



ST. MARGARET'S CHILD CARE  
PARENT HANDBOOK

# PARENT HANDBOOK

## TABLE OF CONTENTS

Overview	5
Mission Statement	5
Chain of Command	6
Program Philosophy	7
Licensing Information	8
Enrollment	9
Attendance	10
Staff to Child Ratios	10
Nap/Rest Time	10
Daily Schedule of Activities	11
Infant Room Policies	12
Drop-Off	12
Documentation	12
Feeding	12
Sleeping	12
Curriculum	12
Illness Reminders/Teething	13
Diapering	13
Transitioning	13
Toddler 1 Room Policies	13
Fostering Independence	13
Toddler 2 Room Policies	13
Diapering and Potty Training	13
Tuition	14
Payment Schedule	15

Late Payments and Fees	15
Subsidized Care	16
Multiple Child Discounts	16
Registration/Enrollment Fee	16
Tax Statements	16
Confidentiality	17
Mandated Reporting of Suspected Child Abuse and Neglect	17
Parent Code of Conduct	18
Swearing/Cursing	18
Threatening of Staff, Parents, or Children	18
Physical/Verbal Punishment of Your Children or Others' Children	18
Smoking	19
Violating the Safety Policy	19
Confrontational Interactions	19
Violating the Confidentiality Policy	19
Cell Phone Free Policy	19
Parental Dress Code	19
Parents Right to Immediate Access	20
Dismissal	20
Expulsion Policy	20
Withdraw	21
Court Orders Affecting Enrolled Kids	21
Arrival Procedures	22
Notification of Appointment or Absence	22
St. Margaret's Right to Refuse Admission	23
Pick Up Procedures	23
Late Pick Up	23
Persons Appearing to be Impaired by Drugs and/or Alcohol	24
Emergency/Alternate Pick-up Forms	24

Transportation	25
School Calendar	25
Emergency and Inclement Weather Closing	25
Supply List	26
Birthday and Holiday Celebrations	27
Communication	27
Bulletin Boards	27
Parent Resources	27
Parent/Teacher Conferences	27
Teacher Newsletters	27
Pick-Up/Drop-Off Communication	27
Contacting Classroom Teachers	28
Daily Communication	28
Parental Influence	28
Discipline	28
Toys From Home	29
Children’s Dress Code	29
Field Trips	30
Community Outings	30
Parent Participation/Volunteering	30
Our Website	31
Social Media	31
Health and Safety	31
Pre-Enrollment Requirements	31
Children with Severe Allergies	31
Communicable Disease/Sick Children	32
Biting	33
Dispensing of Medication	34
Fire/Emergency Drills	34

Alternate Safe Location	34
Incident/Accident Reports	34
Foods Policy	35
Peanut Policy	35
Firearms and Weapons Policy	35
Handwashing Policy	35
Staff Employment by Clients	35
Contact Information	36
Acknowledgements/Forms to Sign	37
Acknowledgement of Receipt of Parent Handbook	37
Confidentiality Policy and Pledge	38

## Overview

Welcome to St. Margaret's! We take tremendous pride in providing the highest quality childcare program for the children in our community. We are so happy you're here! This parent handbook is designed to help you navigate the policies and procedures we have put in place at St. Margaret's to ensure every child's physical, social, and emotional well-being. It is a tool to assist you in navigating the expectations, policies, and procedures we have in place. Each parent should be familiar with, understand, and comply with the parent handbook in its entirety. A copy of the parent handbook is available on our website for your convenience.

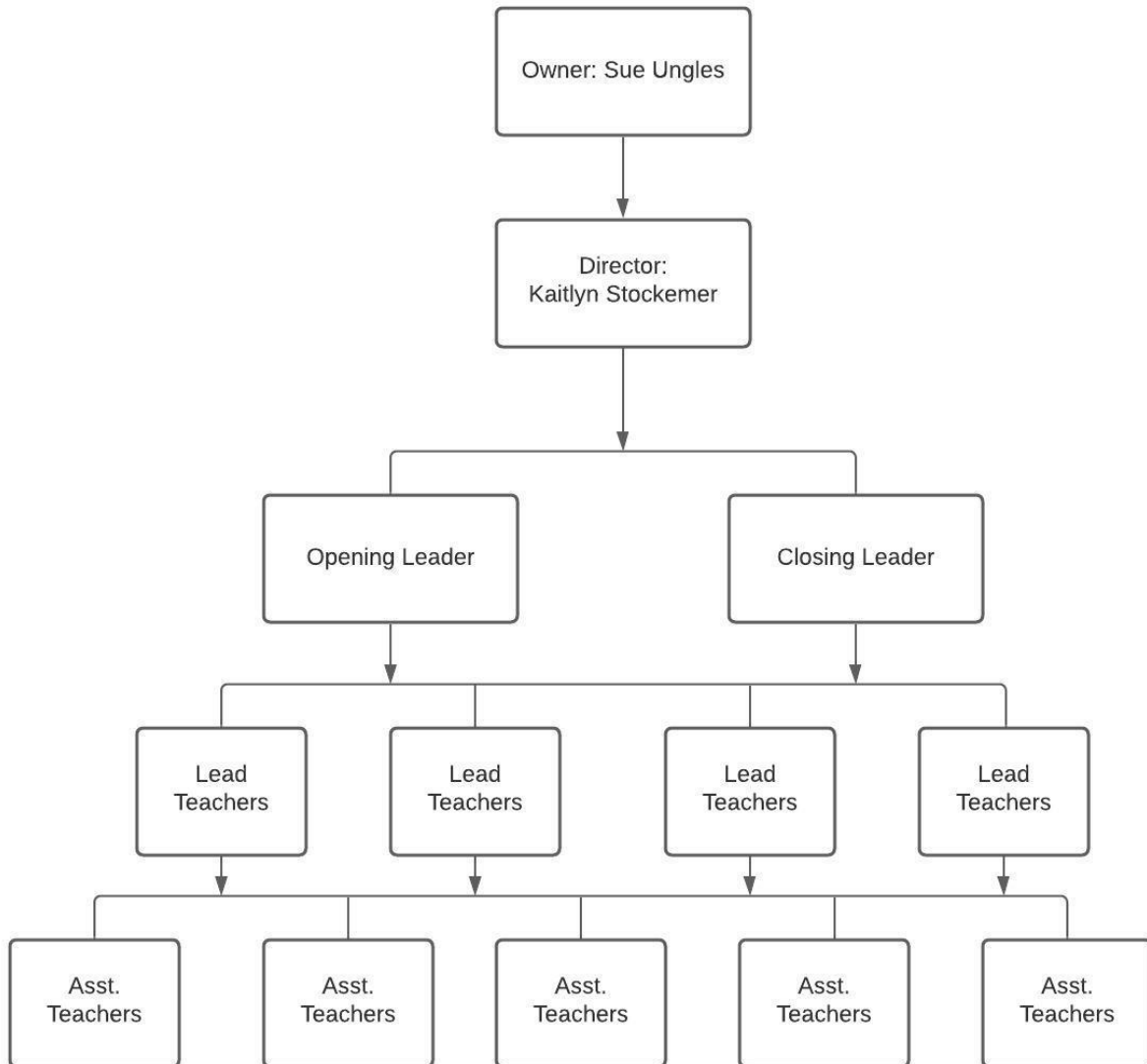
As always, if you have any questions or concerns, please reach out to our director. Please also note that this handbook may be changed or updated at any time, with or without notice.

