



PARENT HANDBOOK

2016-2017

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

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

**Cindy Thornton, Director
Joni Bolinger, Assistant Director**

TABLE OF CONTENTS

Table of Contents	2
Director's Greeting	3
Mission Statements	4
Philosophy	4
Program Overview	5
Enrollment	5
First Day	5
Attendance	6
Checklist of What to Bring	6
Child's Day	7
Class Parties	8
Water Activities	8
Clothing	8
Discipline Policy	9
Drop-Ins	10
Communications	10
Emergencies	10
Field Trips	11
Finances	11
Health	13
Nutrition	15
Parent Involvement	15
Nursing Mothers	16
Personal Property	16
Electronic Devices	16
Pets	16
Safety	17
Gang Free Zone	17
Closing Statement	18
Appendix	19
Emergency Plans	20

January 2016

Hello!

I extend to you a warm welcome to St. John's Child Care Center. This marks the 39th year of our existence. Founded in 1977, the Child Care Center is one of the Family Life ministries started to meet the needs of the families of St. John the Apostle Catholic Church. The center started as a Mother's Day Out program and has now grown to include a Before School Care, After School Care, Full & part time Early Enrichment and Summer Camp.

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

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

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

Sincerely,

*Cindy Thornton
Director*

OUR HISTORY

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

Vision Statement

St. John the Apostle Catholic Church

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

Mission Statement

St. John the Apostle Catholic Church

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

St. John's Child Care Center

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

Philosophy

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

Goals

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

PROGRAM OVERVIEW

<u>Program</u>	<u>Age</u>	<u>Time</u>
Before School Care	1 yr olds – 8 th grade	7:00 a.m. – 8:00 a.m. (M-F)
Early Enrichment	1 yr olds – 3 yr olds	8:00 a.m. – 3:00 p.m. (M-F, M/W/F, T/TH)
After School Care	PreK – 8 th grade	3:00 p.m. – 6:00 p.m. (M-F)
Extended Day	1 yr olds – 3 yr olds	3:00 p.m. – 6:00 p.m. (M-F)
Summer Camp	Pre K - 8th grade	7:00 a.m. – 6:00 p.m. (M-F)

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

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

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

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

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

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

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

ENROLLMENT GUIDELINES

When you enroll your child, the following is required: Registration Form, Admission Form, Emergency Card, Health Statement, current shot records, security code, family information sheet and the Parent Handbook Acknowledgement Form.

These forms give us vital information about your child so we can give them the best possible care. The forms are required by the Texas Department of Family Protective Services, the state agency that licenses and monitors the child care center. It is imperative for your child’s health and safety that all forms are accurately completed and returned to the child care office. Anytime there are any updates in your contact or medical information, including shot records, please submit this information to the office.

Your First Days

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

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

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

ATTENDANCE

St. John’s Child care program is year round. We offer a variety of programs.

When signing up for a specific program please keep in mind the following:

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

Programs Closed:

Monday, Sept. 7

Thursday & Friday, November 26-27

Thursday & Friday, December 24-25

Thursday & Friday, December 31-Jan 1

(Child care available Dec. 22 thru Dec. 23, Dec. 28 thru Dec. 30 by reservation only for holiday fee)

Monday, January 18

Thursday, March 24

Friday, March 25

Monday, May 30

Monday, July 4

Labor Day

Thanksgiving

Christmas

New Years

Martin Luther King, Jr. Day

Holy Thursday

Good Friday

Memorial Day

Fourth of July

Before & After School Care program:

Every day St. John’s School is in session, BSC & ASC will be in session. **The fee for noon dismissals is \$15. That fee will be waived if your child is enrolled in ASC for that day of the week and pre-register for that days care.** Check your school calendar for noon dismissals and the days the school is closed. Keeping in mind that childcare will offer day care for some school

closures for an additional fee.

The dates for “all day” care are:

Thursday and Friday, October 22 and 23	Friday, February 19
Wednesday, November 25	Mon.-Fri., Mar. 14-18
Mon.-Wed., Dec. 21-23	
Mon.-Wed., Dec.28-30	

The dates for “noon dismissal” days are: (from St. John’s School only **NOT** EE)

Fri., Aug. 14 (1st day of school)
Friday, September 4
Friday, September 25
Wednesday, Oct. 21
Friday, December 18
Friday, February 5
Thursday, February 18
Friday, March 11
Thurs., Mar. 24
Friday, May 27 (last day of school)

CHECKLIST OF “WHAT TO BRING” to Early Enrichment/Parents Day Out:

For the 1’s, 2’s, and 3’s:

Diapers	Change of Clothes
Bib	Empty sipper cup for snack

Nap essentials (pacifier, blanket, comfort item, etc.) 1-inch mat or child size sleeping sack

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

THE CHILD’S DAY

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

Before School Care

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

After School Care

- A. Children are involved in activities planned to complement the philosophy and value systems of the school and family. Homework time, arts and crafts projects, as well as games and recreation, are a few of the growth activities planned.
- B. Pre K-K students are brought to after school by their classroom teachers. School age

children should report to their after school classroom immediately following dismissal. No student will be allowed to leave the care of their after school teacher for any reason unless the child care office has written permission from the parents to allow the student to leave. This includes extracurricular activities such as sports, cheerleading, student government, clubs or tutoring.

C. Snack time is approximately 3:30pm each day.

D. Study hall is approx. 4:00pm-4:30pm. Areas are set aside for additional homework and study time. All students are encouraged to work on and complete homework assignments. Our goal is to help the children complete homework here so they can enjoy their time at home with their families. Homework done late in the evening can be a chore instead of a learning experience. Parents can check assignments for accuracy and to stay abreast of the lessons being taught and learned. The after school staff will make every effort to help in this area, but if a student chooses to not do homework that is a matter left between the parents and the student.

CLASS PARTIES

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

2. If you would like to bring a snack for your child's birthday, please notify the office at least one week in advance. (According to the North Richland Hills Health Department, all snacks must be store bought; therefore, we cannot accept homemade snacks.)

3. Please do not send invitations to personal parties through the Child Care Center classes unless there is an invitation for each child in the class.

WATER ACTIVITIES

1. Notice of any water activities will be given at least 48 hours in advance. Water activities will be done outside on the north and south playgrounds. Children 4 years and younger will only play in the sensory table filled with water or the sprinkler.

CLOTHING

1. Comfortable clothing for an active day is very important. Tennis shoes and socks are the best choice for footwear. Sandals and flip-flops do not work for group games or on the playground. Children should have the proper outerwear during the winter months as we always play outside when the weather permits. After School Care children are welcome to bring play clothes to change into after school. NRH fire marshal requires that shoes be worn at all times for safety reasons.

2. Please provide a change of clothing for your child. If a child must change into clothes that belong to the center (for spills, accidents, etc.), we ask that you launder the clothing and return it to us.

3. It is important that your child dress in clothing appropriate to have success in the

restroom.

4. Children are allowed to wear disposable diapers only. We allow Pull-Ups if they have the Velcro on the sides.
5. Shorts should be worn under dresses for modesty.

DISCIPLINE POLICY

1. Our goal is to build a positive self-concept. Good behavior will be recognized and encouraged. We encourage children to be self-directed and to exhibit self-control.
2. The children are supervised by persons showing an attitude of understanding, fairness, and firmness and, most of all love. We try to teach by example, through the use of fair and consistent rules, and in a relaxed atmosphere where discipline is relevant to the behavior involved.
3. The children are given clear directions. Room rules are posted by drawings and words. Guidance is provided at the child's level of understanding.
4. Fighting of all forms is not permitted.
5. Children do not receive physical punishment. Children who have conflicts or problems with others at our Center will be encouraged to verbalize their angers and concerns. Our teachers guide rather than punish.
6. No child is ever humiliated, shamed, frightened, or subjected to verbal or physical abuse by the staff.
7. If a child persists in disrupting the class, he/she may be separated temporarily (no more than one minute for each year the child is old) and seated in a "thinking chair," which is always in full view of the teachers. This gives the child time to think about the situation, followed by the teacher discussing with the child other means in which the problem could have been handled.
8. If a child resists this form of guidance, he/she is brought down to the Child Care office. The child will remain in the office for a short period of time to help them regain their self-control. A call home to the parents may be necessary at this time.
9. Serious discipline problems are discussed with the director or assistant director. A parent/teacher/director conference will be held if necessary.
10. If a child continues to be a discipline problem after all methods of correcting the situation are attempted, the child must be removed from the Child Care Center program.
11. Language Policy 3rd - 8th grades: Abusive language is described as any language that is offensive to others in the form of personal insults, racial insults, all sexual content and general

cursing. If a child is heard using abusive language, the following steps will be taken:

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

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

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

DROP-INS

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

COMMUNICATIONS

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

EMERGENCIES

Fire and Tornado Drills & Evacuation of Building

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

Inclement Weather

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

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

FIELD TRIPS

Only children **four years old and older** will be allowed to go on field trips. The following procedures are followed by the staff:

1. Have a signed permission slip with medical consent for each child that you take with you.
2. Leave a list of all children going on the trip in the office.
3. Take the attendance sheet with you
4. Have the children wear identification stating the name and phone number of the center.
5. Have the proper child/staff ratio for field trips as stated in minimum standards
6. Have a First Aid kit.
7. Have someone on the field trip that has first aid and CPR certification
8. Post a sign on your door 48 hours in advance with the destination, time you left and time you will return.
9. Do not deviate from the posted destination or times. There may be an emergency and we need to know where the children are at all times.
10. We will not have field trips in individual's cars. If we do have a field trip, all the above steps must be followed in addition to having a fire extinguisher in the bus and directions to the destination.
11. Each child is expected to follow all rules set by the Child Care staff. If they chose not to follow the rules, the parents will be called to pick up the child immediately and the child may not be allowed to attend the next field trip.

Any parent who wishes to attend or volunteer on a field trip must complete the safe environment class required by the diocese. Please let us know as soon as possible so we can submit a criminal history check with the state as well. Parents may be asked to pay for field trips.

FINANCES

Tuition is charged automatically for your child's space.

1. A non-refundable \$100.00 registration fee per child is due at the time of registration.
2. Families who are enrolled in our Full-time Program, Early Enrichment Programs, or ASC will be billed regardless of absenteeism due to illness or other family events.
3. Families who have enrolled their child in our Early Enrichment 8-3 M/W/F, T/TH, and ASC program are required to pay a full monthly tuition regardless of absenteeism due to illness or other family events.
4. All of our programs are considered year-round. You will be billed a new registration fee for all families who withdrawal from our program and want to reenroll.
5. Holiday's-During the weeks of Thanksgiving, Christmas, New Year's, and Holy Week you will be charged for the days your child attends childcare during these weeks.
6. Summer Camp:
 - a. Summer Camp is provided for those families who are enrolled in our afterschool program 4 years old and older. (completed Pre-K)
 - b. **Please sign up only for the weeks that you know that your child will be attending. If you are changing weeks during the summer please notify the office as soon as possible so we can notify the classrooms and update it in our**

computer system. This is very important. Please read summer camp registration forms carefully.

7. **PAYMENT IS DUE THE FIRST OF EACH MONTH. A \$15 LATE CHARGE WILL BE ACCESSED IF PAYMENT IS RECEIVED AFTER 6:00 P.M. ON THE 10TH OF THE MONTH.** Please save your receipts and canceled checks in case of discrepancies. If you need to make biweekly payments or weekly payments, please discuss this with the Director. For our Full Time, Monday thru Friday, 7:00-6:00 program, weekly payments will be due on Tuesdays, with a late charge of \$10 assessed on Wednesday of that week.
3. **A \$10 administrative fee will be charged for any change to your child's schedule.**
Available space must exist to make a change.
4. Payments made by check should be placed in the payment box located on the wall in the childcare hallway or handed to an office staff member.
5. Cash payments for tuition must be taken to the Child Care office so you can receive a cash receipt. We are not responsible for cash left in the check payment box.
 - 5a. Payments can be made by credit or debit card. This can be done as requested or set up to be done automatically for you.
6. If for any reason a parent is unable to pay on the first of each month, please contact the office to make other arrangements. At such time, a payment agreement will be signed by the Child Care director and the party responsible for payments.
7. **ANYONE WHO'S ACCOUNT IS MORE THAN TWO WEEKS IN ARREARS WILL BE ASKED TO REMOVE THEIR CHILD (REN) FROM THE CHILD CARE CENTER UNLESS SPECIAL ARRANGEMENTS ARE MADE WITH THE OFFICE.**
8. Parents will be given one month's notice, in writing, of any change in rates.
9. The office must be notified IN WRITING two weeks prior to a child leaving the Center. THE CHILD'S ACCOUNT WILL BE CHARGED UNTIL THE CENTER IS NOTIFIED OF HIS/HER WITHDRAWAL.
10. Should the school require makeup days; the Child Care Center will be open for BSC and ASC.
11. If for any reason a parent withdraws his/her child from the childcare center, there is another registration fee charged upon re-entry, and all previous balances must be paid in full. The child's records need to be updated, **and a new Parent Agreement must be signed.**
13. Pick-up times for Early Enrichment are between 2:15 p.m. and 3:00 p.m., and anytime before 6:00pm for extended day and After School Care. The late pick-up fee is **\$15 per child** for **each quarter hour** after 6:00 p.m. and **\$5** per child for **each quarter hour** after 3:00 p.m. for Early Enrichment. Abuse of overtime may be cause for removal of the child from the program.

