

All Saints Child Care
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Cedar Rapids, Iowa 52403
(319) 298-9844



2017 - 2018
Parent Handbook

All Saints Child Care

Handbook of Policies and Procedures

INTRODUCTION

Welcome to All Saints Child Care where, “*learning and growing go hand in hand.*” This purpose of this handbook is to welcome you and explain some of our policies and procedures. ***Please read it carefully and keep it for future reference.*** A copy of the All Saints Preschool Department of Human Services Policy manual is available upon request for complete details and listing of all policies.

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PHILOSOPHY AND GOALS

The early training of a child is the most significant training he/she receives. However, an early childhood experience permeated by Christianity provides a child with added richness. Not only are his/her mental, emotional, social and physical needs recognized, but also his/her spiritual needs. The results of such a situation will be a presence of God in his/her life.

The program will provide quality childcare, which parents can rely upon throughout the school year. The program will offer a variety of activities, which includes recreation and games, arts and crafts, reading, music, and "free time" for the children to pursue their own interests in a safe and friendly environment.

In order to provide a comprehensive Early Learning Preschool experience, we will:

- Accept children and their families at their individual levels, value their uniqueness, and encourage them to progress at their own pace.
- Develop a multi-cultural, non-sexist curriculum and environment
- Provide a stimulating child-centered environment that recognizes play as a viable means for learning about self, others, and the world.
- Encourage children's learning through play by providing activities which enable children to plan, observe, explore, pretend, question, and evaluate.
- Provide a nurturing environment that fosters a positive self-image, a sense of trust, self-reliance, self-confidence, and appreciation of others.
- Provide a developmentally appropriate thematic curriculum and activities adapted from the Creative Curriculum for Preschool that promote cognitive, language, physical, social, emotional, and spiritual growth in an integrated format.
- Utilize and incorporate the State of Iowa Early Learning Standards, Jolly Phonics program, and Handwriting Without Tears program.
- Introduce faith-based values and concepts that will enhance each child's feelings of belonging, ability to share with others, and skills for living cooperatively in the world and Christian community.
- Provide a balance of child and teacher initiated activities, individual and group activities, structured and unstructured play, and active and quiet times.
- Encourage language and literacy development through daily exposure to activities such as stories, poems, field trips, functional uses of print, dramatic play, and dramatization.
- Encourage math and problem solving skills through manipulation of objects.
- Help each child grow in large and small motor ability.
- Collaborate with community agencies to meet the unique needs of children and families.
- Emphasize family participation through volunteerism, and family activities and social events.
- Use evaluation of children's progress and achievement to plan curriculum, meet individual needs, communicate with parents, and evaluate the program's effectiveness.

ORGANIZATION AND LICENSE

All Saints Child Care is sponsored by the All Saints Board of Education and is a non-profit organization. We are an Iowa Quality Rated System (QRS) Center licensed by the Department of Human Services and the Archdiocese of Dubuque.

ENROLLMENT

In order to attend Child Care, a child must be 3 years old and completely toilet trained or a school ager currently enrolled in All Saints School. The child will not be allowed to begin Child Care until the required enrollment forms (listed below) are complete and on file at the Center. Forms shall be updated annually.

Forms required for enrollment are:

1. Registration Form
2. Enrollment Form
3. Parental Emergency Medical Consent Form
4. Authorization Statements
5. Physical Form
6. Immunization Card
7. Volunteer Statement
8. Certificate of Dental Screening
9. Tuition Plan

The Center expects the forms to be kept current. The parents must provide new information to the staff regarding information on forms such as emergency persons, names, employers, phone numbers, authorized pick-up names, and address changes.

HOURS OF OPERATION

Child Care opens at 6:30 AM and closes at 6:00 PM without exceptions.

