St James Child Care Center

**Policies & Procedures Handbook**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)

# 

***Life’s a Journey. Start your child on the road to Success!!***

**401 Carlwood Drive**

**Miamisburg, OH 45342**

**937-866-1633**

[**www.stjamesumc.ccc.org**](http://www.stjamesumc.ccc.org)

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***Mission Statement***

At St. James Child Care Center, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner.

***Philosophy***

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles are excerpted from the Ohio Early Learning and Developmental Standards and serve as the foundation for our curriculum.

* Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
* Learning is sequential, building on prior understandings and experiences.
* Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
* Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
* Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
* Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
* All children have the potential to achieve the Ohio Early Learning and Developmental Standards with appropriate supports and instruction.

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

***General Center Information***

Administrator – Cindy L. Sorg Assistant Administrator – Krista Cain Assistant Administrator – Stacie Bell

[Stjameskids1@gmail.com](mailto:Stjameskids1@gmail.com) [Stjamesumc.ccc@gmail.com](mailto:Stjamesumc.ccc@gmail.com) Stjamesumc.ccc@gmail.com

937-865-0272 937-866-1633 937-866-1633

Cell-937-620-3166 Cell – 937-765-2698 Cell – 937-604-4075

***Hours of Operation***

St. James Child Care Center is open Monday through Friday from 6:30am - 6:00pm.

The center is closed for the following holidays:

*New Year’s Day (2 days) Good Friday*

*Memorial Day Independence Day*

*Labor Day Thanksgiving (2 days)*

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)***Christmas (2 days)*

***Programs Offered***

There are 6 childcare programs offered at St. James Child Care Center.

|  |  |  |
| --- | --- | --- |
| **Classroom** | **Age of Children** | **Maximum Number of Children** |
| Infants | 6 weeks to 18 months | 6 Children |
| Toddlers | 18 months to 36 months (3 yrs.) | 11 Children |
| Preschool 1 | 3 years to 4 years | 12 Children |
| Preschool 2 | 4 years to 5 years | 16 Children |
| Pre-K | All Kindergarten Eligible Students | 18 Children |
| School Age Room | Kindergarten to end of 5th Grade | 36 Children |
|  |  |  |

***Ratios***

At St. James Child Care Center, we maintain the following staff-to-child ratios at

all times in our classrooms:

|  |  |
| --- | --- |
| **Age of Children** | **Minimum Ratio of Staff to Children** |
| 6 weeks to 12 months (Infants) | 1 staff member for every 5 children |
| 12 months to 18 months (Infants) | 1 staff member for every 6 children |
| 18 months to 36 months (Toddlers) | 1 staff member for every 7 children |
| 3 years to 4 years (Preschool 1) | 1 staff member for every 12 children |
| 4 years to 5 years (Preschool 2) | 1 staff member for every 14 children |
| Kindergarten Eligible to 12 years (Pre-K/School Age room | 1 staff member for every 18 children |

Children of different age groups may be combined if the following guidelines are followed:

* Infants are never combined with children over the age of 18 months, except in certain circumstances (e.g., first half hour of open or close of the center, if children are siblings).

During naptime, at least **one** staff member shall be present in every room where children are sleeping and/or resting. Staff- to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed two hours.

# ***Licensing***

# The following documents must be received prior to admission in the child care center. These

# documents include:

# **[Image result for owls clipart](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**Enrollment and Health Information Form

# Child Medical Statement for Child Care

# Child Information Form and Health Care Plan (if applicable)

# Infant Care Plan

# St. James Child Care Center will provide care for children who are not immunized for personal or

# religious reason; this will require a signed statement from the parent or guardian.

St. James Child Care Center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

# St. James Child Care Center is a public program voluntarily licensed by the State of Ohio. A copy

# of the licensing rules is available for review in the office, and on the web at [**www.jfs.ohio.gov**](http://www.jfs.ohio.gov)

***Weather Related Closings***

St. James Child Care Center will remain open during most severe weather. The Administrator

and/or Assistant Administrator will monitor the weather and local news stations to determine

when it is appropriate to close the center early or cancel care for the following day. Please

tune to WHIO Channel 7/WHIO.Com for weather related closings.

If St. James Child Care Center closes early or cancels care for the following day, parents will

be contacted and informed of the situation. Children should be picked up in a reasonable

amount of time to ensure all parents, children, and staff can travel safely home. Families will

still be charged during weather closings.