14. There is a \$35 charge for all returned checks. After two returned checks per semester, all payments must be made in cash or by money order.

15. **AFTER SCHOOL CARE/NOON DISMISSALS:** The fee for *noon dismissals* is **\$15. That fee will be waived if your child is enrolled in ASC for that day of the week and pre-register for that days care.** A reservation form is placed on the table in the foyer at least two weeks prior to the noon dismissal. It will be picked up one week prior to the date in order to staff and prepare for the day. Late reservations can only be accepted if space is available.

Failure to register may result in the following fees: late sign up fee (\$10), late cancellation fees (\$10), non-reservation fee (\$5)+noon dismissal fee (\$15).

16. Annual tax statements are available. Please contact the office to obtain one.

HEALTH

Immunizations

1. State health regulations require that all children enrolled in a childcare center must have an immunization record on file. Children will not be allowed to attend until the immunization record is current and on file. This is also to protect your child and for all of the children's benefit. The exception to this law applies to those children simultaneously enrolled in a regulated school. The Texas Health Department and the Tarrant County Public Health Department audits these records on an annual basis. When a child receives any immunizations or boosters, the parents must bring an updated copy of the record to the childcare office (this should be stamped or signed and dated by the doctor's office on the side in which the immunizations appear).

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

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

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

Physician & Hospitals

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

Illness, Medications, and Injuries

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

2. **Any child showing symptoms of illness OR temperature (100°) will be isolated from the other children. Examples are: vomiting, diarrhea, green/yellow runny nose, evidence of**

lice infestation, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, lethargy, difficulty breathing, wheezing, and mouth sores with drooling. The child must be picked up within one hour.

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

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

5. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INTO THE CENTER. PARENTS MUST BRING THE MEDICATION INTO THE CHILD CARE OFFICE. Medication should never be left in the classroom or the child's backpack.

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

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

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

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

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

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

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

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

NUTRITION

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

2. Gum is strictly prohibited at the Center.

3. **Special Diets** - Special dietary needs for all children must be in writing and will remain in the office files. **If your child has a food allergy a written note from your child's doctor is required.** We will provide a food substitute for your child in the event a food is served that they are not able to have. Unless this information is on file, all children are fed lunch and snack that is listed on the menu.

PARENT INVOLVEMENT

1. Parents will receive a newsletter containing information on all programs each month. The newsletter can also be viewed on our web page.

2. The Child Care Center encourages parents to keep the lines of communication open with their child's teacher and the director. Parents are welcome to review copies of staff and parent handbooks as well as the minimum standard rules and most recent Licensing inspection reports. These can be requested from the office.

3. There are no regularly scheduled parent/teacher/director conferences. If you feel a conference is necessary, call for an appointment. Should the director or teacher feel a conference is necessary; the office will call the parents for an appointment.

4. All problems outside of regular childcare which may have an effect on a child's behavior while in our care need to be discussed with the director/teacher.

5. Parents are welcome at the center any time. Parental involvement is valued. However, visiting parents must realize teachers must continue to do their jobs of watching and interacting with the children and cannot "chat or visit." Also, remember that parents in a classroom can be very confusing to young children and disruptive to classroom activities. If you are wanting to help at party time, please remember, all food served must be handled by a person with a NRH

food handlers certificate.

6. We invite parents to share personal interests, including hobbies, talents, cultural backgrounds, etc. with our children.

7. As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our Center. Donations to the Center are tax deductible.

8. Fundraisers will be done periodically. We appreciate your support!

9. Texas Department of Family and Protective Services:
Local phone: 817-321-8604 Hotline phone: 1-800-252-5400
Website: www.dfps.state.tx.us

NURSING MOTHERS

There is a comfortable area provided in our center for mothers to breast feed. Please let us show you where if needed.

PERSONAL PROPERTY

1. The Child Care Center is not responsible for any personal belongings. Parents are asked to make certain that children do not bring toys to the Center. A special stuffed toy for naptime is permitted in Early Enrichment.

2. Children must have their full name clearly marked on all items.

3. The lost and found is located in the Center's hallway.

ELECTRONIC DEVICES

We understand that school age children may need their electronic game, iPod, cell phone, etc. after they leave After School Care. No such device is allowed to be seen or heard while in the child care center. This is especially true of any device with photo or video capabilities. Children may use the office phone to contact parents and vice versa. If staff sees or hears any electronic device, it will be confiscated and sent to the office, where it will be returned to the parent at pick up.