TUITION AND PAYMENT POLICY

2017–2018 Child Care Fees:

| | |
|------------------------------|----------------------------|
| Full Time Preschool Age | \$425.00 per month |
| Part Time Preschool Age | \$345.00 per month |
| Wrap Around Enrichment Care | \$280.00 per month |
| Daily Rate | \$35.00 per day |
| Before and After School Care | \$225.00 per month |
| No School Day | \$10.00 per day additional |
| Half Day | \$5.00 per day additional |

1. A non-refundable annual registration fee is required of all students. This fee is due with the registration form and effective for the calendar school year.
2. Child Care tuition payments are paid monthly through the nine month Automatic Tuition Plan (refer to the Automatic Tuition Plan Form), or annually with the total tuition due at registration in August, or semi-annually with the first half of tuition due

at registration in August, and the second half of tuition due January 15. Any other payment arrangements are at the discretion and approval of the director/administration. A Special Exception Payment Contract will be issued.

3. Insufficient funds are subject to a service fee. Parents will be notified immediately upon receipt of the non-sufficient notice by the program director and shall have one week (seven days) to pay the service fee and tuition in full. If the service fee and tuition are not paid at the end of one week, continuation of preschool services may be suspended until fees/tuition are paid in full.
4. Refunds are not given for absences, illness, holidays, vacation, school cancellations, early dismissals, withdrawal from the program, etc.
5. If the childcare tuition balance falls 30 days overdue, you have 30 days from the notice by the program director to pay the full unpaid balance. If the unpaid balance is not paid by the end of 30 days, the child will be discharged from the preschool program until the balance is paid in full. Reinstatement may occur on a space available basis when the balance has been paid in full. Any other arrangements are at the discretion of the director/administration.
6. LATE CHARGE FEE: If a child is not picked up from childcare by 6:00 PM, families are subject to a \$1.00 per minute late per child fee. The child will remain in childcare until a parent/authorized designee picks up the child.

CHILD CARE CLOSINGS

The following are the days we are officially closed:

Day before school begins

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

New Years Day

Good Friday

Memorial Day

Day School Ends

Fourth of July

IN-SERVICE DAY POLICY

Sign up sheets for in-service days will be sent home and emailed at least 10 days prior to the in-service day. There is an additional \$5.00 charge for half days and \$10.00 charge for full days. If you do not sign your child up prior to the in-service day, we cannot guarantee that your child will be able to attend for that day.

ARRIVAL PROCEDURES

All children in Child Care will be escorted by staff to and from preschool.

Parents and authorized persons may drop off children using the front door of the school. When bringing your child each morning, we require that you clock him/her in on

the Time Manager program. Children must be escorted into the classroom by an adult or authorized designee.

DISMISSAL PROCEDURES

All children in Child Care will be escorted by staff to and from preschool.

We will release your child only to parents/guardians or authorized persons designated by you on the Parental Consent form. If someone other than those authorized is to pick up a child, it is imperative that Child Care is notified and an authorization form is filled out. Adults other than parents will be required to show a photo ID. We again ask that you clock your child out using the Time Manager program.

If any staff member suspects that the parent/guardian or authorized designee who is picking up a child from the Center is under the influence of alcohol, drugs, or other intoxicants, this incident could be reported to the DHS as possible child abuse. Attempts will be made to seek alternative means of transportation in regards to the safety of those involved. If the individual continues with their intent to drive the child, the local law enforcement agency will be contacted immediately.

ATTENDANCE

In the event of illness, vacations, or other absences, which take place on regularly scheduled days, please notify Child Care.

INCLEMENT WEATHER

Child Care is generally open during all school delays and cancellations. Preschool closes if the Cedar Rapids Xavier Catholic Schools/Cedar Rapids Community Schools close due to inclement weather. Local radio, television, and Internet carry these announcements. **If schools are delayed, morning classes will be canceled; with the exception of the Enrichment program. If a delay is announced, the Enrichment programs will then follow the delayed start time and dismiss at 1:30 PM.** If schools are delayed, the 4-year-old afternoon class will continue to meet at the regular scheduled time. Inclement weather closings are not reimbursed.

CLOTHING AND PERSONAL ITEMS

A day at childcare can include such activities as signing, dancing, eating, painting, and playing indoor and outdoors. Your child should wear comfortable, washable clothes, as well as closed-toes shoes to the center. Please have names on all outside garments. Child Care is not responsible for lost garments.

Children can care more easily for their own bathroom needs when dressed in clothing that is easy for them to remove. Accidents do happen however, so each child needs to keep an extra set of clothing in their school bag. We keep extra clothing at Child Care, but children feel more comfortable in their own clothes.