## Mission Statement

St. Margaret's mission is to provide young children with the extension of a nurturing, healthy home life, utilizing the expertise of our community, to assist our families in developing accomplished individuals rooted in a foundation of faith and love.

## Chain of Command

St. Margaret's organizational hierarchy is as follows:



## Program Philosophy

Our weekly lesson plans incorporate themed activities that encourage exploration, spark problem solving, prompt curiosity, foster discovery, build confidence and inspire a loving relationship with our Lord, Jesus Christ. St. Margaret's curriculum aims to align with the Kansas State Standards for Kindergarten to readily prepare our students for future elementary success and beyond. Our educational program includes weekly lesson plans incorporating the following:

- Language Arts and Mathematics
- Social Development
- Science, Social Studies, and Health
- Fine and Gross Motor Development
- Art and Music Education
- Christian Faith Based Learning

We believe that children learn best through a combination of play and structure. By balancing teacher directed activities with child selected activities, active time with quiet time, and structured learning with free play and time for socialization, we hope to build a strong educational foundation for each child that walks through our doors. Additionally, our teachers are trained to recognize each student's unique skills, abilities, and interests. We do our best to keep the children engaged in the learning process and make things exciting! Stay up to date with our teacher newsletters which cover important announcements, weekly themes, detailed activities, projects, and learning goals.



## Licensing Information

Kansas Department of Health and Environment, KDHE

Curtis State Office Building  
1000 SW Jackson  
Suite 200  
Topeka, KS 66612-1274

Phone: (785) 296-1270

Fax: (785) 559-4244

Email: [kdhe.cclr@ks.gov](mailto:kdhe.cclr@ks.gov)

[www.kdheks.gov](http://www.kdheks.gov)

## Enrollment

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Parents can apply for enrollment following a tour and notification of an opening. The registration fee is non-refundable regardless of attendance. Initial enrollment is contingent upon receipt of the completed enrollment application, paid registration fee, and completion of the required paperwork. The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service of care for any duration. St. Margaret's reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at St. Margaret's is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of St. Margaret's as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify St. Margaret's immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any monies paid.

### Enrollment Forms

You can receive a copy of all enrollment forms by downloading them off of our website ([www.stmargaretschildcare.com](http://www.stmargaretschildcare.com)). Due to state licensing requirements, attendance will be denied for any missing forms.

Required State Forms: (return to the director *before* child's first day of care)

- [CCL 010 Authorization for Emergency Medical Care](#)
- [CCL 026 Short-Term Medication Authorization](#)
- [CCL 027 Long-Term Medication Authorization](#)
- [CCL 029 & 029a Child Medical Record, Immunization History, & Health Assessment](#)  
(Please note that physicals must be done within 6 months of the first day of school)
- [CCL 034 Parental Permission, Off-Premise Trips](#)
- [CCL 035 Parental Permission, Off-Premise, Group Trips](#)
- SMCC Non-Prescription Form
- SMCC Social Media Release Form

Required St. Margaret's Items: (return to the director *on or before* child's first day of care)

- Paid first week of tuition in advance
- Paid Registration/Enrollment Fee

If you change your address, phone number, place of employment, or other pertinent information, please contact the director to update your file. It is important that we have the current information in case of emergency. Thank you!

## Attendance

Our goal is to provide an educational foundation for each student, which can only be accomplished with consistent attendance. We ask that all students arrive by 9:00am each school day. Please communicate with us if you anticipate a change of schedule. If your child requires a scheduled appointment, please notify us in advance. Tuition is due regardless of attendance. Children are only allowed to be at the center for **a total of 10 hours per day** - this is a state regulation due to the number of meals and snacks we serve each day.

## Staff to Child Ratios

St. Margaret's follows the Kansas Department of Health and Environment's assigned ratio system for childcare centers. Current ratio standards are located on the parent information bulletin board and on our website.

### KDHE Staff to Child Ratios:

Infants 1:3  
Toddler One 1:5 or 2:10  
Toddler Two 1:7  
Little Learners 1:12  
School Age 1:12

## Nap/Rest Time

Children are not required to sleep if they attend beyond 1:00pm. However, they are required to rest. Teachers may help children settle down to rest. This often means rubbing backs and helping to cover children with blankets. Relaxing music is played during this time. Parents are to provide a child size light blanket that must be labeled and is to remain at school for the duration of the student's week. Nap items are to be laundered by the parents every weekend. A parent may be contacted if a child is not provided with appropriate items for nap. Teachers are not permitted to intentionally keep a sleepy child awake during nap times even at the request of their guardian. School age students do not nap. (A child must have attended kindergarten to be classified as school age).

## Daily Schedule of Activities

6:00 - 8:00 am

Arrivals - Free Play

8:00 - 9:00 am

Bathroom Break - Breakfast - Teeth Brushing Rotations

9:00 - 9:30 am

Reading / Circle Time - Each group will have a rotating library day!