Exceptions may be made on electronic games, without camera capabilities, with permission from child care staff.

PETS

We do not allow animals in the center due to health and safety regulations. The only exception will be service animals or animals brought in by a speaker who has given proof of vaccinations. Parents will be notified ahead of any such visit so they can give any specific instructions

regarding animals.

SAFETY

Arrival/Dismissal

1. We ask that parents closely supervise their children in the driveway, lobbies and other areas of the Family Life Center and church campus.
2. Under no circumstances should a child be dropped off at the curb or be allowed to enter the building alone. Parents are expected to park their cars and personally accompany their child to the assigned Child Care classroom. Parents must make certain that the teacher knows your child is present before leaving the classroom and signing them in for that day.
3. Parents are asked **not to park** in the drive through in front of the Family Life Center. Please park in a space in the parking lot.
4. As parents **depart** with their child from the classroom, playground, gym, etc., they must make sure at least one teacher is aware that the child is leaving.
5. Only parents and those persons on the child's enrollment form are allowed to take the child from the Center. A code will need to be created for each family upon registration. This code will be used for those family members other than parents picking up. Proof of identity (driver's license) is required. Please stop by the office if the child's records need to be updated with the list of names for this purpose. The staff at the Child Care Center **cannot** release any child with only a verbal authorization.
6. In the case of a divorce, we must have a court document stating that a parent **cannot** pick up a child.
7. **It is Diocesan policy that employees of St. John's Child Care Center are not allowed to babysit for any family that has their child enrolled in any of our programs.**
8. For the health and safety of all children effective August 17, 2015 all classroom doors will be locked during school hours. Only administrative staff will have key access to the classrooms.

GANG FREE ZONE

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

CLOSING STATEMENT

St. John's Child Care is designed for the unique caring needs of the children of our parish, our school and the local community. We hope our families feel like we have created a home-away-from-home atmosphere. We appreciate feedback from our families and are happy to elaborate on any facet of our program. Please feel free to visit us at any time.

Thank you for choosing St. John's Childcare.

Appendix: Staff Requirements
 St. John's Child Care Contact Information
 St. John's Child Care Emergency Plans
 Calendar

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

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

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

E-mail: stjohnchildcare@hotmail.com

Fax #: 817-595-2689

Phone #: 817-595-2654

St. John's Child Care

Emergency Plans

Fire: On-site evacuation. Fire drills are conducted monthly. Fire extinguishers and smoke detectors are inspected monthly. There is a primary exit route and a secondary exit route. One staff member guides the children to the exit and a second teacher follows, counting the children and making sure the room is empty. Doors are closed after exiting. Each staff member is assigned an area or classroom to report to for additional help with evacuations. Teachers have attendance records and flashlights (when appropriate) with them as well as their classroom numbers at all times.

Director (or person in charge) collects the emergency cards, keys to the building and checks the rooms and doors before leaving. The meeting place is the north edge of the parking lot by the dumpsters. All children and staff are accounted for at this point. Returning to the building will only be done when the "all clear" is given. If the children must be sent home they will be moved to: 1st: the church administration building or 2nd: Ashwood Nursing Home.

Weather: In-place evacuation. Drills are done every three months. Teachers shall move the children to the designated area (All inside spaces; no windows). They take the attendance records and a weather ban radio. They remain in the space until the director, or person in charge, comes to retrieve them.

Chemical Release: On-site evacuation. Children will be relocated to an unaffected area on the campus. 1st: child care lunchroom, 2nd: gymnasium, 3rd: church administration building.

Bomb Threat: Off-site evacuation. Children will be moved to 1st: church administration building, or 2nd: Ashwood Nursing Home. 911 called.

Facility Malfunction: Off-site evacuation. Children will be moved to 1st: church administration building, or 2nd: Ashwood Nursing Home. 911 called.

Illness: In case of a community illness concern, we will follow directive issued by the Fort Worth Diocese, Tarrant County Health Department, and/or North Richland Hills Health Department.

In case of a child's specific illness we will follow Texas Department of Health's requirements for reporting to teachers, parents, and health departments and licensing.

Computer Failure: The center will deal with computer failures as quickly and efficiently as possible. If it appears the problem can be fixed the center will operate for a short time without computer support. All files and records are backed up daily. If the problem cannot be fixed, new equipment will be acquired to replace and restore computer support. Daily operational needs can be done on computers in other areas of the church or by hand.