



ST TIMOTHY

CATHOLIC DAYCARE & PRESCHOOL

PRAY • SERVE • GIVE | IN SERVICE OF THE NEW EVANGELIZATION

St. Timothy is dedicated to providing well-rounded, child-centered and developmentally appropriate programs in a loving, secure and spiritually nourishing Catholic environment which is rich with the values and traditions of our Faith.

HANDBOOK

2045 S. Pennington
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Updated June 2020

MISSION STATEMENT AND GOALS

St. Timothy is dedicated to providing well rounded, child-centered and developmentally appropriate programs in a loving, secure, and spiritually nourishing Catholic environment which is rich with the values and traditions of our faith.

OUR GOALS INCLUDE:

- Supporting and continuing the work already begun by parents.
- Encouraging the growth of each child as a creation of a loving God, with unique talents and abilities.
- Developing a sense of self and community within a faith-filled atmosphere.
- Cultivating a sense of curiosity and wonder in relation to the child's world and their environment.
- Providing a setting which will foster a love of learning through exploration and creative activity.

ENROLLMENT

DAYCARE AGE: Children must be at least 6 weeks old on their first day of attendance.

PRESCHOOL AGE: Children must be at least 2 years and 8 months of age and be fully potty trained prior to their first day of school.

DOCUMENTATION

St. Timothy is compliant with all regulatory agencies. Therefore, it is mandatory that prior to the first day of attendance, **ALL** children must have on file:

1. updated immunization record
2. proof of custody as indicated
3. other paperwork as needed to satisfy state regulations

FEES

There is a non-refundable enrollment fee of \$100 per family due when the first child is enrolled and an additional \$25 enrollment fee for each additional sibling enrolled.

DISCOUNTS

Families with more than one child enrolled in our daycare or preschool program are eligible for a discount of 10% off of the oldest child's regular tuition rate. This deduction will be included in the tuition agreement issued to the family prior to the youngest child's start date. Discount eligibility does not apply to students enrolled in our school age after care daycare program.

HOURS OF OPERATION

We are open from 7:00am until 5:30pm. Because we are licensed for those hours only, we request that you arrive before 5:30pm to pick up your child. Late fees will apply after 5:30pm. Please note that all holiday closures are clearly posted in the lobby.

DAYCARE

DAYCARE TUITION:

St. Timothy requires tuition to be pre-paid **weekly** every Monday via automatic deduction. If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made. You may choose one week per year that your child may be absent for “vacation” and not pay the weekly fee; in addition, the week-long closure at Christmas will be a no charge week as well as the week of Easter. All other holiday closures are already figured into the tuition rates.

For families who need full-time daycare, but choose to add preschool to your child’s schedule, there are several options available. St. Timothy requires Preschool with wrap-around Daycare to be pre-paid **weekly** every Monday via automatic deduction. If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made.

For accurate pricing based on your enrollment needs, please contact the Director and we will try to create a Preschool/Daycare wrap option that works within your schedule.

MEALS:

Parents are expected to provide formula and baby food for infants and a cold lunch for older children. We will provide two snacks each day for children who are able to eat table food and do not suffer from any food allergies. If your child does have allergies, or the snacks provided do not meet with parent expectations, we will request that the parent provide a snack replacement. A snack menu will be posted on the bulletin board in the lobby each week.

DIAPER PROCEDURE:

Parents will receive documentation regarding frequency of diaper changes. Diapers will be provided by the parents. Children’s hands will be washed with soap and water as well. Procedures for diaper changes and hand washing will be posted in each classroom.

REST ROOM PROCEDURES:

All children will be supervised and receive assistance as needed when using the rest room. Children are required to wash their hands with liquid soap and running water. If the child requires assistance, the teacher will follow the same protocol.

SNACKS:

We provide a two component snack for each program. If your child suffers from food allergies or the snacks provided do not meet parent expectations, we will request that the parent provide a snack replacement. A weekly snack menu is posted on the parent board in the front lobby area.

PRESCHOOL

SCHOOL SCHEDULE:

- Our Early Learners class meets on Tuesday and Thursday mornings each week. Students must be two years and eight months old before September 1st to enroll in this class.
- Preschool classes meet Monday, Wednesday, and Friday each week. Preschool classes are available for either morning or afternoon sessions. Students must be three years old before September 1st.
- Pre-K classes are available in five half day or five full day format. Half day classes are available for either morning or afternoon sessions. Students must be four years old before September 1st.

All Early Learner, Preschool, and Pre-K students must be fully potty trained prior to the first day of school.

CURRICULUM:

Preschool classes follow monthly themes and a weekly curriculum map. Each theme is integrated in the classroom and meets the state requirements with core curriculum in all areas including math, science and discovery, as well as pre-reading and pre-writing skills. Through art, music, dramatic play and sensory experiences, children are exposed to curriculum which provides them with the opportunity to develop to their full potential. Diocesan curriculum guidelines are available in the office and our school meets or exceeds these guidelines.

