



PARENT HANDBOOK

2017-2018

**SAINT JOHN'S CHILD CARE CENTER
7341 Glenview Drive
North Richland Hills, TX 76180
(817) 595-2654
Fax: 817-595-2689**

**E-mail: www.stjohnchildcare@hotmail.com
Website: www.stjohnchildcare.org**

**Cindy Thornton, Director
Joni Bolinger, Assistant Director
Zenobya Young, Administrative Assistant**

OUR HISTORY

Saint John's Child Care was founded in 1977 to meet the needs of the families of Saint. John the Apostle Church. We are part of the Family Life Ministries. The center started as a Mother's Day Out program and has now grown to include a Before School Care, After School Care, Full and Part Time Early Enrichment, and Summer Camps."

Vision Statement

Saint John's the Apostle Catholic Church

We provide a spiritual setting for our diverse church community to worship and enhance our Catholic Faith.

Mission Statement

Saint John's the Apostle Catholic Church

St. John the Apostle Catholic Church inspires, proclaims, and spreads the good news of Jesus Christ by its discipleship, outreach ministering and evangelization to fulfill the spiritual needs of our parish and community.

Saint John's Child Care Center

Saint John's Childcare strives to incorporate a collaborative partnership with Saint John's Apostle Church and Saint John's school.

Philosophy

Saint John's Child Care Center is a Family Life Ministry of Saint John the Apostle Catholic Church. Our program is designed to assist each child based on their age, individual needs and goals. We provide a family friendly atmosphere that provides a caring environment for each child and their family.

Goals

We provide a program that is year round. Each classroom is designed with teachers who provide continuity of care, a nurturing and enriched environment that supports learning. Our program incorporates a play based curriculum. This helps assist teachers in creating a developmentally appropriate environment in each classroom as well as promoting a partnership with families. Our program provides religious teachings in the classroom and chapel

Hello!

I extend to you a warm welcome to St. John's Child Care Center. Founded in 1977, the Child Care Center is one of the Family Life ministries started to meet the needs of the families of St. John the Apostle Catholic Church. The center started as a Mother's Day Out program and has now grown to include a Before School Care, After School Care, Full & part time Early Enrichment and Summer Camp.

I hold special pride in the center's professional staff. Selected for their knowledge of child development as well as their strong interpersonal skills, they are the strength of our program. They value, respect and respond sensitively to the unique needs that children hold.

It is my role and the role of my staff to not only facilitate the learning of children, parents, and one another, but also to work as enablers to the important work of our outstanding Child Care Center. We are pleased to embrace these roles.

Please do not hesitate at any time to ask questions. We are here for you and your family.

Sincerely,

*Cindy Thornton
Director*

Important Information

Name of Director: Cynthia Thornton

817-595-2654

My child's teacher(s) is: _____, _____, _____

Class Name: _____

My child's lunch time is: _____ my child's nap time is: _____

Important Phone Numbers:

Child Abuse Hotline: 1-800-252-5400

Poison Control: 1-800-222-1222

To contact your local child care licensing office, you can write to:

Texas Dept. of Protective and Regulatory Services, Child Care Licensing

1501 Circle Dr., Ste 310

Fort Worth, TX 76119

817-321-8604; www.tdprs.state.tx.us

- *A copy of the current Minimum Standard Rules for Licensed Childcare Centers is available for review in our childcare office.*
- *Copies of our most recent inspection results from licensing are posted on the parent board next to the childcare office.*
- *Resource pamphlets are available for free. They are located on the wall outside our Infant Program.*

“We thank you for giving us this opportunity to care for your children!”

Saint John's Childcare Center

Enrollment Interview/Guidelines:

An enrollment interview must take place between the office administration and parent before a child can start at Saint John's Childcare. We ask that if possible both parent/guardians and child be present to establish a good line of communication and ensure all questions are properly addressed. However, if this is not possible, it will be the responsibility of the attending parent/guardian to inform all others involved with the child's welfare of Saint John's Childcare policies.

Forms:

All Registration Forms must be complete and returned to the office before a child may start. Every question on the registration form must be answered, per State requirement, so please do not leave anything blank.

Anytime there are changes in the information given at registration (i.e. phone numbers, address, work place, etc.) you must notify the office immediately and in writing. It is imperative that we know how to reach you always, in case of emergency. Please do not depend on a staff member to handle or "pass on" this, or any other, administrative information.

Before a child can attend Saint John's Childcare they must have the following completed:

1. Registration Form
2. Enrollment Form
3. Emergency Card
4. Health Statement from Physician
5. Immunization Record-current
6. Parent Handbook Acknowledgement
7. Over the Counter Permission Form
8. Family Information Packet
9. Allergy documentation (if required) from the child's physician
10. Registration Fee and first weeks/monthly tuition paid

These forms give us vital information about your child so we can give them the best possible care. The forms are required by the Texas Department of Family Protective Services, the state agency that licenses and monitors the child care center.

