCC fish fry lunch and dinner
- b. Reports monthly to council with progress, changes, and ideas
- c. Oversees and chairs the annual fish fry subcommittee

**6. ADMINISTRATIVE SUPPORT COMMITTEE**

- a. Assist administration with yearly budget preparations as director requests
- b. Offer recommendations regarding accounting procedures and alternative expense saving suggestions
- c. Conduct budget analysis and cost studies when necessary
- d. Assist Center administration by reviewing contracts or other agreements with outside vendors when director request
- e. Assists the director in maintaining the parental and employee handbooks
- f. Assists the director in maintaining the Center employee's job descriptions
- g. Assist with job postings and hiring needs as needed
- h. Make recommendations when requested by director with respect to employee compensation, bonuses, and incentive plans
- i. Work with Center administration as needed to establish and maintain policies and procedures

## ROOM PARENT PROGRAM

The main purposes or goals of this program are to help form a peer group among the parents in each classroom; and to inform families about Center events and activities. The parishioner children in our Center could ultimately be together through eighth grade at St. Aloysius School. We are building relationships between families that could last for years. The room parents provide a link between families; encourage participation in the Parish, School and Center activities; and provide opportunities for interactions among the families. The SACCC Parent Advisory Council Asks for volunteers for room parents on the Parent Volunteer Sheet handed out each fall.

Responsibilities include:

1. Welcoming new families to the Center. New families to the Center should receive a call or email from you shortly after they enroll at the Center. You should identify yourself as the room parent, explain your role, and share your contact information with the new family.
2. Assisting the teachers with special projects in the classroom. Teachers often need supplies that families can easily donate i.e. paper towel or toilet paper roles, empty soda bottles, etc. Sometimes parents may be asked to help in the classroom with the project.
3. Attending Parental Involvement Committee meetings or coordinating with co-room parents to ensure at least one representative from each classroom is present at the meetings. This committee meets approximately four times a year or when needed to plan Center events. Please coordinate with the co-room parent(s) in your classroom to ensure that at least one room parent from your class will be present at the committee meetings. Upcoming events and activities are discussed and planned.
4. Assisting the Parental Involvement Committee with family participation in events such as Teacher Appreciation Week, the Parish Fair, Thanksgiving and Christmas projects, family picnics, and other events. Your job is to communicate with the parents about the events and to solicit their participation. You are a direct link to the parents with information about upcoming events.
5. Assisting the teachers with seasonal celebrations. Seasonal parties should be limited to celebrations for Halloween, Thanksgiving, Christmas, Valentine and Easter. The Center is "allergy aware". No food containing peanuts or peanut products is allowed at the Center. We recommend cookies, cookie cakes, muffins, fruit or vegetables, cheese and crackers, graham crackers, trail mix, goldfish, or yogurt for snacks at celebrations. Talk with your teacher about what is age appropriate and nutritious for children in the class.
6. Establishing an effective form of communication among the families in your class. Newsletter, email, notes in cubbies, and bulletin board notices are a few examples of ways to communicate. Every newsletter or other information distributed to the parents should be approved by the director before being distributed and should include contact numbers for the room parents. The Center will make copies of any information you wish to distribute.



7. If throughout your communication with the families in your class, any questions about Center practices, policies or procedures should arise, you should encourage parents to contact the Director.

### **ROBERT MARTIN MAILLET MEMORIAL**

On September 2, 1998, Robert Maillet, a 16 month old enrolled in Miss Hazel's class at the Center, and his parents, Karen and Denis, were killed in a plane crash off the coast of Nova Scotia. The family was on a trip to France for Robert's first visit to see his paternal grandparents. Roberts's maternal grandparents, Lillian and Henry Domingue, parishioners of St. Aloysius, established a fund in his memory.

The Baton Rouge Area Foundation administers the fund. Grants from the fund are awarded yearly to organizations, which share the mission of the fund – to promote the nurturing and development of children. A fund has also been established with the Center. This fund serves as an endowment for the Center. Interest from the fund is used for educational development and enhancement at the Center.

The magnolia tree near the concrete area in the front yard of the Center was planted in Robert's memory. A picture of Robert hangs in the dining room of the Center.

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Signature of Parent or Guardian

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Date

## ***St. Aloysius Child Care Activity Calendar 2019-2020***

### **2019**

**September 2- Monday - Labor Day Holiday - Center Closed**

September 28- Holy Smoke

October 18- Friday – Pumpkin Carving -5:45 pm – dark o Fair Grounds

November 3-Sunday - Daylight savings time ends

November 15, 16, 17 – Friday, Saturday and Sunday Parish Fair

November 21- Thursday- Family Thanksgiving Dinner-5:45-7:45 Parish Hall

**November 27,28,29- Wednesday, Thursday & Friday - Thanksgiving Holiday – Center Closed**

**December 24-27 - Tuesday-Friday Christmas Holiday- Center Closed**

**December 30-31- Monday -Tuesday – New Year’s Eve Holiday- Center Closed**

### **2020**

**January 1 – New Year’s Day- Center Closed**

**January 20– Monday – Martin Luther King Holiday – Center Closed**

February 20- Krewe of Tots Parade - 9:00-10:00 AM Grounds of Big School

**February 24 & 25– Monday & Tuesday – Mardi Gras Holiday- Center Closed**

March 8 – Sunday - Day light saving time begins

March 20– Friday – Fish Fry – 9:00am-10:00pm

**April 10- Good Friday - Center Closed**

April 20 – 24- Monday - Friday - Staff Appreciation Week

May 1 – Friday - Spring Family picnic at the Center

**May 25– Monday – Memorial Day Holiday – Center Closed**

May 29- Friday – End of the Year Celebration – 5:45-7:45 on Fairgrounds

**July 4 – Tuesday– Independence Day Holiday – Center**

October 2019