Please note that for the safety of the children, closed toe and heel shoes are preferred. Many accidents have occurred when children wear “flip flops.”

We encourage your child to learn by using the Child Care toys and equipment. Please leave personal toys at home.

SNACKS AND MEALS

Child Care follows the DHS and Child and Adult Care Food Program (CACFP) regulation requirements. As a part of the food program, we are obligated to inform you that the United States Department of Agriculture is an equal opportunity provider and employer.

Please note All Saints Child Care follows a “**NUT FREE ZONE**” policy. This policy is to help children who are allergic to nuts and nut products, such as peanut butter. Avoidance to these food products is the key to preventing an allergic reaction. Please help us do our best to ensure a safe “**NUT FREE ZONE**” environment to prevent any accidental contact or ingestion of nuts or peanut butter. **Due to the fact that allergic reactions to nuts can become severe and even life threatening, we are requesting that NO food/ snacks/ treats be allowed with any kind of nuts (i.e. peanuts, almonds, pecans, etc.) OR peanut butter.**

“The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457- 4416; website: <https://icrc.iowa.gov/>.”

BIRTHDAY CELEBRATIONS

A child’s birthday is one of the most important events of his/her year. Therefore, if you would like to provide snack on their birthday celebration day you may. A simple treats such as a cookie, bars, etc. are acceptable for birthday celebrations. Cupcakes and cake is discouraged due to its nutritional value, as well as for cleanliness.

FIELD TRIPS

The Center feels that children learn by experiencing the world around them, therefore field trips are taken throughout the year. Field trips include but are not limited to: grocery store, public library, pumpkin farm, apple orchard, Nature Center, etc. Field

trip permission forms will be sent in advance for each field trip. Children will be transported by school bus. If a parent does not want their child to participate in a field trip or does not want their child to be transported by bus, an agreement will be made between the director and parent on an individual basis.

NON-CENTER ACTIVITIES

Any child leaving Child Care during operating hours with anyone other than Center staff will be required to have a non-center activity form signed by the parent/guardian. Non-center activities may include Speech, Occupational Therapy, Girl Scouts, etc. Parents/authorized designees are responsible for transportation if necessary. These forms are available upon request.

SUPPORT SERVICES

Children enrolled in Child Care have access to a variety of support services should the need arise. These services include the All Saints school staff, and the Grant Wood Area Education Agency Early Access team for services including speech-language pathologist, audiologist, occupational therapist, physical therapist, psychologist, social worker, and others. Teachers and families may use input on an informal basis or request formal assistance identifying strategies to address a concern.

HEALTH POLICY

Parents should keep their child at home at any sign of illness for the child's own welfare as well as for the protection of the other children. Germs spread quickly in an early childhood environment. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a deep cough.

A child who arrives at Child Care noticeably ill will not be admitted for that day. This decision is under the discretion of the teacher and/or director. If a child becomes ill while at the program, parents will be notified immediately to pick up their child. We use the Parental Emergency Consent Form to contact parents or another authorized designated adult if the child develops symptoms of illness while in class. The child will remain under adult supervision in a quiet area until the parents or authorized designee arrives.

Your child must stay home if he/she:

1. is vomiting, or has vomited within the last 24 hours
2. appears listless
3. has diarrhea, or has had diarrhea within the last 24 hours
4. has a temperature of 101 degrees or above within the last 24 hours
5. has any contagious disease
6. is under a doctor's care which requires a doctor's approval to return to the Center

Parents must notify Child Care if your child will be absent due to illness. The child may return to Child Care once he/she fully recovers. The child should be fever free for 24 hours without the aid of fever reducing medication. Upon return, parents must inform

Child Care if the child needs any special care and reasonable accommodations will be arranged if possible.

Parents must notify Child Care if your child contracts a communicable disease. This information will be posted for other parent's awareness. The ill child **will not** be allowed to return to Child Care until the period of contagion has passed.

In the event that a child is injured during an incident /accident, parents will be contacted if needed and an accident/incident report will be completed for parent/guardian information. Parent/guardian will be asked to sign the incident/accident report and return a copy to Child Care.