## [Image result for owls clipart](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)

## *Fees and Programs*

## The St. James Child Care Center enrollment and tuition policies are established to deliver a

## consistently high-quality learning environment in an efficient manner. Fees are determined by a

## child’s age and classroom assignment, therefore, they may change as your child develops. Fees

## and policies maybe adjusted at any time; normally they are adjusted January 1st of each year. The

## program will notify you of any fee or tuition changes prior to the effective changes. You will be

## asked to sign a new Fee and Tuition Agreement Form at this time.

## Tuition is due in full on/before Friday of every week at 6:00 PM.

## \*\*\*All accounts are subject to a $20 late fee on all outstanding balances after 14 days\*\*\*

## Additional information regarding tuition and fees:

* If you are Title 20 you are responsible for keeping your clock in times up to date. If you fall

behind a notice will be placed next to the clock in machine. You will have two weeks to back

swipe, if they are not up to date within the two weeks you will **be responsible** for paying full

tuition out of pocket.

* Full tuition is charged for weeks that include holidays.
* Full tuition is required even when children are absent—this allows us to maintain

enrollment and ensure a child’s space won’t go to the next family on the

waiting list.

* Disenrollment for lack of payment can result in a family’s being placed at the

bottom of the waiting list for re-enrollment.

* Two weeks written notice is required for voluntary disenrollment.
* Normal program fees continue to accrue until written notification of withdrawal

is provided to the program administration.

* Late fee: $1.00 per minute/ per child for the first 15 minutes; $5.00 for each

additional minute/per child after the first 15 minutes.

**\*\*Tuition Rates and Information located on last page of handbook\*\***

#### *Vacations*

#### After 52 paid weeks, each family is entitled to one free week of vacation. (Free week is to

#### commiserate with regularly scheduled days.) After 3 years each family will receive 3 weeks’

#### vacation. We require written notice at least 1 week prior to vacation; in order to properly credit

#### your account. Your account must be current prior to receiving your free vacation week/weeks. For vacations extending beyond one week, we must charge full weekly tuition, in order to maintain enrollment. This fee should be paid before the vacation begins.

#### *Absences*

Absence policies help us ensure that every child enrolled in St. James Child Care is properly accounted for and that parents can be informed of possible health concerns. Parents must notify the Child Care Center whenever a child is absent. Following absences of two consecutive days without notification, the program administrator will attempt to contact the parent. Full tuition is required even when children are absent.

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

## Health Standards

We continually strive to provide a safe, positive environment to help every child and family feel secure and comfortable. Every child care staff member personally embraces this duty and will do everything possible to ensure the safety and well-being of every child in our care. We support their efforts with specific policies on discipline, security, health and hygiene, safety and nutrition as outlined below.

#### *Caring Guidance and Positive Reinforcement*

An important part of growing up involves learning to make positive behavioral choices, interacting well with others, and taking responsibility for one’s actions. We help children achieve these goals by promoting self-discipline, reinforcing positive behaviors, and allowing children to

experience the natural and logical consequences, when safe and appropriate, of their actions.

For unacceptable behaviors we use redirection and positive guidance. We begin by clearly telling the children what the rules and expectations are in the child care center, and we help them define and develop socially acceptable behaviors that balance the rights of individual children with responsibilities to other members of the group.

Specific discipline policies include:

* We absolutely do not condone verbal abuse or physical punishment of any kind.
* Discipline will always be handled by an experienced child care staff member—never delegated to a child.
* Children will not be punished for failure to eat, sleep or for toilet accidents.
* Food will not be used as a reward or punishment.
* When appropriate, verbal correction will be quiet, simple, short and concluded on a positive note.
* Behavior that could result in injury or destruction of property will be immediately addressed by a child care staff member.
* Behavioral guidelines apply equally to children and to all adults who encounter them while entrusted to our care.

***Health Guidelines***

All St. James childcare staff deeply cares about—and works hard to ensure—the health and safety of every child in our care. In addition to establishing center policies and providing internal training to promote and protect good health, St. James Child Care requires all staff members to be trained by certified individuals or licensed physicians to administer first aid and CPR, recognize communicable diseases, and identify suspected child abuse.