It is imperative for your child's health and safety that all forms are accurately completed and returned to the child care office. Anytime there are any updates in your contact or medical information, including shot records, please submit this information to the office.

Immunizations:

All children must have a current immunization or affidavit on file in our office. This is due when the child enrolls in the center. Immunizations must be kept current.

The following immunization policy was adopted by Texas Catholic Conference Education Department. It states that every student in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians

license number.

This is a Federal and State Health Law, enacted for the protection of all children and families.

Saint John’s Childcare will not enroll a child who is not current on immunizations or have an affidavit from child’s pediatrician.

This is also to protect your child and for all the children’s benefit. The exception to this law applies to those children simultaneously enrolled in a regulated school. The Texas Health Department and the Tarrant County Public Health Department audits these records on an annual basis. When a child receives any immunizations or boosters, the parents must bring an updated copy of the record to the childcare office (this should be stamped or signed and dated by the doctor’s office on the side in which the immunizations appear).

Required Shot Schedule These vaccine and age requirements are followed at the Tarrant County Health Department.

	Polio	DTP	MMR	HIB	VAR	HEPB	HEPA	PCV7
By 3 months	1	1		1		1		1
By 5 months		2		2				2
By 7 months	2			3				3
By 12 months			1	1		1		4
By 16 months		3			2	(2 doses)		
By 36 months								
By 48 months	3	4		4				
By 60 months								
By 60 months	4	5	2		3			

*VAR - One dose is required, or provide a statement documenting proof of the varicella illness

*All staff, teachers, and caregivers are required to have T.B. test completed per North Richland Hills Health Department. All staff, teachers, and caregivers must present documentation stating that they are negative for Tuberculosis (TB) before they can be present at our center.

Hours of operation:

The center is open from 7:00 a.m. to 6:00 p.m.-Monday-Friday-to accommodate those who need Full-Time Care.

However; in the state of Texas a child may only be in attendance for a maximum of 12 hours on any given day. All children must be present at the center no later than 9:00 a.m., unless prior arrangements have been made through the office. This is so late arrivals will not disturb the classroom environment, will be counted for lunch and snacks, and will take naps at appropriate scheduled times.

Website Information:

Please visit our website at www.stjohchildcare.org for any additional information that you may need.

Building Access/Dropping off and Picking up Children:

All doors to Saint John’s Childcare are to remain locked during hours of operation. To access the childcare center please ring the doorbell for assistance. By State regulation, we are to have a “sign-in/sign-out” procedure. Each classroom has a sign in and out log. Please make sure that you are signing your child in and out every day.

Release of Children:

Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. These authorized pick-ups will be listed on the Admission Form at time of enrollment. A security code is created by the family at time of enrollment. All authorized pick-ups will be screened upon entry into the childcare center. The administrative staff will ask for the security code and make a copy of the individual's license before the child can be released.

Parental Rights:

Saint John's Childcare does not have the right to withhold a child from any parent having custody or joint custody, without a complete copy of current court orders, that clearly state custody details, on file in our office. The center cannot be involved in custody disputes, nor can our premises be used for non-custodial visits or exchange.

Parental Involvement:

There are several events planned throughout the year that encourage parent participation such as "Muffin with Mom", "Donuts for Dad", "Spring Music Program", and "Christmas Program". We encourage any available family member to participate whenever possible.

Cell Phones:

Please refrain from using your phone when you are dropping off or picking up your child. All attention should be given to your child and your child's teacher. Per our licensing guidelines teachers are not allowed to use their cell phones in the classroom.

Code of Conduct for Parents/Teachers/Staff:

1. Children should be supervised always. Children cannot enter or leave the childcare center without adult supervision. Parent(s) must accompany children to and from their classroom always.
2. Children must be supervised while going to the restroom. Staff will stand in the doorway while children are using the restroom. If staff members are assisting younger children, doors to the facility must remain open.
3. Only positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
4. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. These authorized pick-ups will be listed on the Admission Form at time of enrollment.
5. Staff and Employees are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and attend prevention training.

Photographs/Videos/Still Images:

We often take photographs of the children. These pictures are sometimes used on our website, scrapbooks and in other forms of promotional materials or marketing purposes with no photo compensation. We require a photograph release form to be signed by all families at time of enrollment.

Tuition/Finances

Tuition is determined by the program that you enroll your child in. This is clearly outlined and defined in the Tuition Agreement that is signed at the time of registration. All Families are required to set up automatic billing through Tuition Express at time of enrollment.