9:30 - 10:00 am

Physical Education / Recess - Including yoga, music/dance, outdoor play, and games that incorporate moving our bodies!

10:00 - 10:30 am

Bathroom Break, AM Snack/Drinks

10:30 - 11:30 am

Free Play - Including projects, crafts, and small learning centers!

11:30 am - 1:00 pm

Lunch Rotation and Outdoor Play - Bathroom Break/Teeth Brushing

1:00 - 2:00 pm

Storytime - followed with quiet music during rest/nap time

2:00 - 3:00 pm

Older children may engage in appropriate quiet play (puzzles, blocks, legos, books, table activities, coloring, painting, playdoh)

3:00 - 3:30 pm

Bathroom Break, PM Snack/Drinks

3:30 - 4:00 pm

Rotation including religious learning and music and rhythms with words, music, and dance!

4:00 - 4:30 pm

Recess/Outdoor Play

4:30 - 6:00 pm

Free Play until Parent Pick-ups

## Infant Room Policies

### Drop-Off

We require parents drop off just inside the infant classroom. Shoes are not worn past our welcome point so we ask that you do not move beyond this point. The infant teachers will accept your child at the welcome point and will bring your child to you at pickup. This limits the number of germs in the area. Upon drop off, you will be asked the time of your child's last feeding. That time will be written down for the teacher's information. Please note that we do not have adequate space to store car seats. On special occasions, we may be able to store them in the office for the day, but please make other arrangements for day to day.

### Documentation

Each infant will have a daily overview on our Procure app including: contents of each diaper change and time, amount of food eaten and time, and the amount of sleep they had and time. The Procure app may also notify you of issues that arise or the need for restocking of supplies (diapers, wipes, etc.)

### Feeding

We are required to have lids for all bottles. Bottles cannot be accepted without a lid and without being labeled.

Breast milk: We require breast milk be pre-prepared in bottles at drop off with the child's name and date prepared on each bottle. We also require a backup supply of no less than two feedings frozen to be used when needed (must be labeled with the infant's name and date expressed).

Solid Food: Solid foods can be introduced between 4 and 6 months upon the parent's request/approval. Conversations about food progression will be had with parents before this transition is made. We are part of the food program and required to provide balanced meals to all children in our care.

Breast feeding: Parents are welcome to come nurse their child when/if their schedule allows.

### Sleeping

Infants are assigned their own crib or playpen. Each child is provided with their own crib sheet for their bed. These sheets are washed weekly. Pillows, blankets, lovies, or stuffed animals are not allowed in the crib. Please provide your child a wearable blanket for comfort. Crib sheets are washed by staff weekly or when soiled. Infants are required to sleep in a crib only. They are not permitted to sleep in swings, bouncers, chairs, or on the floor, according to safe sleep standards.

### Curriculum

A curriculum will be put in place that allows for exploration and growth. An assortment of activities will be provided that include beginners fine motor skills, large motor skills, tummy time, reading, and social activities. These activities will be posted and developmentally appropriate. Infants will be taken outside daily, weather permitting.

### Illness Reminders/Teething

We understand that fevers occur due to teething, but it is impossible to decipher a teething fever from an illness related fever. Our infants are held to the same policies for our older children when it relates to illness. Infants in care are statistically more prone to illness than others, however, those children in care as infants grow to have stronger immune systems when they reach preschool age. Please protect your child and the other children in care by following guidelines.

### Diapering

Diapers are changed when soiled, are checked for wetness routinely, and are mandatorily changed bi-hourly. All diapering habits will be noted on Procure. Cloth diapers are permitted; however, diapers must be leak proof with covers. Cloth diapers are required to be taken home for laundering. A form for the use of diaper rash cream must be filled out and signed by parents.

### Transitioning

As your child grows closer to transitioning into our toddler 1 classroom, we begin to look for and implement the following:

- Begins to wear shoes throughout the day
- Naps on a cot instead of in a crib
- Milk will be placed in a sippy cup instead of a bottle
- Pacifiers will be weaned to nap time only
- 2 naps will be weaned into 1
- Milk and formula will be mixed to work toward milk only

### Toddler 1 Room Policies

#### Fostering Independence

We make a few necessary changes when children enter our toddler 1 classroom in order to encourage growth and maturity and foster independence! Shoes are required to be worn. Breakfast and lunch are served at 7:30 am and 11:30am, respectively. We may also offer a morning snack when it is needed. Children nap from 1-3 pm on a cot, and afternoon snacks are provided at 3:30pm. Pacifiers may be used as needed.

### Toddler 2 Room Policies

#### Diapering and Potty Training

We ask that you send pull-ups with easy open sides after their second birthday and ask that you no longer put your child in onesies at this time. We begin encouraging toilet use after each child's second birthday or according to readiness cues and both of these items aid in that process. If you would like your child to transfer to underwear after the age of two, we are prepared to help with this transition as well. If your child will be transitioning to underwear, we ask that you bring 5 sets of underwear and pants (preferably padded), and 5 plastic underwear covers to help control the mess! Children must be potty trained in order to move ahead to our little learners room. Consistency between home and care is very helpful when children learn to potty train - please ask our teachers or director for potty training tips if you need them!

## Tuition

Care includes breakfast, lunch, and an afternoon snack. The rates listed below are weekly rates.

**INFANTS:** (Ages 0-1 or until walking independently and over 1 year)

5 full days- Monday-Friday - \$250

3 full days- MWF - \$150

2 full days- T/TH - \$100

**TODDLERS:** (Ages 1-2)

5 full days- Monday-Friday - \$215

3 full days- MWF - \$129

2 full days- T/TH - \$86

**TODDLERS:** (Ages 2-3)

5 full days- Monday-Friday - \$200

3 full days- MWF - \$120

2 full days- T/TH - \$80

**LITTLE LEARNERS:** (Ages 3-4)

5 full days- Monday-Friday - \$180

3 full days- MWF - \$108

2 full days- T/TH - \$72

**LITTLE LEARNERS:** (Ages 4-5 OR until kindergarten)

5 full days- Monday-Friday - \$170

3 full days- MWF - \$102

2 full days- T/TH - \$68

**LITTLE LEARNERS:** (Ages 3-5 also enrolled in CES Pre-K; August - May)

5 full days- Monday-Friday - \$160

No part time discounts

Children are billed according to their age on the first day of each month, unless they are 1 and not yet walking. In that case, infant rates will apply until the child is walking. This method ensures 12 months of payments at each price.