1. In the event of an illness or accident; staff will immediately notify the program administrator or designated person in charge.
2. A staff member will observe each child before allowing him/her to join a group and will report suspected illness to the director. If indicated, the child may be isolated within sight and hearing of an adult or parents may be contacted and asked to pick up their child. If applicable, the contaminated area, including, but not limited to, surfaces, cots, blankets will be disinfected. Readmission to the center will be according to the child’s recovery and communicable disease guidelines. In order to protect all enrolled children, we reserve right to request a doctor’s statement before readmitting a child after a contagious illness.
3. As childcare providers, we are also required by law to report suspected cases of child abuse or neglect to the local children’s services agency. If signs of suspected child abuse are present, a staff member will notify children’s services, in addition to the program administrator.
4. A child with any of the following signs or symptoms of illness will immediately be isolated, and a parent or guardian will be asked to pick up the child:
   * Diarrhea (more than three abnormally loose stool within a 24-hour period)
   * Severe coughing, resulting in a red or blue face or a whooping sound
   * Difficult or rapid breathing
   * Yellowish skin or eyes
   * Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
   * Temperature of 100 degrees Fahrenheit taken by the axillary method—when in combination

with any other sign of illness

* + Unusually dark urine and/or gray or white stool
  + Stiff neck with an elevated temperature
  + Sore throat or difficulty swallowing
  + Vomiting more than once or when accompanied by any other sign of illness
  + Evidence of lice
  + Scabies
  + **[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**Other parasitic infestation

1. A child with any of the following signs or symptoms of illness will immediately be

isolated from other children, the center administrator and a parent/guardian will

decide whether the child should be discharged immediately or later in the day:

* 1. Unusual spots or rashes
  2. Sore throat or difficulty in breathing
  3. Elevated temperature

1. The center administrator will inform parents in writing if a child has been exposed to a

communicable disease or contagious condition.

1. Any child experiencing minor common cold symptoms or not feeling well enough to

participate in activities will be monitored within the group and carefully observed for

signs of worsening condition.

1. **A child may return to the Child Care Center after they are 24 hours symptom**

**free.**

#### *Administration of Medication*

#### Medications must only be given to the child care administrator, or the lead teacher in charge of the child’s classroom. *Only prescription medications will be accepted to administer to the children.*

#### The only exception to this is sunscreen or diaper cream used to prevent, not treat, a condition. Sunscreen and diaper cream will be kept in the designated area in the child’s classroom. *(An additional form is required to be signed by the parent/guardian and kept on file in the child care center for the use of sunscreen and/or diaper cream. Form JFS01271 Box 1)*

#### Only prescription medications that are required to be given to a child during the hours that he/she is in our care will be permitted. If the medication can be given at home, we will not administer it at the child care center.

1. All medication must be accompanied with a completed “ODJFS Request for Administration of Medication for Child Care Form” (JFS 01217) and if applicable a “ODJFS Child Medical/Physical Care Plan for Child Care” (JFS 01236).
2. No medication, food supplements or special dietary restrictions will be administered without written consent from a parent/guardian or physician on the prescribed ODJFS State form.
3. All Medications will be stored out of reach of children. Medication requiring refrigeration will be stored separately from food items.
4. Children may not keep inhalers, chap stick, lotion and/or other ointments with them inside the child care center. Inhalers, chap stick, lotion and/or other ointments with the accompanying *JFS 01217 Form. Request for Administration of Medication for Child Care* must be given to the administrator/lead teacher of the classroom for safekeeping and will be made available to the child as needed.

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

#### *Biting*

Biting and chewing are very natural behaviors for infants and toddlers, both to explore their environment and as a means of expressing strong emotion. St. James Child Care staff members realize the potential for biting when very young children interact with one another, and they take continual, careful action to prevent biting incidents before they can occur. Specific preventive actions might include stressing the importance of gentle and respectful play, providing distractions and safe objects to bite or chew, and encouraging other forms of expression.

When a biting incident does occur, child care staff members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved.

Our first-priority is to ensure the physical safety and emotional comfort of all children, whether this requires treatment of a wound, soothing of upset feelings, or simply personal attention following a distressing incident. Staff members can also offer advice and support to parents to help ensure an incident is not repeated and no hurt feelings linger on either side.

#### Weather and Safety Procedures

In order to prepare the children for emergency evacuation; the child care center conducts monthly fire drills, tornado drills and safety drills. In the event of a true evacuation parents will be notified that the children have been moved to the safe location. Further procedures will be given to the parents depending on the situation.

The following summaries are procedures for emergency situations:

***Fire evacuation:***

* Teacher and/ or Administrator will take attendance roster, secure the classroom, exit the building with the children, move to the designated meeting place, account for all children, and notify administration or staff member in charge whether all children are present or if any are missing. Staff members and children are not to return to the classrooms until the all clear is sounded.