- A non-refundable \$150.00 **registration fee** per child is due at time of registration.
- Families who are enrolled in our programs are billed regardless of absenteeism due to ill or other family events.
- **Holiday's**-Families will not be billed for the days that Saint John's Childcare is closed due to holidays.
- Tuition for **Monthly Programs** is due by the first of each month. A late fee of \$15.00 will be assessed if payment is received after 6:00 p.m. on the 10th of each month.
- Tuition for **Full-time Programs** is due weekly. A \$15.00 late charge will be assessed on Wednesday of each week.
- The office must be notified in writing two weeks prior to a child leaving the center. The child's account will be charged upon re-entry, and all previous balances must be paid in full. The child's records need to be updated, and a new Parent Agreement must be signed.
- If a family leaves our program and wants to re-enroll a re-registration fee will be assessed. The child's file will need to be updated and a new parent agreement will need to be signed.
- Pick-up times for **Early Enrichment** are between 2:15-3:00 p.m. For **Extended Day and Afterschool Care** any time before 6:00 p.m.
- **Early Enrichment Late Pickup Fees:** The late pick-up fee is \$5.00 per child for each quarter hour after 3:00 p.m.
- **Extended Day Late Pickup Fee:** The late pick-up fee is \$15.00 per child for each quarter hour after 6:00 p.m.
- Should Saint John's School require make days; Saint John's Childcare will open for Before School Care and Afterschool Care.
- There is a \$35.00 charge for all returned transactions made through Tuition Express.
- Please notify the office at least 2 weeks in advance if you need to change your child's schedule. A \$10.00 administrative fee will be assessed if appropriate notice is not given to the office.
- **Payment Agreements**-If for any reason a family is unable to pay tuition at the time that

it is due please contact the office so a payment agreement can be created. A signed agreement by the Child Care Director and the party responsible must be completed so that unnecessary late fees and disenrollment can be avoided.

- Parents will be given one month's notice in writing, of any change in rates.
- **Afterschool Care/Noon Dismissals**-The fee for noon dismissals is \$15.00 A fee is waived if a child is enrolled in our ASC for that day of the week and pre-registration for that day's care. A reservation form is placed on the table in the foyer at least 2 weeks prior to the noon dismissal. It will be picked up one week prior to the date in order to staff and prepare for the day. Late reservations can only be accepted if space is available. Failure to register may result in the following fees: late sign-up fee \$15.00.
- **Summer Camp-**
 - a. Summer Camp is provided for families whose children are 4 years or older and who have completed Pre-K.
 - b. Each family is required to sign-up for the weeks that they know that their child will be attending. If you are changing weeks during the summer, please notify the office as soon as possible so we can notify the classrooms and update it in our computer system. Please read Summer Camp registration forms carefully.

*All our programs are considered "**Year-Round**". An additional registration fee of \$150.00 will be charged for all families who unenrolled in a program and want to enroll again.

*Annual tax statements are available; please contact the office to obtain one.

Holidays

Saint John's Childcare will observe the following days: **2018**

Programs Closed:

Monday, January 15th

Thursday, March 29th

Friday, March 30th

Monday, May 28th

Wednesday, July 4th

Monday, Sept. 3rd

Thursday, Nov. 22 and Nov. 23

Monday, Dec. 24-28 and Mon. Dec. 31st

Tuesday, Jan 1st 2019

Martin Luther King, Jr. Day

Holy Thursday

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Christmas Break

New Years

The dates for "all day" care are: (2017-2018)-Saint John School

Friday, October 20

Mon.-Wed., Nov. 20-22

Thur., Dec. 21st

Tues. Jan. 2

Mon.-Fri., Mar. 12-16

The dates for "noon dismissal" days are: (from St. John's School only NOT EE)-2018

Mon., Aug. 16 (1st day of school)

Fri., September 1

Fri., September 25

Fri., Oct. 20

Wed., December 20

Fri., February 2

Thurs., February 16

Fri., March 9

Wed., Mar. 28
Thurs., May 31 (last day of school)

Dress Code/Clothing

Children should be dressed appropriately for weather conditions. Make sure that your child has a light jacket in their cubby. Closed toed shoes are necessary for playing on our playgrounds. Sandals and flip-flops are dangerous and a child can lose their footing while wearing them.

1. Comfortable clothing for an active day is very important. Tennis shoes and socks are the best choice for footwear. Sandals and flip-flops do not work for group games or on the playground. Children should have the proper outerwear during the winter months as we always play outside when the weather permits. After School Care children are welcome to bring play clothes to change into after school. NRH fire marshal requires that shoes be worn always for safety reasons.
2. Please provide a change of clothing for your child. If a child must change into clothes that belong to the center (for spills, accidents, etc.), we ask that you launder the clothing and return it to us.
3. It is important that your child dress in appropriate clothing to have success in the restroom.
5. Shorts should be worn under dresses for modesty.