In case of a medical emergency, the staff may administer first aid. The staff members are certified in infant/child/adult First Aid and CPR. The parent/guardian will be notified.

Parents must notify Child Care when there are changes in emergency or medical information so we can keep files current.

MEDICATION POLICY

All Medication must be prescribed by a physician and be in their original containers. We cannot give over the counter medications. All Medication must be prescribed by a physician and be in their original containers.

If a child requires medication during the day, a parent will be required to complete an Authorization Form. The medication form states the child's name, name of medication, date(s) to be given, and time(s) to be given.

REST TIME

There will be a rest time for all children who attend Child Care from 1:00 PM to 2:30 PM. If your child will be attending during that time, we will provide them with a cot, sheet, and blanket. If your child wants a pillow or stuffed animal, please only send a very small one.

SAFETY POLICY

No access is allowed in the Preschool or Child Care areas without supervised approval. All visitors must check in the School or Child Care office for approved access.

Parents are required to complete a Parental Emergency Medical Consent form to provide names, relationships, and phone numbers of people authorized to pick up a child from the Center. Children will be allowed to leave only with the persons designated in writing by their parents. A "Pick-Up" Authorization form must be completed by the parent/guardian to authorize anyone other than those listed on the consent form, to pick up a child from the Center. This consent form provides medical or dental personnel the authority to treat children in an emergency situation. All Saints will notify parents/guardians in the event of any kind of emergency involving their child as soon as possible after emergency personnel are notified. If we are unable to reach a parent/guardian, we will try to notify the emergency contacts provided on the form. Parental Emergency Medical Consent forms are to be kept current and updated annually.

BITING POLICY AND GUIDELINES

Even in the best preschool and childcare programs, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. The five broad causes of biting behavior are: (1) the developmental stage of the child, (2) individual differences, (3) the environment, (4) the child does not know something yet, and (5) unmet emotional needs.

Proactively understanding the developmental stages of the children in the program, and their individual needs, can prevent biting behaviors. Supportive, nurturing, and responsive relationships between caregivers and children in the program are critical. Developmentally appropriate environments including schedules, activities, group size, routines, and transitions are essential elements in preventing biting behavior.

The Center's response to biting is to address the underlying causes of biting incidents to meet the child's ongoing needs. A responsive caregiver can begin to anticipate when a bite might occur. Observing and recording behavior is an important tool to assessing the triggers that lead to biting. When observing signs that a child might be on the verge of biting, caregivers may be able to act immediately to prevent the biting behavior. If a biting incident does occur, appropriate caregiver responses will include:

- Remaining calm by not expressing frustration or anger towards the child
- Ensure the safety of all children
- First –aid
- Accident/Incident Documentation
- Firmly and calmly address the child that bit in a simple and clear manner
- Shift the attention to the child who was bitten and show concern and support for that child
- Talk with the child who bit and discuss different strategies to use instead of biting
- Help the children move on
- Assess the environment, activities, group of children, and situation

When a biting incident occurs, rather than focusing on the child as needing discipline, it is the Center's responsibility to observe the child and determine the child's needs that are not being met. Observation and assessment are necessary to identify the potential external causes triggering the biting behavior, so that further incidents can be prevented. Parental permission for observation will be on file at the Center. Caregivers will observe and document the behaviors and context both before and after biting occurs to identify functions of the behavior. This data will be used to find patterns and potential solutions. Caregivers will work with the child's family to share information and address the child's needs. The Center will maintain an emphasis on proactive purposeful planning of environments and opportunities to develop healthy relationships within the Center's environment through director support, staff teamwork, and professional development including training and consultation.

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. First Aid must be administered immediately. An Accident/Incident Report must be completed and parents/guardians must be notified for both the child that was bitten, and the child doing the biting. The child with the challenging behavior should be taught in a caring and firm way that biting is not acceptable, and there are alternate ways to express their needs and desires. The Center will examine the needs of the child; assess the environment and routines to prevent future

incidents. The staff and family will work together to proactively approach the biting behavior. In the case of repeated biting incidents, the Center will seek consultants and other resources to support the child. Biting is treated very seriously on a case-by-case basis. Dismissal from the Center is needed only in rare extreme situations.