***Weather Alert***

* Teacher and/or Administrator will take attendance roster and any emergency medication/supplies, secure the classroom, lead children to the designated “safe place”, account for all children, have children assume the safe position-covering head and neck, blankets or protective covering is available, and cover children. Notify administrator or faculty in charge if all children are present or if any are missing.

***Emergency Evacuations***

* Teacher and/or Administrator will take attendance roster and any emergency

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the designated evacuation spot, account for all children with a name to face check off. Parents will be notified as soon as possible.

***Threat of Violence***

* Teacher and/ or Administrator will secure children in the safest location in the building or outside, take attendance roster, contact 9-1-1/Police. Teachers and/ or Administrators will follow instructions from authorities, account for all children with name to face attendance,

notify parents as soon as possible.

***Loss of Power, Water, Heat:***

* Administrator or designee in charge will contact utilities company to notify of outage and assess expected time of outage, evaluate factors, including safety; temperature; daylight; refrigeration requirements; and ability to follow sanitary hygiene practices. Administrator will make the determination whether the child care center needs to close or remain open.

#### *Emergency Evacuation Destinations*

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

Miamisburg Post Office

240 South Heincke Rd.

Miamisburg, Ohio 45342

***Additional Safety Policies***

In addition to specific security measures, health guidelines, and common-sense practices, we have developed several policies to help promote safety for every child and staff member:

* Upon arrival/departure into the Child Care Center, the parent/guardian must escort the child to their perspective classroom and inform the Child Care Staff Member that their child has arrived/leaves the group.
* Parents are required to inform a Child Care Staff Member whenever a child enters or leaves the group.
* **No child shall be left unaccompanied in the parking lot at any time!!**
* No child will ever be left alone or unsupervised. However, school children may run errands inside the building and use the restroom alone (or in groups of no more than six children) without adult supervision.
* We will hold monthly fire drills and keep records of them. Fire emergency and weather disaster plans will be posted in each room.
* Aerosol sprays will not be used in the presence of children.
* Child care staff members must report to the program administration situations and/or activities that could be dangerous.
* On non-routine trips away from the center, we require a signed permission form from the parent or guardian, and each child will be identified with the center’s name, address, and phone number.
* Child care staff members accompanying children outside the center will be trained in first aid and have a first aid kit available.
* Emergency transportation authorization and health records for each child will be taken on all trips away from the center.
* We will try to help every child feel comfortable in the program and enjoy a positive, rewarding experience at St. James Child Care Center, but in rare cases a successful adjustment is not possible. In order to ensure a safe, comfortable, beneficial environment for all children in our care, we reserve the right to disenroll anyone at any time.
* St James Child Care Center reserves the right to disenroll a child; due to the actions or inactions of parents and/or guardians.
* **St. James Child Care Center is not responsible for loss or stolen personal items brought into the center.**

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

**Access Policy**

Any person in the center who is not an owner, staff member, substitute, subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will always be under the direct supervision and monitoring of paid staff member and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Child Care staff members will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, they will contact the Administrator or Assistant Administrator to get approval for the person to be on site. If it becomes a dangerous situation, Child Care staff members will follow the “Dangerous Adult” procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Ohio sex offender registry:

* + Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
  + Shall not be on the property of the child care center without written permission from the Administrator, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Administrator is not obligated to provide permission.

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#### Outdoor Policies

Children are scheduled to have outside time (weather permitting) twice daily. Large indoor motor activities are scheduled in case weather conditions do not allow children to go outside.

***Cold Weather Policy for Outdoor Play***

Teachers shall take infants (over 12 months of age), toddlers, preschool, pre-K and school age children outside if the temperature is above 25 degrees Fahrenheit (with the wind chill factored in). Children will not go outside if there is precipitation. When going outside on cold days, staff members shall make sure that the children’s coats are completely zipped, as well as, hats/hoods, and mittens on.

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

***Hot Weather Policy for Outdoor Play***

Teachers shall not take infants (over 12 months of age, toddlers, preschool, pre-K and school age children outside if the temperature reaches 90 degrees Fahrenheit (with the heat index factored in) or on ozone alert days. On hot days, teachers/staff members shall be mindful of the effect of the heat on children by providing opportunities for shade, allowing children to have access to water and limiting the amount of time the children are outdoors.

#### Supervision

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed.

Supervision means staff members have knowledge of children’s needs, accountability for their care, and knowledge of which children they are responsible for at all times. All staff members have been trained in active supervision.