PRESCHOOL PROGRAM TUITION:

Our preschool program follows the Diocesan school year and runs from August through May. Should you choose to pay your child’s full annual tuition prior to July 31st, you will receive a 5% discount. St. Timothy requires tuition to be pre-paid **monthly** on the 15th via automatic deduction over a ten month period. (August through May) If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made. There is no charge for the days when the preschool is closed and your deduction is already pro-rated into our monthly tuition rates.

ANNUAL PRESCHOOL TUITION RATES

	5 full days	5 half days	3 half days	2 half days
Pre-K age 4 - 5 <i>4 years old and potty trained by Sept. 1st</i>	\$4,400	\$2,900	n/a	n/a
	Monthly Rate \$440	Monthly Rate \$290		
Pre-School age 3 - 4 <i>3 years old and potty trained by Sept. 1st</i>	n/a	n/a	\$2,300	n/a
			Monthly Rate \$230	
E.L. age 2 – 3 <i>2 years 8 months and potty trained by Sept. 1st</i>	n/a	n/a	n/a	\$1,900
				Monthly Rate \$190

NON CATHOLIC FEE:

An annual fee of \$300 applies to non-Catholic families who are enrolled in our preschool program.

ATRIUM

Catechesis of the Good Shepherd, our religious education program, is taught by a specially trained catechist. The program is open to all Preschool children 3 years of age and older. This is a Montessori based hands on approach to teaching children about their faith. This Level I class focuses on the message that God is real and He loves me, and Jesus is real and He is my friend. The Atrium is located on the East end of the building across the hall from our full day pre-k classroom.

COMMUNICATION

Open and honest communication is always encouraged. Daily sheets are sent home for children enrolled in infant, ones, or twos Daycare programs. Daily sheets include information regarding meals, naps, diapers, behaviors, favorite activities and other interests. For Preschool children, regular classroom updates regarding themes, curriculum, and upcoming events, will be emailed out by your child's teacher. We also send out regular E-News emails with program information, events, closures, and other details pertaining to current events at St. Timothy.

If you have a particular concern regarding your child, please consult with your child's teacher after class dismissal. If the situation is of a more complex nature, please make an appointment with the teacher. The Director will address any concerns not resolved by the teacher. Conferences including parents, teacher, and Director, are also available.

For special announcements, please check the bulletin boards in your child's classroom and the hall or lobby. Flyers and calendars are also be available. Additionally, we use Flocknote as a means of quick electronic communication with parents. Further information is available in our student enrollment form that is to be completed during the registration process.

SIGN IN/SIGN OUT

Each child must be signed in and out daily, as required by the state's regulatory agency. A complete signature is required; initials are unacceptable.

All children must be picked up by a custodial parent or parental designee as indicated in writing by the parent.

Only those listed on the authorized pick-up list will be permitted to remove the child from the premises. If someone other than the parents will be picking a student up, please notify us.

ALLERGIES

St. Timothy Daycare and Preschool is a **nut free zone**. Due to airborne allergies, we do not serve snacks that contain or may contain nuts of any kind. To help us keep our friends safe, we ask that parents do not send snacks containing or made with nuts to school.

MEDICATION AND ILLNESS

St. Timothy staff is not permitted to administer or dispense any medications without proper written authorization from the parent. This includes even simple items such as sunscreen and diaper ointments. Please do not send your child to school with a fever (a temperature of over 99 degrees), any type of discharge from the eyes or nose, a cough, vomiting, diarrhea or rash of any kind. A child should be symptom free for at least 24 hours before returning to Daycare or Preschool. A doctor's note will suffice as proof of non-contagious illness. These precautions allow the child to attend Daycare/Preschool without risking exposure to others.

Additionally, if your child is sent home with a fever, they may not attend school the following day and may not return until they are 24 hours fever free without the aid of Tylenol, Motrin, or any other fever reducing medication.

MINOR INJURIES

Bumps, bruises, cuts and scrapes are not considered serious injuries and will be tended to by a qualified staff member. The parent will be informed of such incidents at the end of the day. If the injury is of a more serious nature, we will notify the parent immediately. Excellent healthcare facilities are close by, should such measures be required. The enrollment procedure will include authorization for St. Timothy's to take whatever emergency measures are deemed necessary. These measures are posted in each classroom as well as at the entrance of the Daycare.

DISCIPLINE

Our staff uses a positive behavior model, therefore we use positive methods of discipline, which encourage self-control, self-esteem and cooperation among the children. Setting reasonable, age appropriate limits helps children understand what is expected of them. Under no circumstances will any type of physical punishment or ridicule be used as disciplinary measures.

For circumstances requiring discipline, the teacher will attempt to redirect the child to a different activity. If the behavior persists, the child will receive a verbal warning. If the previous measures fail, the child will be asked to take a break and sit away from their friends for a few moments. This will allow him/her to regain control and composure. No child will be isolated from the class or the staff at any time. If a behavioral issue cannot be resolved using the measures described above, parents will be notified.

In order to effectively provide a safe, nurturing environment, we will maintain open communication with the parents regarding any disciplinary measures taken.