**SCHOOL AGERS:** (Kindergarten-6th grade)

**Before and After School Care**

(does not include breakfast - includes a PM snack)

5 days - M-F - Before & After School Care - \$70/week

3 days - MWF - Before & After School Care - \$42/week

2 days - T/TH- Before & After School Care - \$28/week

### Before School Only Care

(does not include breakfast)

- 5 days - M-F - Before School Care Only - \$50/week
- 3 days - MWF - Before School Care Only - \$30/week
- 2 days - T/TH- Before School Care Only - \$20/day

### After School Only Care

(Includes a PM snack)

- 5 days - M-F - After School Care Only - \$60/week
- 3 days - MWF - After School Care Only - \$36/week
- 2 days - T/TH - After School Only Care - \$24/week

Renwick In-Service Days- \$30/day

Full Time Summer Care- \$150/week

Renwick Breaks From School- \$30/day

(Spring Break/Thanksgiving/Winter Break)

We will assist in walking our Catholic school age students, enrolled in before school care, over to the Colwich religious education center (REC) each morning. This is a free service. Vehicular transportation is not offered at this time. Priority for school age admittances will be given to families with children enrolled in daycare services.

### Payment Schedule

Payments are due every Friday for the coming week. The first tuition payment is due before the first day of care. **Invoices are sent out on Thursdays and payments are due on Fridays.** or check may be used to pay tuition. We also have a digital payment option available through the use of our Procure app. In this case, payments will be automatically transferred by your bank or you may pay with a credit card. Receipts will be given for all check or cash tuition payments. All cash payments must be handed directly to school office personnel and both persons must sign off confirming the amount paid. Ensure the correct amount is listed on your receipt before signing off - we will not entertain discrepancies in the listed receipt amount and the amount you may have thought you paid. Your canceled check will serve as your receipt for payments made by check. There will be a \$30.00 fee charged for tuition checks returned by the bank. Returned tuition checks will be re-deposited once. Parents will be responsible for re-issuing a second check if necessary. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order. Tuition does not include fees for field trips and extracurricular activities that may be available at an additional cost. **Additionally, a 2.7% processing fee will be applied to debit or credit card payments. To avoid these fees, we encourage parents to enable ACH Bank payments through the Procure app.**

### Late Payments and Fees

A \$5 per day late fee will be assessed to the amount owed for past due accounts. Late fees will be applied each Monday on to any account that was not paid on the previous Friday. Late fees will be charged daily until the account is current. If an account is more than two weeks past due, your child will not be accepted



into care until your account balance is mitigated. Tuition is due regardless of attendance; including vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or other instances. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at St. Margaret's; however, if you anticipate difficulty with paying on time, please discuss the matter with the director immediately. If alternative arrangements for payment are requested and approved, you will be notified by the director in writing and such agreement will be kept in the corresponding student's file. The center closes promptly at 5:30 pm. There will be a \$1 per minute late fee assessed for any pickups past 5:30 pm, due before a child's check-in to care on the next day. We understand that things happen occasionally that are out of our control. However, please plan accordingly and respect our staff's time. More than 3 late pickups per calendar year is grounds for immediate dismissal from the program.

### Subsidized Care

At this time, St. Margaret's is not licensed to provide subsidized care with the Department of Children and Families (DCF).

### Multiple Child Discounts

St. Margaret's offers a \$20/month multiple child discount to families with one or more siblings enrolled in full-time care during the same school year. Discounts are only applicable when students are enrolled full time and tuition payments are made on time. The discount only applies to families with one or more siblings, both between the ages of 0-5, enrolled in full-time care. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

### Registration/Enrollment Fee:

All programs require a \$100 **non-refundable** registration fee. This fee reserves your spot from **August to May** and is applied towards various expenses associated with your child's care. Additional payment will be required to hold your child's spot should you not require summer care. If you enroll and choose not to attend St. Margaret's for any reason, the \$100 fee **will not** be refunded.

### Tax Statements

Parents may request a statement of the amount paid for the year for their taxes after January 1st. This can be done in our Procure app. Our tax ID numbers are below:

Federal: 85-2689172

Business: 9715673

## Confidentiality Policy

Within St. Margaret's, confidential and sensitive information will only be shared with employees of St. Margaret's on a "need to know" basis, in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as St. Margaret's strives to protect everyone's right to privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with our program. Outside of St. Margaret's, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Any parent who violates the confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding un-enrollment of a child when a parent is prohibited from accessing agency property. You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Please understand that employees of St. Margaret's are strictly prohibited from discussing anything about another child with you. Should you have concerns, please contact our director.

### Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All employees of St. Margaret's are considered mandated reporters, under this law. The employees of St. Margaret's are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at St. Margaret's take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of St. Margaret's cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in good faith.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school overly medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

## Parent Code of Conduct

St. Margaret's requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of St. Margaret's is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of St. Margaret's but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding un-enrollment of the child when a parent is prohibited from accessing agency property.

### Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff or anyone else on the premises.

### Threatening of Staff, Parents, or Children

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at ALL times.

### Physical/Verbal Punishment of Your Child or Other Children

While St. Margaret's does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### Smoking

For the health of all employees, children, and associates, smoking is prohibited anywhere on the property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### Violations of the Safety Policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of St. Margaret's. Please be particularly mindful of St. Margaret's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the building. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the director.

### Confrontational Interactions

While it is understood that parents will not always agree with the employees of St. Margaret's or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. This includes interactions that are held through social media, email, or text message as well.

### Violations of the Confidentiality Policy

St. Margaret's takes the responsibility of maintaining the confidentiality of all persons associated with the agency very seriously. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with St. Margaret's. Any parent who shares any information considered to be confidential, pressures employees, or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### Cell Phone Free Policy

We are a "cell phone free" school. Our goal is to provide the highest quality of education possible to every student in our care. A valuable component to this is to partner with our guardians in this process. A cell phone free environment will not only send a clear message to your child that you value their education but will also allow you to have meaningful interactions with your child's teacher at the beginning and end of each day.