Attendance

Saint John's Childcare program is year-round. We offer a variety of programs. When signing up for a specific program please keep in mind the following:

1. Each child is expected to attend regularly and at the scheduled times. A familiar pattern enables the child to take part in routines more easily and allows for a sense of security.
2. Children unable to participate in scheduled activities due to illness should not attend. There is not staff available to care for children outside the group.
3. If for any reason a child is unable to attend on his/her scheduled day (i.e., vacation, illness, family emergency) parents should contact the childcare office. This calms our concerns and allows us to schedule drop-ins. For your convenience, we have an answering machine and e-mail.
4. All children are enrolled on specific days; therefore, they cannot be exchanged for any days he/she is not enrolled.
5. If a child is absent for two consecutive weeks without communication from the parents, the childcare office will attempt to contact the parents by phone. If no contact is made, the child will be dropped from the program at the start of the third week. In order to rejoin the program, a space must be available AND the parent must pay a second registration fee (as well as any unpaid balance.)
6. When families have a change in their telephone number, job, address, or new physician and hospital for their child, they must notify the childcare office immediately so that we can amend the proper file information.

7. A calendar for the school year is in the appendix of this handbook.

Checklist of “What to Bring”

Infants-diapers, diaper ointment (labeled), change of clothes, formula and or breast milk, baby food, pacifier (if needed), and bottles (labeled with child’s name).

Safe Sleep for Infants-During enrollment each family must read and sign a Sleep Contract provided to us by DFPS, Department of Family and Protective Services.

*Except for a tight-fitting sheet all cribs must be bare for an infant younger than 12 months.

* Infants are not allowed to sleep in restrictive devices. Documentation from a health care professional is required for an infant to sleep in a device other than a CPSC approved crib.

* Infants arriving at the center asleep must be removed from car seat and placed in a crib.

*Infants must not be swaddled to sleep on any surface at any time unless “Sleep Exception” form along with a signed statement from a healthcare provider stating that a different sleeping position for the child is medically necessary.

One’s-training cup(s), 1 inch mat or child size sleeping sack, diapers, and an extra set of clothes.

Two’s and Three’s-diaper/pull-ups with Velcro, comfortable clothes for potty learning, (sweat pants are the best), extra panties/underwear in the event of a potty accident in addition to extra clothes, and a 1 inch mat or child size sleeping sack.

PLEASE LABEL ALL YOUR CHILDREN’S ITEMS

Over-the-counter ointments and sprays-

During the Enrollment process each family must sign an over-the-counter form that gives Saint John’s Childcare to apply the following (parents must supply these items):

- sunscreen
- diaper ointment,
- insect repellent,
- Other lotions.

After School Care: You are welcome to bring a change of clothes so your child can change out of their uniform. Personal toys are not allowed.

Your First Days

A positive daily transition from home to school is imperative. Children react differently to the separation from their parents when coming to school in the mornings. Some children are full of confidence and are excited to be with other children and some children are frightened or angry. Others are afraid of being away from mom and dad. After all, no matter how old we are, no one likes to be placed in a room full of strangers. Many behaviors are based on the age of the child, if the child has never been in childcare before, or any number of other factors.

Take your child to the classroom, give them a big hug and kiss, let them know you will be returning, and leave the room. The longer you stay, the more separation anxiety you will cause your child.

REMEMBER – You can call and check on your child at any time throughout the day. We will be more than happy to let you talk to your child’s teacher.

The Child’s Day

Each classroom has a schedule that is designed for a specific age group. Teachers implement a wide range of activities and materials to assist each child in their learning. A nutritious lunch along with a morning and afternoon snack are offered to all children. Outdoor activities are provided twice a day (weather permitting). Please make sure that children are dressed appropriately for outdoor play. Children will be given the opportunity to visit the chapel at least once a week.

Before School Care

- A. The children attend a quiet, relaxed atmosphere just before starting their school day. No breakfast is served, although they may bring it with them.
- B. Children must be accompanied inside the building and to their classroom.

After School Care

- A. Children are involved in activities planned to complement the philosophy and value systems of the school and family. Homework time, arts and crafts projects, as well as games and recreation, are a few of the growth activities planned.
- B. Pre K-K students are brought to after school by their classroom teachers. School age children should report to their after school classroom immediately following dismissal. No student will be allowed to leave the care of their after school teacher for any reason unless the child care office has written permission from the parents to allow the student to leave. This includes extracurricular activities such as sports, cheerleading, student government, clubs or tutoring.
- C. Snack time is approximately 3:30pm each day.
- D. Study hall is approx. 4:00pm-4:30pm. Areas are set aside for additional homework and study time. All students are encouraged to work on and complete homework assignments. Our goal is to help the children complete homework here so they can enjoy their time at home with their families. Homework done late in the evening can be a chore instead of a learning experience. Parents can check assignments for accuracy and to stay abreast of the lessons being taught and learned. The after-school staff will make every effort to help in this area, but if a student chooses to not do homework that is a matter left between the parents and the student.