The Center will provide a confidential Accident/Incident report to parents/guardians of involved children. In addition to notification of incidents, information about biting will be included.

All biting incidents will be documented to assist the staff with identifying patterns and preventing future incidents through changing the environment, and intentional teaching strategies. A confidential copy of the Accident/Incident report will be maintained in the child's file, and a confidential behavior chart may be useful if the biting is not an isolated incident.

When informing parents/guardians, all staff and those involved with a biting incident will maintain confidentiality in using the names of the child bitten, and the child that bit.

First Aid procedures for injuries from human bites include:

- Thoroughly wash the bite area with soap and water
- Apply band aid if needed
- Apply ice pack to area for pain relief
- If the wound is deep or there is unusual concern, consult medical treatment

EMERGENCY PREPAREDNESS PLAN

All Saints Preschool and Child Care has an Emergency Preparedness Plan that provides for a wide range of unlikely emergency situations from a naturally occurring weather condition to a hostage situation. A complete list of the detailed emergency plans included in the Emergency Preparedness Plan is posted on the school website at: www.allsaints-crschool.org. Please click on the Preschool/Child Care link and choose the Emergency Preparedness Plan tab to access the copy. A hard copy is also available in each of the classrooms, as well as in the Preschool and Child Care Offices. Please feel free to access the Emergency Preparedness Plan at any time. A few of the emergency guidelines are highlighted below for a quick reference:

* Fire drills are practiced and recorded monthly.

* Tornado drills are practiced and recorded monthly. In the event of an actual tornado warning, please do not call Preschool regarding the safety of your child. We will contact you if the need arises.

* In the event that an emergency requires an evacuation from the All Saints School, the Evacuation Sites are:

1. Neighborhood evacuation site: (ex. evacuation due to a fire)

All Saints Parish Social Hall 720 29th St. SE, Cedar Rapids, IA. The Social Hall is connected to All Saints Church on the west side.

2. Out-of-Neighborhood evacuation site: (ex. evacuation due to a gas leak or bomb threat)

St. Stephen's Lutheran Church 610 31st St. SE, Cedar Rapids, IA.

3. Out-of-Town evacuation site: (ex. evacuation due to a widespread disaster such as a nuclear emergency or flood)

Iowa City High School 1900 Morningside Dr., Iowa City, IA.

* Depending on the emergency situation and the school's capabilities during and after an emergency, All Saints Preschool and Child Care will attempt to inform and instruct parents/guardians about the emergency in a number of different ways in the following order including:

1. An email message sent to the primary family contacts.
2. A phone call from a staff member. If we are not able to reach a primary family contact, we will call the family's emergency contacts until an authorized adult has been reached.

If possible, the school will also attempt to notify parents/guardians of the emergency status and appropriate instructions for the parents/guardians by:

1. Leaving a message on the school answering machine: 319-298-9844 or 319-363-4110
2. Posting information on the school website: www.allsaints-crschool.org
3. Posting a sign on the school entrance door.

MANDATORY CHILD ABUSE REPORTING

All employees of All Saints School are mandatory reporters of child abuse. If any staff member suspects that a child is being physically, sexually, or emotionally abused the Director will be informed. The Director and staff are then mandated to report any allegations of abuse to the Department of Human Services (DHS).

Sections 232.69 of the Iowa Code requires that "every employee of a licensed child care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of a child, the presence of illegal drugs in the child or the person responsible for the care of a child and in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services."

Staff must report both orally and in writing their suspicion of potential child abuse. Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of child abuse has immunity from any liability (civil and criminal). Records and/or information pertaining to the abuse may be released to the child abuse investigator without release authorization required in other situations. Trained investigators decide whether abuse actually took place. All children get bumps, bruises, and scrapes as part of growing up. It is important, however, that you tell your child's teacher about any unusual injuries or conditions.