### Parental Dress Code

Parents are required to be dressed in appropriate clothing while at St. Margaret's, or involved in any St. Margaret's sponsored events. Inappropriate clothing would include: revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is strictly prohibited. Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be asked to remove their shoes prior to entering any classroom. This will help to maintain a clean and sanitary environment. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

## Parents Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at St. Margaret's, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St. Margaret's must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order. In the absence of a court order on file with St. Margaret's, both parents shall be afforded equal access to their child as stipulated by law. St. Margaret's cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, St. Margaret's suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. St. Margaret's staff will contact the local authorities should a conflict arise. Visitors are asked to schedule appointments with the Director, and are allowed in the child care facility only at the discretion of the Director. An employee of St. Margaret's will accompany visitors at all times, throughout the center. St. Margaret's will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, St. Margaret's cannot have a child at the agency when the child's parent is prohibited access. St. Margaret's will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained under any circumstances.

## Dismissal

Upon dismissal from care, the director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. St. Margaret's will request assistance from local authorities should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. A dismissed child and his/her parents are required to call and request an appointment with the director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

## Expulsion

We will make every possible effort to establish effective communication in any areas that cause concern. We believe in many situations a partnership between our staff and the guardians of our students can create an interference of expulsion. We would work with you to create a plan of action to correct unbecoming behaviors in most situations, as we only implement expulsion as a last resort, where we feel irreconcilable differences have occurred or the safety of a child comes into question. In the event that any policy has been breached by a student or any individual associated with a student, the said student becomes "at risk" of expulsion. It is the responsibility of the primary guardian to assure that all others associated with their child clearly understand and agree to adhere to our school policies. Immediate expulsion will occur in the

event that an action or comment of a threatening nature occurs, by any person associated with St. Margaret's. This action would also occur in the event of extreme behaviors or behaviors that pose an imminent danger. Although it is our last resort; the Director/Owner reserves the right to end childcare services with or without warning, at any time for any reason.

#### Withdrawal

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will have forfeited any possible refund. The guardians and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the director. A withdrawn child and his/her parents are required to call and request an appointment with the director if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the director and are not a right of the withdrawn child or parent. Parents who wish to change their child's days or times of enrollment, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change in tuition and are only granted based on availability. The director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

#### Court Orders Affecting Enrolled Kids

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection from Abuse Order) St. Margaret's must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with St. Margaret's administration, both parents shall be afforded equal access to their child as stipulated by law. St. Margaret's cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, St. Margaret's suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, St. Margaret's is obligated to follow the order for the entire period it is in effect. Employees of St. Margaret's cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. St. Margaret's will report any violations of these orders to the proper authorities.

## Arrival Procedures

Upon arrival at St. Margaret's, the parents or the adult dropping the child off must check their child into care. Should you leave the building without checking your child in, please notify us as soon as possible so that we may do so. Failure to follow this policy may result in a monetary fine. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day (including the washing of their hands). St. Margaret's discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. St. Margaret's believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of St. Margaret's are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time. Parents are required to notify the child's teacher or the center director of any special instructions or needs for the child's day. The parent must present the special instructions in written form and verbally discuss them with either the classroom teacher or director. These special instructions include but are not limited to: Early Pick Up, Appointments, Alternative Pick-Up Person, health issues over the previous night which need to be observed, and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

### Notification of Appointment or Absence

Parents are required to inform the center by 8:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Margaret's will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not), the reason for your child's absence from school. Parents who know in advance that a child will be late, are required to notify the center by 8:00am so as to maintain the appropriate numbers of employees to ensure ratios are met when the child arrives to school. Late drop-offs should include a valid reasoning, such as a doctor's appointment. Not instances in which a parent or child willingly slept in, etc. Students may be turned away if they do not arrive within one hour of their scheduled drop off time. Guardians must notify the school prior to the scheduled drop off time in the event their child will be late or absent. If we do not have notice of an absence then a staff member will call all student contacts after one hour of the students scheduled drop off time, until contact has been made assuring the safety of your child. This policy is part of the movement trying to save the lives of children being accidentally left in vehicles. Open communication will go a long way and save much time and stress for all parties. If you would like more

information regarding, “Look Before You Lock” please let us know as we are happy to provide you with more materials regarding this matter.

#### St. Margaret’s Right to Refuse Admission

St. Margaret's reserves the right to refuse admission to any child at any time with or without cause. St. Margaret's strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms. We will make every effort to avoid classroom closures.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations. Example: Loss of power or water.
- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at St. Margaret's if the child were to be present at the center.
- Parent’s failure to maintain accurate, up to date records.
- Parents’ failure to complete and return required documentation in a timely fashion. Again, tuition is due regardless of attendance.

#### Pick-Up Procedures

Parents or other authorized adults are required to sign their child out of care upon pick-up. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. You must have visual supervision on your child at all times while on school property. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care. Parents are asked to take home all papers in the child’s cubby or school bag each day. Parents or persons designated to pick up are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it is necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

#### Late Pick-Up

Any pick-up that occurs after 5:30pm will be considered late, and the time written on the late form will be the time you exit the premises doors. The guardian will be charged accordingly. Late fees are paid to the staff member left caring for your child. If your child is scheduled as a part time student then the late fee is applied in the same manner beyond the scheduled pick-up agreement. At 5:30pm individuals listed on your alternate pick-up lists will be contacted unless you have called in advance. If we cannot reach any of



the contacts you have provided, local law authorities may be contacted to assist us in contacting you. If you will be late, the courtesy of a phone call will be highly appreciated, both by your child and the staff; however, the late charge will still be assessed. Families that have continued late pick-ups may be dismissed from our program. All measurements of time are to be according to the clock located at sign in/out area. Any late fee should be paid immediately at the time of pick up, but must be paid within 24 hours of the occurrence to avoid dismissal. A child's services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

#### Persons Appearing to be Impaired by Drugs and/or Alcohol at Pick-Up

The staff will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, St. Margaret's staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to the staff of St. Margaret's to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of St. Margaret's will contact the child's parents, local police and Child Protective Services to notify them of the situation.