CLASS PARTIES

- 1. The class parties celebrated during the school year are Halloween, Christmas, Valentine’s Day and Easter. We will ask parents to donate favors and snacks to contribute to the party’s success. Treats and favors should not be a choking hazard or contain peanuts.

2. If you would like to bring a snack for your child's birthday, please notify the office at least one week in advance. (According to the North Richland Hills Health Department, all snacks must be store bought; therefore, we cannot accept homemade snacks.)
3. Please do not send invitations to personal parties through the Child Care Center classes unless there is an invitation for each child in the class.

Water Activities

Water activities will be done outside on the south playground. There will be **no swimming**. Only water activities that consist of the sensory table and sprinkler will be conducted.

Redirection and Positive Intervention

Discipline-

1. Our goal is to build a positive self-concept. Good behavior will be recognized and encouraged. We encourage children to be self-directed and to exhibit self-control.
2. The children are supervised by persons showing an attitude of understanding, fairness, and firmness and, most of all love. We try to teach by example, through the use of fair and consistent rules, and in a relaxed atmosphere where discipline is relevant to the behavior involved.
3. The children are given clear directions. Guidance is provided at the child's level of understanding.
4. Fighting of any form is not permitted.
5. Corporal Punishment is **NEVER** allowed or practiced on our premises. Children who have conflicts or problems with others at our Center will be encouraged to verbalize their angers and concerns. Our teachers guide rather than punish.
6. No child is ever humiliated, shamed, frightened, or subjected to verbal or physical abuse by the staff.
7. Children under 2 ½ years of age-We use redirection strategies to help each child.
8. Children over 2 ½ redirection strategies and limited "time-out" (1-2 minutes) are used to help children.
9. Children who are biting-We recognize that biting is a terrible experience for the victim, the parents of the victim, the teachers, the director and parents of the child who bit. We also recognize that biting is "developmentally appropriate" for young children. We have implemented a series of procedures and documentation to try and track and evaluate the act of biting in our classrooms.

10. Serious discipline problems are discussed with the director or assistant director. A conference will be held if necessary. If a child continues to be a discipline problem after all methods of correcting the situation are attempted then it must be determined that the child may not be suited for a group care program and the family must find alternative care for their child.

11. Language Policy 3rd - 8th grades: Abusive language is described as any language that is offensive to others in the form of personal insults, racial insults, all sexual content and general cursing. If a child is heard using abusive language, the following steps will be taken:

First Offense - The child is expected to write a paragraph stating that he/she will only use acceptable language on the campus of St. John's.

Second Offense - The parents are notified. The child is asked to write a letter to their parents about the language they used. The letter should be signed by the parents and returned.

Third Offense - The parents are notified. At this time, the parents and the Child Care administrators will conference to determine what further action should be taken.

Drop-Ins

If a parent has a drop-in request, he/she must contact the office to make the necessary arrangements. Drop-ins cannot be accepted without confirmation from the office, even if you are already registered with the Child Care Center. Drop-in service can only be granted if student/teacher ratios allow. There is an additional charge for this service.

Communication

Daily communications, monthly newsletters, Facebook, Remind App, and menus are some of the ways we communicate to our parents. Our e-mail address is: stjohnchildcare@hotmail.com

Emergency Plans

Our Emergency Preparedness Manual is in the Administrative office for further review.

Severe Weather/Drills

Fire and Tornado Drills & Evacuation of Building

1. Fire and tornado evacuation instructions and routes are posted in each room.
2. Fire and tornado drills are held monthly to familiarize teachers and children with evacuation procedures.
3. The Child Care Center, as well as the Family Life Center is equipped with a smoke alarm system, CO2 detectors and fire extinguishers. Annual fire inspections are held by the City of North Richland Hills.
4. In case of an evacuation from the building for an extended period of time, we will go to Ashwood Retirement & Assisted Living at 7501 Frawley (817-804-3100) and make emergency calls from that location.

5. There is an emergency manual covering almost any emergency. It is available in the office available for review.

Inclement Weather

1. For snow and ice days, you will be notified by phone, email, and Remind App. from the Center Director if we will close or have a delayed opening. It will also be posted on our website and Facebook account. It is very important you keep the child care office informed of any changes in your phone number or email.

2. If in doubt, please call 817-595-2654 after 7:00 a.m. If we are open, someone will answer the phone. Do not accept a busy signal as a sign that someone is at the Child Care Center. Make sure you speak with someone and get the proper information

Transportation

Saint John's Childcare does not conduct fieldtrips. In the event of a medical emergency transportation to an emergency hospital is by ambulance only.

Health/Medical Emergencies

Physician & Hospitals

The name, address and telephone number of the child's physician and/or hospital must be on record in the Child Care office. It is the responsibility of the parents to notify the office of any changes.