PARENTAL PARTICIPATION/VISITATION

The All Saints Child Care is a collaborative effort of home, school, and community. Parents are always welcome to visit. If parental contact is prohibited, a copy of the court order must be on file at Child Care. Children are learning how to deal with separation from parents, therefore we ask you to refrain from long visits especially the first month. As your child becomes more familiar with his/her new friends and teachers, it will be easier for him/her to participate in the classroom activities. Children delight in

sharing their day. For the protection of the children, as well as the Center's liability, **ALL** volunteers are required to complete a Volunteer Statement. All volunteers will be under staff supervision at ALL times.

UNAUTHORIZED ACCESS POLICY

The Center is responsible for ensuring that children are not exposed to people who may pose a risk of harm to them. Only persons who are subject to a record check and who have been cleared for involvement with childcare or preschool may be directly responsible for the care of children or have access to a child when a child is alone. The All Saints Preschool and Child Care Center restricts access to the Preschool and Child Care areas during normal business hours unless there has been pre-authorization clearance through All Saints Parish. All visitors must check in and out of the main school office or Child Care office for approval to be on the premises.

All visitors, parents, volunteers, etc. permitted on parish property when children are present, who have not been cleared for involvement in the children's care through the formal record check process, will be monitored and supervised at all times by the center staff. At no time will a child be left alone in the care of someone other than center staff. An exception to this includes parents/guardians in relation to their own children. Children will remain in staff supervised designated areas within the center away from any permissible groups. Staff will provide supervision by consistent involvement and management of the children and their activities within the center's designated areas. Staff will monitor the center by checking and watching all areas and activities to maintain safety and restrictive access of children.

Center staff will be assigned to specific groups and/or classes of children and provide direct responsibility for supervision and monitoring of the children, activities, and environment. Exemptions to access include the release of children to professionals who are licensed by the Educational Examiners Board and deliver professional services within the center consistent with law and rules governing their license. i.e. Speech Pathologist, Occupational Therapist. If a conflict of interest arises concerning access, center staff will contact Directors and/or Administration for immediate assistance.

COMMUNICATION

It is important to establish a line of communication between the Child Care staff and parents. Our monthly newsletter will be sent home in your parent folder or emailed. Please read this carefully as it will contain announcements about upcoming classroom events, field trips, themes, and other important information.

Teachers will make very effort to communicate with parents in several ways: at school, through telephone conversations, written notes, and e-mails. Please feel free to contact us at any time.

DISCIPLINE POLICY

All Saints Preschool and Child Care adhere to the PBIS (Positive Behavioral Intervention and Supports) program implemented to encourage positive behavior. Discipline has the two-fold purpose of providing for the common good and the individual good. Discipline helps every child as it contributes to a climate conducive to learning and living. It helps

each child as it provides an environment where he/she learns to be self-controlled. Every effort will be made to use positive guidance, redirection, and conflict resolution, however, when a situation arises that calls for a child to be reprimanded, the following procedures will be followed:

1. The first time a child needs to be disciplined, the child will receive a VERBAL WARNING from the teacher who is charge of that child/group.
2. A second reprimand for the same incident will warrant a TIME OUT by the teacher in charge. The child will sit in time out away from the other children for a total of one minute for each year of age. The teacher will speak with the child about the problem, make sure the child understands why they are in time out, why that behavior is unacceptable, as well as discuss what they should do next time.
3. If the teacher should have to discipline a third time for a recurring incident, the child will be taken to the director, who will either speak to the child's parent(s) at dismissal time or notify parent(s) by phone. The director, parent(s), and child's teacher will decide together how to handle the problem. In extreme cases, the director has the discretion to call the parent(s) to come and pick up the child from the Center if the child is not able to control their behavior.
4. For major or recurring discipline problems, a child may be dismissed from the Child Care and Preschool Center for a period of time. This will be handled between the parent(s), child, director, teacher, school principal, and anyone else involved.

DISCHARGE POLICY

In accordance with the Department of Human Services, if it should be determined by the teacher/director and members of the Parish Board of Education, that your child's behavior is disruptive to the extent of being harmful to other children enrolled, or self, All Saints Child Care and Preschool reserves the right to discharge your child from the Center. If fees are not paid or kept current, All Saints Child Care and Preschool reserves the right to discharge your child from the Center. A parent wishing to appeal the decision may speak to the Parish Board of Education at their next regularly scheduled meeting.