#### Emergency/Alternate Pick-Up Form

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. You will also fill this out on our online application. Parents are encouraged to include any and all persons who, in the course of events, may at one time be asked to pick-up their child from St. Margaret's. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached. Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program. Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child. Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the rights to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them. All persons on the Emergency/Alternate pick-up form will be required to provide a government issued photo ID, and MUST be at least 16 years of age, prior to the agency releasing the child. There will be no exceptions to this rule, unless the minor is the biological parent of the student. All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. St. Margaret's reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to, violations of the policies/procedures contained herein. It is the responsibility of the enrolling legal guardian(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## Transportation

\*St. Margaret's will very rarely, if ever, transport children due to car seat laws and difficult logistics\*

With that in mind, students will only be transported with prior written permission of the parents. Car Seat Law: We remind you to use child safety practices for all children. Students five years of age or younger must be transported in a safety seat or booster seat, whichever is deemed appropriate by the appropriate authorities. For all other students, safety belts must be worn at all times. A child must be six or older AND weigh 60 or more pounds before she/he is legally permitted to ride without a safety seat. It is our responsibility to enforce this law. Another safety issue that cannot be permitted is leaving a vehicle unattended with the engine running. Upon enrollment, you are agreeing that you will always turn your vehicle off and properly secure your car during drop off and pick up. It is also the responsibility of the guardian to ensure alternate pickup persons follow all proper procedures.

## School Calendar

Our school calendar (including holidays and in-service days) can be found on our website at [www.stmargaretschildcare.com](http://www.stmargaretschildcare.com). It is the responsibility of each parent to review the calendar for any holidays or special events that will occur. Calendars do not remain the same from year to year and are subject to change at the discretion of the director. Again, all tuition is due regardless of closings.

### Emergency and Inclement Weather Closings

\*Please note: We are separate from Renwick USD 267 - there may be instances in which Renwick has closed for the day but St. Margaret's remains open\*

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone as quickly as possible. Notices will also be posted on our website and Facebook page. In the event of an unexpected nature, the center may have to close without warning and would post notice on these sites as to the reason for any such closing. Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location if the children need to be evacuated from the child care center. Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days. If the closure extends beyond five school days, parents will have their tuition prorated appropriately.

## Supply List

Please note the supply list to be provided by each enrolled child's parent. This list is subject to change and updated versions can be found on our website.

### INFANT ROOM

- 2-4 labeled bottles WITH lids
- Diapers/Wipes
- 1 wearable blanket (sleep sack)
- 2 pacifiers (labeled)
- 2-3 Extra Sets of Clothing (including socks)
- As requested: Sunscreen, pacifiers, teething toys, diaper cream, lotion, hat/sunglasses, medications, any other needed items

### TODDLER 1/TODDLER 2 ROOM

- Diapers and wipes (as needed/requested)
- Pull-ups as requested during potty training sessions
- 5 sets of underwear/plastic underwear covers and padded pants during potty training
- Extra outfits (at least two sets including socks)
- A blanket (to stay at the center each week)
- Optional: A snuggly, non-musical toy for use during nap time only
- As requested: Sunscreen, pacifiers, teething toys, diaper cream, lotion, hat/sunglasses, medications, any other needed items

### LITTLE LEARNERS ROOM

- Backpack and folder
- Pull-ups (as needed for nap time)
- Extra outfits (at least two sets)
- Blanket (to stay at the center - for nap time)
- As requested: Sunscreen, toothbrushes/toothpaste, lotion, hat/sunglasses, medications, any other needed items

### SCHOOL AGE ROOM

- There are no supplies required for school agers

\*St. Margaret's will provide crib/cot sheets, toothbrushes, generic toothpaste, bibs, and burp rags.

## Birthday and Holiday Celebrations

You may celebrate your child's birthday with his or her classroom with a treat to be served during snack or lunch time. Please ask your child's teacher if the class has any students with allergies. We ask that you follow the school nutritional guidelines when bringing in snacks for birthdays, and special holiday celebrations. As good nutritional snacks are part of our program, we suggest fruits, crackers and cheese, 100% frozen juice bars, veggies with dip, or frozen yogurt for birthday snacks. We want children to connect feeling special with healthy foods. Shared foods must be either commercially prepared (store bought) or prepared in a kitchen that has been inspected by health officials. Please DO NOT send full size cupcakes with large amounts of frosting. We will celebrate, sing, read special stories, and, in general, make your child feel SPECIAL! Please do not feel obligated to send snacks.

## Communication

### Bulletin Boards:

The bulletin board in/near each classroom or the entering hallway has news and information regarding events. Please check them frequently. We will also notify you of these events via email or post on the website. The following are also found on the bulletin boards:

- 1) Current School Information
- 2) Upcoming Events
- 3) Daily Schedules
- 4) Staffing Changes
- 5) Curriculum Plans

### Parent Resources:

Please check out our website for helpful information regarding availability of assistance in the community, local library information, parenting resources, telephone numbers for needed assistance, and much more.

### Parent-Teacher Conferences:

We do not hold formal conferences. Conferences can be scheduled at any time by either parent or teacher.

### Teacher Newsletters:

The Procure app also contains teacher newsletters full of valuable information about upcoming events, curriculum, what the children are up to throughout the week/month, lesson plans, opportunities for parent involvement, and what kinds of things parents can be working on at home!

### Drop-Off/Pick-Up Communication

Parents should not be on their phone or entertaining distractions during drop-off or pick-ups. Please give your child and their teacher your respect and full attention.

### Contacting Classroom Teachers

We want to have open communication with our parents and to make it as easy as possible for you to contact them. If you need to contact your child's teacher, you can reach them by messaging using the Procure app messaging system or by calling and requesting to be transferred to them. Whenever possible, teachers will respond by the end of the day. Please be patient for response correspondence. You can check out our teacher newsletters on the Procure app to see what your child has been up to at school, remind you of important events, and keep you up to date! We encourage you to get to know our wonderful teachers during pick-up and drop-off, too!