Illness, Medications, and Injuries

1. No child who has had any fever in the past 24 hours or who shows any of the symptoms listed below for the past 24 hours may be brought to the Center. These conditions may threaten the health of the other children and Child Care staff.

2. Any child showing symptoms of illness OR temperature (100°) will be isolated from the other children. Examples are: vomiting, diarrhea, green/yellow runny nose, evidence of lice infestation, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, lethargy, difficulty breathing, wheezing, and mouth sores with drooling. The child must be picked up within one hour.

3. The only medications to be dispensed are for HYPERCONNETICS, ASTHMATICS, and DIABETICS AND EPILEPTICS. This is by the authority of the Diocese of Fort Worth. These medications must be brought to the Child Care office. A form authorizing the staff to dispense the medication must be completely filled out and signed by the parent and doctor.

4. The above medication must be in its original container with the prescription number, name of the medication, child's name, dosage and the prescribing physician's name on the label. We cannot give siblings the same medication unless it is prescribed.

5. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INTO THE

CENTER. PARENTS MUST BRING THE MEDICATION INTO THE CHILD CARE OFFICE. Medication should never be left in the classroom or the child's backpack.

6. If your child has been diagnosed with any illness or disease that is listed below, please inform the Child Care office so we can notify the appropriate classrooms, parents, and agencies immediately.

Diphtheria	Streptococcal Infections
Measles (Rubella)	Scarlet Fever
Meningitis - Viral or Bacterial	Tetanus
Mumps	Tuberculosis
Polio	Venereal Diseases
Rubella	Viral Hepatitis
Salmonellosis	Whooping Cough (Pertussis)
Shigellosis	

7. Saint John's Child Care staff is not responsible for any accident or injury occurring while your child is participating in this program.

8. If a child is injured while at the Center, an accident report is filled out. At least one parent is informed by phone or when the child is picked up at the end of the day. Parents receive a copy of the accident report upon request. The original report is placed on file in the Child Care office. We administer first aid as needed. There is always a staff member on duty trained in both first aid and CPR.

9. Parents are responsible for medical bills that arise from an injury.

10. If a child is seriously injured at the Center, the parent is notified immediately and their instructions are followed. 911 might be called simultaneously if necessary. If we are unable to reach either one of the parents or the emergency contact people, we call 911. We follow the advice of the operator and any transportation to an emergency hospital is by ambulance only. Parents can receive a copy of the accident report upon request.

11. Texas State Law requires that childcare centers report all child abuse or suspected child abuse. Saint John's Child Care Center complies with these regulations. Please advise the teacher and the office of any home injuries that may have previously occurred.

12. If your child is not able to participate in daily activities, please keep them home until the situation is resolved. All staff must stay with their class. Additional staff is not available for one on one care.

Preventing and responding to abuse and neglect of children

What is Child Abuse?

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical abuse includes actions such as beating, burning, or punching a child.

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect includes failure to provide for a child's basic physical, medical, or emotional needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child

All staff, teachers, and caregivers are required to have annual training on preventing and responding to abuse and neglect of children, including

- 1) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect;
- 2) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- 3) Strategies for coordination between the center and appropriate community organizations; and
- 4) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect.

Community systems such as <http://www.Help&Hope.org> Help for Parents and Hope for Kids

County	DFPS Program	Service Provider	Phone	Services Offered
TARRANT	Community Youth Development [learn more]	Tarrant County	817-740-4370 817-676-3908 (24/7)	Youth based curriculum, recreational services, academic support services, life skills classes, mentoring, youth leadership

				development, and youth advisory council
TARRANT	Community-Based Child Abuse Prevention [learn more]	The Parenting Center (HEAL)	817-632-5505 817-332-6348	Home visitation, parent leadership, resource and referral.
TARRANT	Services to At-Risk Youth [learn more]	ACH Child and Family Services	817-886-7106 817-335-4673 888-296-8099 (24/7)	Crisis intervention and counseling, short-term counseling for at risk youth and their families, emergency care (youth shelter), youth life skills, and parenting classes.
TARRANT	Statewide Youth Services Network [learn more]	Big Brothers Big Sisters Lone Star	972-573-2339 888-887-2447 (24/7)	Community-based mentoring and school-based mentoring.
TARRANT	Statewide Youth Services Network [learn more]	Texas Alliance of Boys & Girls Clubs	512-301-7711	Boys and girls club experience, stay smart youth based curriculum, and smart leaders youth leadership development.
TARRANT	Texas Families: Together and Safe [learn more]	Catholic Charities Diocese of Fort Worth, Inc.	817-289-3888 817-534-0814 (24/7)	Parent education and training, home visitation, child care during appointments, basic needs support, transportation, resource and referral.
TARRANT	Texas Home Visiting [learn more]	Fort Worth Independent School District	(817) 814-2283	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.
TARRANT	Texas Home Visiting [learn more]	Parkland Health and Hospital System	(214) 266-1139	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.
TARRANT	Texas Home Visiting [learn more]	Tarrant County Public Health Department	(817) 413-6320	Families receive services through evidence-based based home visiting programs and are referred to

				supplemental services as needed.
TARRANT	Texas Home Visiting [learn more]	WINGS Dallas	(214) 584-2326	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.