CLOTHING

Children should wear comfortable, casual clothing. Please label your child's clothing and personal items for easy identification. We cannot be responsible for any lost, found or damaged items. Lost and found will be kept in the front office area of the Daycare Center. Parents are asked to bring extra clothes, in case of accidents, spills, or messy play. These items may be kept in your child's backpack or cubby.

Extra clothing, sweaters, and jackets must be labeled so they go home with the correct student.

PARENT VOLUNTEERS

Parents are welcome to volunteer in the classroom. See your child's teacher if you wish to volunteer on a regular basis. All parents wishing to volunteer must be compliant with Safe Environment Training and regular volunteers must have a valid fingerprint clearance card on file. Please be aware that we are unable to accommodate children who are not enrolled in Daycare or Preschool should you wish to assist in the classroom regularly. For more information please ask the Director or your child's teacher.

OUTSIDE HOURS CHILD CARE

St. Timothy employees cannot be held responsible for any accident or liability that may occur should you retain the services of an employee for any work outside of the Preschool/Daycare environment, such as babysitting, etc.

FIELD TRIPS/TRANSPORTATION

St. Timothy Catholic Daycare and Preschool's transportation policies apply to the transportation of children to and from St. Timothy Catholic daycare center. The vehicle used for transporting children will be currently registered and meet the federal motor vehicle safety standards. The driver of the vehicle will be a St. Timothy employee 25 years or older with a current unrestricted state driver's license. The driver will carry all needed emergency and attendance information for each child transported to and from the center.

St. Timothy Catholic Daycare and Preschool's transportation program is a privilege that considers safety the number one priority. Children are expected to listen and follow the rules set forth by St. Timothy Catholic Daycare and Preschool. St. Timothy employees reserve the right to refuse transport of a child to and from any location if the driver feels the child is putting him or herself at risk or risking the safety of others. Should a child not follow the rules and guidelines the parents will be contacted and expected to transport their child themselves. For each enrolled child, a transportation release form or field trip release form must be signed by the parent or guardian.

BIRTHDAYS

Birthdays are a special time for celebration. Parents are always welcome to join us for their child's special day. Special snacks may be brought for the occasion; however, regulatory agencies require that food be purchased from a retailer. No home-made snacks are permitted. All snacks must also be allergy friendly and may not contain nuts of any kind. We also ask that you avoid bright or vibrant colored frostings and dyes.

INSURANCE AND PESTICIDES

The Daycare Center and Preschool are covered by Catholic Mutual Insurance in accordance with state licensing requirements. This policy is available for review upon request. A pesticide notice will be posted on the door of the Daycare Center as well as on the bulletin board at the Preschool 48 hours prior to spraying.

VOLUNTARY WITHDRAWAL

Parents must provide us with a one-week notice if you plan to withdraw your child from our programs. There are no refunds for tuition or registration fees upon withdrawal. If you temporarily withdraw your child for more than four consecutive weeks, you will be required to pay a \$100 fee to hold your place. Temporary withdraws are only available to students enrolled in the daycare program.

TERMINATION OF ENROLLMENT

There are circumstances under which it may be necessary for the Director to terminate a child's enrollment in our program as well as transportation of a child in our center's bus. Such a decision is not taken lightly and would be based on whether it is in the best interest of the child, the other children in the class, as well as the overall operation of the Daycare/Preschool. Before making such a decision, every effort would be made to correct problematic situations. Whenever possible, written notification one week in advance of termination will be provided to the parent.

The decision to terminate enrollment may include one or more of the following:

- Abuse of other children or staff members
- Destruction of school property
- Continued violation of school policies
- Disruptive or dangerous behavior
- Our school's inability to meet the child's needs
- Non-payment of tuition

MANDATED REPORTING

Please be advised that all teachers, staff, and administrators at St. Timothy Daycare and Preschool are mandated reporters by the state of Arizona. If a staff member believes that a minor is or has been the victim of physical injury, abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means, such incident will be communicated to the Director and an immediate report will be filed to a peace officer and/or to Child Protective Services in the Department of Economic Security.

(Arizona Revised Statute 13-3620)

LICENSING AGENCY

St. Timothy Daycare and Preschool facilities are licensed by:

Arizona Department of Health Services Office of Child Care Licensing
150 North 18th Ave., Suite 400
Phoenix, AZ 85007
602-364-2539

As a regulatory agency, they have the right to:

- Interview children and staff and to inspect and audit all child and/or facility records without prior consent.
- Observe the physical condition of a child, including any signs that may indicate abuse, neglect or inappropriate placement, and, if necessary, to provide protective custody and/or a licensed medical professional to conduct an examination.

Inspection reports are available upon request.



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HANDBOOK ACKNOWLEDGEMENT

I, the parent of (student name) _____ hereby confirm that I have access to or have received a copy of the St. Timothy Daycare & Preschool Handbook. By signing this document, I acknowledge that I have received, read, and agree with all information outlined within the St. Timothy Daycare & Preschool handbook.

Student Printed Name: _____

Date: _____

Parent Printed Name(s): _____

Parent Signature(s): _____

Date: _____