### Daily Communication

Your child will have a cubby area with their name that their backpack will be placed on at the start and end of the day. We will place a folder inside to transport your child's class work and notes. Please empty these daily and leave the folder in your child's bag. Check the Procure app for information about your child's day, demeanor, behavior, and achievements! This is a great way for you to stay connected with your child's day and a chance for teachers to notify you of any needs or events.

### Parental Influence

We understand choosing a childcare center is an important and exciting decision for parents. Your child is your most valuable treasure and we are honored that you entrust your child's care to us. At St. Margaret's, we recognize that each child is an individual - developing and learning at his or her own pace. We believe parents are their children's first and most influential teachers. Because we believe your child's early years are the most formative and thus important time in his/her development, we are dedicated to providing developmentally appropriate curriculum in a fun, safe, educational environment where young children can learn and develop through hands-on activities. To accomplish this task, active parent involvement is essential. Together as we set goals for your child, we are committed to serve as the parent's partner in providing a quality program for each child. As responsive, encouraging partners, we can help your child become an enthusiastic learner, creative thinker and inventive problem solver for a lifetime. Thank you for including us in your parenting journey, we will do our best as a team!

### Discipline

The goal of positive guidance or discipline is to help children learn to consider and respect others and the environment around them, as well as to feel secure and in control of himself or herself. Young children need to learn what is acceptable and how to live cooperatively with others. Self-discipline is the ultimate goal we set for the children. We strive to make each child intrinsically motivated to value accepted behaviors. At St. Margaret's, clear and consistent age-appropriate limits and expectations regarding behavior are set. The environment is arranged in such a manner as to minimize the necessity of limits, and children are allowed to participate in the decision-making process. St. Margaret's has a strong commitment to developing a positive sense of self-esteem and independence, responsible, and caring behavior on the part of the children. We approach discipline in a positive (rather than punitive) manner. One way to help develop responsibilities is to require your child to pick up after themselves at home and at school. It is important for your child to clean up the area in which they were working before you sign them out at the end of each day. Teachers model appropriate behavior and provide positive reinforcement while praising children for exhibiting those behaviors. Additionally, the teachers provide reminders and

redirect students to promote acceptable behavior, as well as facilitate problem solving among the children. When unacceptable behavior occurs, the first course of action is positive redirection, with the understanding that the child may return to an area or activity when they are able to use proper behavior. Parent conferences will be held twice a year. Additional meetings may be held as needed, at the request of staff or guardian. Positive and gentle discipline techniques can be found in the resources tab on our website. Please check them out to create consistent discipline techniques from school to home and back.

### Toys From Home

Due to the risk of damage, sharing issues, germs, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. If the parents fail repeatedly to enforce this policy with their children, the staff may call the parents and require that they come to the school and remove the toy. Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time. All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by St. Margaret's staff for safety and appropriateness, and may be prohibited at the sole discretion of St. Margaret's.

### Children's Dress Code

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing. Parents are discouraged from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting. Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Enrolled children are required to have two seasonably and size appropriate complete changes of clothing at the center at all times. A complete change of clothing includes: shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and footwear. St. Margaret's is not responsible for lost or damaged items of clothing.

**Jewelry/Accessories:** Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, St. Margaret's is not responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it's discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be a violation of safety policies and may result in dismissal from the program. Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present. St. Margaret's is not responsible for damage to or loss of any articles of clothing.

## Field Trips

St. Margaret's may occasionally supplement the in-class curriculum with off premise field trips. These instances will be infrequent and rare due to car seat limitations and difficult logistics. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, and reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs where applicable must be paid in advance in order for your child to attend. If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. St. Margaret's provides all required supervision for field trips, but when space permits we invite and welcome parents to attend. If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional daily fee, as well as the cost of the trip may apply, and signed permission slips will be due prior to the date of the trip.

## Community Outings

We are excited for our staff and children to be active parts in the community! Outings may include trips to explore the local community library, splash pad, parks, walking paths, or other fun spots around town like visiting with our elderly Colwich Gardens community members. All community outings will be within the Colwich city limits. Notification of a community outing will be sent in advance, with all pertinent information including destination, date, time, reasoning, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the outing. We invite parents to join us when available!

## Parent Participation/Volunteering

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the office. These volunteer opportunities are posted in the main office area on the parent bulletin board. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips. Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, such parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written

permission of the custodial parent. St. Margaret's reserves the right to make volunteer assignments. St. Margaret's does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present, although we will do our best to make that happen. There may be situations where a parent will be told volunteering is not available to them.

### Our Website

You can find us at: [www.stmargaretschildcare.com](http://www.stmargaretschildcare.com) - parents are encouraged to look through the website as a valuable resource including all enrollment forms, all about us, our staff, our programs, calendar, resources, and more!

### Our Social Media Page

Follow us on Facebook: @stmargaretschildcare

Connect with us on Facebook! We love to post pictures of what your children are doing as an inside look into their day. We also post regarding upcoming events, reminders, and enrollment information. Each family is required to fill out a social media release form upon enrollment.

### Health and Safety

#### Pre-Enrollment Requirements

Each child's parent/guardian is required to complete an enrollment folder that must be returned to the center director before the first day of care is provided. Within the folder, you will find all of the forms required by the Kansas Department of Health and Environment in order for a child to be accepted into a childcare facility. We will include instructions and answer any questions you may have to the best of our ability. All children are required to have a complete up to date immunization record on file at all times. This is per state licensing regulations. If you have chosen not to have your child immunized, please ask your pediatrician for an immunization exemption form. Immunizations may be waived for certain reasons. Parents are required to have an exemption on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. There may be students enrolled that have not been immunized. All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend St. Margaret's. The Physical Examination Form, indicating the child's fitness to attend, must be completed by a licensed healthcare professional and is valid for two years.

#### Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the form titled: **AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES**. This form is only required for students that have a life-threatening allergy. The form must detail any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the



child's allergy. This form can be obtained by request from the school director. Parents must also train staff in the administration process of an Epi-pen or any other lifesaving device required. Parents are responsible to keep updated medications and documents in place. An updated photo of the child must accompany all allergy documents.