Hearing and Vision Screening

Children who have turned age 4 are required to have vision and hearing screening. Copies of these screening documents are kept on file in the Administrative Office of Saint John’s Childcare.

Snacks/Lunches

Our Early Enrichment program includes all snacks and lunches. This is included in the tuition fee. A menu is posted in your child’s classroom and in the hallway next to the office. Children who are enrolled in our afterschool program and have an early dismissal have the option of purchasing a lunch for \$3.00 or bringing their lunch from home. Saint John’s Childcare is not responsible for the nutritional value of snacks and lunches brought from home.

Special Diets and Food Allergies

If your child has a specific food allergy, please notify the office during the enrollment interview. In most cases, we can work around this and still provide for your child’s nutritional needs. Your child’s physician will be required to furnish a letter.

Common Food Allergies (healthline.com)

When the body’s immune system reacts abnormally to something a person eats or drinks, it’s known as a food allergy. According to Food Allergy Research and Education (FARE), it’s estimated that 15 million American’s have food allergies. Children are more likely to experience food allergies. Approximately 1 in every 13 children in the United States lives with food allergies. A food allergy may affect the skin, the gastrointestinal tract, or the respiratory or cardiovascular systems. Many types of foods can be allergens, but certain foods are much more likely to trigger an allergic reaction.

According to FARE, eight foods are responsible for 90 percent of food allergies. They are: cow’s milk, eggs, peanuts, fish, shellfish, tree nuts (such as cashews or walnuts), wheat, and soy.

Parent Involvement

1. Parents will receive a emailed newsletter containing information on all programs each month. The newsletter can also be viewed on our web page.
2. The Child Care Center encourages parents to keep the lines of communication open with their child’s teacher and the director. Parents are welcome to review copies of staff and parent handbooks as well as the minimum standard rules and most recent Licensing inspection reports. These can be requested from the office.

3. There are no regularly scheduled parent/teacher/director conferences. If you feel a conference is necessary, call for an appointment. Should the director or teacher feel a conference is necessary; the office will call the parents for an appointment.
4. All problems outside of regular childcare which may have an effect on a child's behavior while in our care need to be discussed with the director/teacher.
5. Parents are welcome at the center any time. Parental involvement is valued. However, visiting parents must realize teachers must continue to do their jobs of watching and interacting with the children and cannot "chat or visit." Also, remember that parents in a classroom can be very confusing to young children and disruptive to classroom activities. If you are wanting to help at party time, please remember, all food served must be handled by a person with a NRH food handlers certificate.
6. We invite parents to share personal interests, including hobbies, talents, cultural backgrounds, etc. with our children.
7. As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our Center. Donations to the Center are tax deductible.
8. Fundraisers will be done periodically. We appreciate your support!
9. Texas Department of Family and Protective Services:
Local phone: 817-321-8604 Hotline phone: 1-800-252-5400
Website: www.dfps.state.tx.us

Breastfeeding:

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Saint John's Childcare offers all parents and especially breastfeeding mother's a place to sit and breastfeed their child. Parents are welcome to bring breast milk to school.

Individual Property

1. **The Child Care Center is not responsible for any personal belongings. Parents are asked to make certain that children do not bring toys to the Center. A special stuffed toy for naptime is permitted in Early Enrichment.**
2. Children must have their full name clearly marked on all items.
3. The lost and found is located in the Center's hallway.

Electronic Devices

We understand that school age children may need their electronic game, iPod, cell phone, etc. after they leave After School Care. No such device is allowed to be seen or heard while in the child care center. This is especially true of any device with photo or video capabilities. Children

may use the office phone to contact parents and vice versa. If staff sees or hears any electronic device, it will be confiscated and sent to the office, where it will be returned to the parent at pick up. Exceptions may be made on electronic games, without camera capabilities, with permission from childcare staff.

Pets

St. John's Childcare currently has one pet in our center. We have a hamster in our 3 yr. old classroom. Staff and children immediately wash their hands after interacting (touching) the hamster. The teacher cleans the hamster cage on a regular basis.