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

#### Nutrition

St. James Child Care Center offers daily breakfast, lunch, and an afternoon snack. Food habits for a lifetime are usually formed in childhood, so we stress a positive approach to eating by serving children a well-balanced and nutritional meal.

\*Meal times are relaxed, with pleasant conversation and attention to appropriate table

manners.

\*Staff members will make sure that each child has a comfortable seat, with dishes and utensils

suitable for small hands.

\*Children will sometimes be encouraged to help set the table, serve food, clear plates, and

help with cleanup in order to foster positive habits and appreciation for meals.

\*Tables will be washed and sanitized by teachers before and after each meal and snack.

\*Any spills and crumbs will be cleaned up to teach cleanliness, neatness, and

responsibility.

\*Lunches include one-third of recommended daily dietary allowances, feature foods from all

four basic food groups and are developmentally appropriate for each child.

\*We post menus weekly and any changes after the posting will be noted by hand on the menu.

(If your child has any unique dietary needs, please see the administrator/lead teacher for

further assistance.)

\*We will also serve nutritious snacks daily and feature special cooking activities throughout the

year. These activities are planned in conjunction with holiday celebrations and the study of

customs, habits, and foods of different cultures.

\*We very much enjoy celebrating children’s birthdays as special events at the center. If you wish to provide a special snack for your child’s group on his/her birthday, please check with

your child’s teacher for suggestions.

## Parent Involvement

Open, honest, respectful communication is the key to our approach to parental involvements— please don’t hesitate to ask any questions or share any information you think will help us provide the best possible care for your child.

In addition to daily conversations and regular correspondence, staff members will reach out to parents via phone call, conferences, newsletters, and other means so they can work together to address children’s needs.

* + **Brief Conversations** – are brief meetings that occur daily at drop off and pickup times and involve information about the child to help smooth the transitions between home, center and school
  + **Daily Sheets** – infants and toddlers’ families will be provided with an information sheet everyday at pickup time and will cover the child’s toileting, feeding, naptime, medication etc. for the day.
  + **Parent/Teacher Conferences** – are scheduled meetings to discuss a child’s development and progress including successes in the program and any problems the child may be experiencing. Conferences also allow the child’s teacher a chance to learn about the child’s life outside the child care center. At least one conference will be scheduled per academic year.
  + **Special Programs** – programs involving both parents and children are scheduled at least once per year and may include holiday musicals, Thanksgiving luncheons, graduation, open houses etc. These programs provide children with interesting projects to help channel their creative energies and give parents and children an opportunity to participate in an activity together.
  + **Developmental Updates** – these updates will be provided throughout the year following an initial developmental screening (upon enrollment) and the creation of a personalized development program based on each child’s unique needs.

## Curriculum and Assessment

Every child is unique, and no two children develop and learn in the same way or at the same pace. That said, it is possible to accommodate individual learning styles and developmental progress within a comprehensive, flexible educational framework.

The Curriculum that is used at St. James Child Care Center is ***The Creative Curriculum*** it helps teachers develop effective lessons and activities based on the needs of the children they serve and a proven long-term educational plan. The Creative Curriculum helps children acquire social and learning skills at every stage of life, because it provides seamless transitions from the infant stage of development through the preschool years and into school-age enrichment.

The Creative Curriculum for infants and toddlers focuses on building relationships by fostering a sense of security and self-identity during the first 3 years of a child’s life. For preschoolers, The Creative Curriculum expands to cover literacy, math, science, social studies, the arts, technology, diversity, and physical and cognitive development while continuing to support social/emotional development. In addition to the core curriculum, St. James Child Care offers numerous rotating enrichment programs, including music, creative movement and Spanish class.

Ages and Stages (ASQ) is the assessment tool that is used at St. James Child Care Center. ASQ screens and assesses the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. It is used to identify children that would benefit from in-depth evaluation for developmental delays. The ASQ pinpoints developmental progress in children between the ages of one month to 5 ½ years. Its success lies in its parent-centric approach and inherent ease-of-use—a combination that has made it the most widely used developmental screener across the globe.

## [Image result for owls clipart](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)

## Program Transitions

At St. James Child Care the process of transitioning a child to a new classroom as a child grows is a partnership. We value the parents’ desires and the needs of each child. Some children adapt to a new program immediately, while others may need to build up to it through increasingly longer periods of “visiting” a new group. With this in mind, some children will need to be supported with a transition process that gradually introduces the child to the new setting over the course of a few days or weeks and others may not. In each case, caregivers and parents together will complete a written transition agreement. Child Care Staff Members will then provide the continuity and encouragement children need to feel comfortable with these important milestones.