#### Communicable Disease/Sick Children

St. Margaret's follows all health/communicable disease policies as recommended by the American Academy of Pediatrics. Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Students will remain on a cot with their own bedding in the director's office, away from other students. Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. St. Margaret's reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program, regardless of a doctor's note. Children excluded from the program due to a fever may not return to the program until they are fever free, *without fever reducing medication*, for at least 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day (at a minimum). A fever is defined as a temperature reading on a thermometer of at least 100.3 degrees Fahrenheit or more as taken under the arm. Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24 hours period of time, regardless of the reason for the condition. Children may return to the program when normal bowel movements resume. If your child will be absent due to illness, we request that you notify the center director. This enables our staff to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that everyone in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Margaret's will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

The Health Department requires that we refuse care to any child who is ill with contagious/infectious signs or symptoms such as:

- A temperature over 100.3 degrees Fahrenheit
  - \* Children sent home with a fever are not to return to care until 24 hours after they are fever free, without the aid of fever reducing medication
- Diarrhea
  - \* This includes more than one abnormally loose stool per day. Again, 24 hours before returning.
- Vomiting

\* Free of upset stomach and vomiting for 24 hours before returning to care

- Inflammation/redness/discharge of the eyes
- Skin lesions (impetigo, ringworm, scabies, OR any undiagnosed rash)
- Head lice or nits
- A bad cold (including coughing or trouble breathing)

If your child contracts a communicable disease or condition such as chicken pox, strep throat, pink eye, or head lice - please do the following:

- Keep your child home the recommended number of days according to the Public Health Regulations for the Control of Communicable Diseases. If your child contracts a communicable disease in which state regulations require the child to be removed from care until no longer infectious, a doctor's note will be required to verify the illness.
- Notify the director in the event a child contracts a communicable disease and exposes other children. Notice of such exposure will be posted for other parents' knowledge.

Ultimately, it is up to the discretion of the director to send home a child regardless of the reason due to illness. If your child is acting overly lethargic, requiring one on one care, exhibiting signs that an illness could be developing, or is not able to participate in normal daily activities, you will be asked to pick them up. If your child develops a fever or other symptoms during the course of their day, parents will be notified and asked to pick up. St. Margaret's does not carry or provide accident or liability insurance and is not responsible for medical costs due to an accident or illness.

### Biting

St. Margaret's recognizes that biting is a developmentally appropriate behavior for children under the age of three. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's care services terminated. Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's care service terminated. Furthermore, children in the older age groups, who bite 3 times in a school year may have their services terminated due to the fact that the safety of all the children in the program is of the utmost concern of St. Margaret's. Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of St. Margaret's cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting

incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident. All bites are immediately cleaned with soap and water.

#### Dispensing of Medication

St. Margaret's follows strict and specific protocols regarding the administration of medication. If the child's parent, guardian, or doctor deems OTC medications appropriate for as needed or daily use, we encourage them to be administered at home, before or after childcare services are rendered. If this is not possible, we will administer them with parental permission. These medications should not be used to mask or hide signs or symptoms of illness that would prevent a child from attending care. Should your child have a long-term, prescribed medication that requires dosages during childcare hours, please speak to the director to make the proper arrangements. If your child has an Epi-Pen due to a life-threatening allergy, they must have the following on file: a current prescription, doctor's note with specific instructions, and an up-to-date photo of the child.

#### Fire/Emergency Drills

St. Margaret's conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. If you arrive during a fire/emergency drill or real fire/emergency situation, parents may not sign children in or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete. In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

#### Alternate Safe Location

In some situations we may need to relocate to a safer location (i.e. gas leak, etc). Our current alternate location is at the Sacred Heart REC Center (address 311 S 5th St, Colwich, KS 67030) we will reach this location by walking and parents will be immediately notified to pick up their child.

#### Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be given to you directly from the teacher or placed in your child's cubby. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up, acknowledging that they were made aware of the day's events. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day. Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a

copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period may result in your child's exclusion from the program until such time as the report is returned signed.

#### Foods Policy

Our curriculum focuses on developing healthy, well-balanced eating habits. Therefore, we do not recommend that parents send any food items to school with their child that do not offer a nutritional value.

#### Peanut-Free Policy

In life threatening situations our program may enforce or become a PEANUT-FREE environment. Further notice will be given as enforced.

#### Firearms and Weapons Policy

Other than registered law enforcement, at no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the program.

#### Handwashing Policy

To assist in the overall health of St. Margaret's staff, children, and associates we ask that upon arrival you have your child wash their hands prior to joining their class. We recommend you do the same when you pick them up.

### Staff Employment by Clients

Employees of St. Margaret's are prohibited from accepting any employment from any client of St. Margaret's. Employees are specifically discouraged from accepting employment as a babysitter, nanny, etc. from any client of St. Margaret's, with or without pay. Violation of this policy will result in disciplinary action up to and including termination. In the case of pre-existing arrangements, before the employee's date of hire or the client's enrollment, special requests for an exception can be requested. The director has the right to approve or deny any special request for any reason, including but not limited to, a conflict of interest. All requests for exceptions should be made to the director at least one week before the proposed arrangement is to begin.

## Contact Information

St. Margaret's  
401 S Marian St.  
Colwich, KS 67030

Monday-Friday 6am-6pm  
[www.stmargaretschildcare.com](http://www.stmargaretschildcare.com)

### **Owner**

Suzanne Ungles  
Phone: 316-640-9921  
Email: [sue@stmargaretschildcare.com](mailto:sue@stmargaretschildcare.com)

### **Director**

Kaitlyn Stockemer  
Phone: 316-641-9562  
Email: [kaitlyn@stmargaretschildcare.com](mailto:kaitlyn@stmargaretschildcare.com)

Our classrooms are located inside the newly built wing of Colwich Elementary School.

\*\*\* Please note that if you need to reach us - it is important to call our staff - NOT the school receptionists. We are two separate entities and we appreciate your diligence to ensure proper communication channels. \*\*\*



### Confidentiality Policy and Pledge

Any information that a parent learns, as a result of their child(ren) attending St. Margaret's, that is not otherwise publicly available, constitutes confidential information. Parents may not disclose confidential information to anyone who is not employed by St. Margaret's or other persons employed by St. Margaret's who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying confidential information is prohibited. Any parent who discloses confidential St. Margaret's information will be subject to disciplinary action (including possible dismissal), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Print Name	Signature	Date
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