Safety

Arrival/Dismissal

1. We ask that parents closely supervise their children in the driveway, lobbies and other areas of the Family Life Center and church campus.
2. Children should not be dropped off at the curb or be allowed to enter the building alone. Parents are expected to park their cars and personally accompany their child to the assigned Child Care classroom. Parents must make certain that the teacher knows your child is present before leaving the classroom and signing them in for that day.
3. Parents are asked **not to park** in the drive through in front of the Family Life Center. Please park in a space in the parking lot.
4. As parents depart with their child from the classroom, playground, gym, etc., they must make sure at least one teacher is aware that the child is leaving.
5. Only parents and those persons on the child's enrollment form are allowed to take the child from the Center. A code will need to be created for each family upon registration. This code will be used for those family members other than parents picking up. Proof of identity (driver's license) is required. Please stop by the office if the child's records need to be updated with the list of names for this purpose. The staff at the Child Care Center cannot release any child with only a verbal authorization.
6. In the case of a divorce, we must have a court document stating that a parent cannot pick up a child.
7. **It is Diocesan policy that employees of Saint John's Child Care Center are not allowed to babysit for any family that has their child enrolled in any of our programs.**

Gang Free Zone

Any area within 1000 feet of the child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Closing Statement

Saint John's Child Care is designed for the unique caring needs of the children of our parish, our school and the local community. We hope our families feel like we have created a

home-away-from-home atmosphere. We appreciate feedback from our families and are happy to elaborate on any facet of our program. Please feel free to visit us at any time.

Appendix: Staff Requirements
St. John's Child Care Contact Information
Program Overview

All Saint John's Child Care programs are conducted under the direction of a credentialed director and devoted staff each of whom meets all state, local and diocesan requirements

including:

- DFPS background checks
- FBI background checks
- Negative TB tests
- 24 hours of pre-service training
- 24 hours of annual training
- 1st Aid and CPR training
- Food Handling/Childcare worker training
- Safe and Sacred training (child or family abuse and/or neglect)-per Diocese

Contact information: Saint John's Child Care
7341 Glenview Drive (mailing address)
7409 Glenview Drive (physical address)
North Richland Hills, Texas 76180

E-mail: stjohnchildcare@hotmail.com

Fax #: 817-595-2689

Phone #: 817-595-2654

PROGRAM OVERVIEW

<u>Program</u>	<u>Age</u>	<u>Time</u>
Before School Care	1 yr. old's – 8 th grade	7:00 a.m. – 8:00 a.m. (M-F)
Early Enrichment	1 yr. old's – 3 yr. old's	8:00 a.m. – 3:00 p.m. (M-F, M/W/F, T/TH)
After School Care	Pre-k – 8 th grade	3:00 p.m. – 6:00 p.m. (M-F)
Extended Day	1 yr. old's – 3 yr. old'	3:00 p.m. – 6:00 p.m. (M-F)
Summer Camp	Pre-k - 8th grade	7:00 a.m. – 6:00 p.m. (M-F)

--The doors do not open prior to the assigned times for each program to allow teachers adequate preparation time.

--The Center will work to serve special needs children. A decision will be made by the director on an individual basis as to whether we can adequately provide for a special needs child.

--We do not discriminate against any race, creed, sex or national origin in hiring of staff and enrollment of our students.

--The Center is licensed by the Texas Department of Protective & Regulatory Services. We will go far beyond these standards to supply you and your child with quality childcare in a safe environment.

--Children will be assigned to rooms and will be designated as “teams” divided into age appropriate groups.

--The policies and procedures presented herein are for information and illustrative purposes and are in no way to be interpreted or construed as a contract. The rules contained in the handbook are not considered to be exclusive. The church reserves the right to amend or withdrawal any policy or matter set forth in the handbook at any time. A two week notice will be given for any charges.

All programs take place at Saint John the Apostle Catholic Church Family Life Center

Reference Page/Index

Page 3	Welcome Letter
Page 4	Important Information
Page 5	Enrollment/Immunizations
Page 6	Operation Hours/Website /Building Access/Dropping off-Picking up Children
Page 7	Release if Children/Parental Involvement/Cell Phones /Code of Conduct/Photography
Page 8	Tuition/Parent Agreements/
Page 9	Afterschool Care/Noon Dismissals Summer Camp/Holidays
Page 10	Dress Code/Attendance
Page 11	“What to Bring” Infants-3’s /Safe Sleep
Page 12	Before School Care/After School Care /Class Parties
Page 13	Water Activities/ Discipline
Page 14	Drop Ins/Parent Communication /Emergency Plans/Weather Drills
Page 15	Inclement Weather/Transportation/Health/Medical Emergencies
Page 16, 17, 18	Preventing/Responding to Abuse and Neglect
Page 19	Hearing/Vision Screenings/Snack/Lunches/Allergies /Parent Involvement
Page 20	Breastfeeding/Electronic Devices/
Page 21	Pets/Safety/Gang Free Zone/Closing Statement
Page 22	Appendix
Page 23	Program Overview



Saint John's Childcare Handbook Acknowledgement Form

Child's Name: _____ Date: _____

I have read and understand the Parent Handbook
that I received on: _____

Parent's Signature: _____

Parent's Printed Name: _____