**Daily Schedules**

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

**Infants**

* + 6:30 – 8:30 Individual activities – exploration of materials
  + 8:30-9:15 Snack (individual feeding schedules are followed throughout the day)
  + 9:15-9:30 Clean-up snack & diaper checks
  + 9:30-10:00 Small group time
  + 10:00-10:30 Outside play/walks in stroller/Gross motor activities
  + 10:30-10:45 Clean-up & Diaper checks
  + 10:45-11:00 Set up for lunch
  + 11:00-11:45 Lunch
  + 11:45-12:00 Clean up from lunch, Diaper checks, Prepare for naptime
  + 12:00-2:00 Naptime & individual activities for those who are still awake
  + 2:00-2:30 Snack time
  + 2:30-2:45 Clean up from snack & diaper check
  + 2:45-3:15 Small group time-explorations of materials
  + 3:15-4:15 Outside play/walks in stroller/Gross motor activities
  + 4:15-4:30 Diaper checks
  + 4:30-5:00 Individual activities
  + 5:00-6:00 Quiet activities

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* + 6:30-8:30 Supervised free time
  + 8:15-8:30 Diaper checks/Toileting older children
  + 8:30-9:00 Morning Snack
  + 9:00-10:00 Learning Centers open, Teacher assisted stations
  + 10:00-10:30 Outdoor play/Gross motor development
  + 10:30-11:00 Wash hands/cleanup/Diaper change, toileting for older children
  + 11:00-11:15 Cleanup for Lunch
  + 11:15-11:45 Lunch
  + 11:45-12:00 Clean up, diaper check, toileting for older children
  + 12:00-2:30 Nap/ quiet activities for children who do not sleep
  + 2:30-2:45 Diaper check, toileting for older children
  + 2:45-3:30 Individual/Group activities
  + 3:45-4:00 clean up
  + 4:00-4:30 Outdoor play
  + 4:30-4:45 Diaper checks, toileting for older children
  + 4:45-6:00 Self-selected activities, all learning centers open

**Preschool/Pre-Kindergarten schedule/PM Kindergarten**

* + 6:30-8:15 Arrival and free choice
  + 8:15-8:30 Potty break wash up for AM snack
  + 8:30-9:00 AM snack, clean up, story time
  + 9:00-9:30 Circle time, weather, stories, songs
  + 9:30-10:30 Learning centers, science, construction etc.
  + 10:30-11:00 large group activity
  + 11:00-11:15 Cleanup & prepare for lunch
  + 11:30-12:00 Lunch time
  + 12:00-12:15 Potty time, clean up after lunch
  + 12:15-2:15 Nap time *(12:45 PM Kindergarten departs)*
  + 2:15-2:30 Potty time, clean up after nap
  + 2:30-3:00 Afternoon snack
  + 3:00-3:15 clean up after snack
  + 3:15-3:45 Outdoor play
  + 3:45-4:00 Potty time, wash hands after playground
  + 4:00-5:00 individual/group activities learning centers are open
  + 5:00-6:00 large motor activities in gross motor room

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* + 6:30-7:50 Arrivals & self- guided activities
  + 7:50-8:00 Cleanup & wash hands for morning snack
  + 8:00-8:20 Morning Snack (AM K-5th only)
  + 8:20-8:30 self-guided activities, clean-up, prepare to depart for school
  + 8:30-8:40 Load buses, attendance, check seat belts, depart program

PM Kindergarten students join Pre-K students in morning activities until they depart for school @ 12:45

AM Kindergarten students return to program by 11:50 to join Pre-K program in activities

* + 4:00-4:15 all remaining grade school students return to program & wash up for snack
  + 4:15-4:30 PM snack
  + 4:30-5:00 Outdoor play
  + 5:00-6:00 Homework/Self choice/Table activities

School age students are encouraged to demonstrate more independence in self-help areas and refine social skills when interacting in a group. A wide range of field trips/activities which encourage refinement of social skills and independence are planned for those days when children are not in school. ***\*Fees for these activities/field trips are in addition to the weekly school age tuition rate.***

**St. James Child Care Center is not responsible for loss or**

**stolen personal items brought into the center. (includes all electronics, clothing and toys)**

**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)**

I have read and received the St. James Childcare Center policies and procedures handbook. I understand that to obtain and keep my spot at the center that I will uphold the above policies to the best of my potential.

Parent’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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