

## **1. PHILOSOPHY AND PURPOSE**

St. John Paul II Child Care Ministry, established in 1988, exists for the benefit of parents who need to place their preschool children in a Child Care Program. The Ministry is a not-for-profit registered Ministry of St. John Paul II Catholic Church and is over seen by the Parish Council consisting of church members interested in early childhood development and education.

The program is planned for daily participation in activities appropriate to the child's age that stimulate the physical, social, emotional and intellectual developmental needs of the child. It is designed to have a balance between stimulation and relaxation: active play, quiet time and rest; individual, small and large group activities.

## **2. HOURS AND TIMES OF OPERATION**

The Ministry is open from 6:30 a.m. until 6:00 p.m., Monday through Friday, fifty-two weeks per year. The Ministry will be closed eight days per year. They are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve and Christmas Day. The Ministry will NOT be closed due to inclement weather. The Preschool Program will follow the St. John Paul II Elementary School Calendar and be closed accordingly. These closing dates will not affect the Child Care Program.

In the event St. John Paul II Elementary School closes or has a delayed opening due to inclement weather, St. John Paul II Preschool will be canceled. However, the day care WILL be open. Lunches will be provided and day care fees will be the same. If it is necessary to close the day care, announcements will be broadcast on WDRB. For your convenience WDRB offers free text and email alerts of closing and delays. PLEASE NOTE: FOR THE PRESCHOOL WE WILL BE LISTED AS ST. JOHN PAUL II CATHOLIC SCHOOL AND FOR THE DAYCARE WE WILL BE LISTED AS ST. JOHN PAUL II CHILD CARE MINISTRY.

## **3. SPECIAL NEEDS CHILDREN**

The Ministry is not staffed or equipped to provide care for any child whose needs cannot be met by the existing program or facility. Children with severe mental or physical handicaps or emotionally disturbed children are not within the capabilities of this program.

## **4. APPLICATION AND ADMISSION**

Visits and interviews with the parent and child are held at any time during the regular operating hours of the Ministry. Parent and child will be given a tour of the facility.

The following documents must be signed and on file before a child can be admitted:

- 1) Registration Form
- 2) Emergency Medical Consent Form
- 3) Emergency Information Form
- 4) Parent's Notice
- 5) Immunization Record (within 30 days)
- 6) Handbook Agreement
- 7) Photo Release Agreement
- 8) Safe Transportation of Food Responsibility Agreement

## **5. EMERGENCY MEDICAL AUTHORIZATION**

In the event, the staff is unable to contact the parent in a medical emergency, the parent will be asked to sign an "Emergency Medical Consent Form for Treatment of Minors" provided by the Ministry and kept on record in the office. This form gives written consent to render whatever medical care a hospital and/or a licensed physician deems appropriate.

## **6. NONDISCRIMINATION CLAUSE**

In the operation of St. John Paul II Preschool and Child Care Program, no child will be discriminated against because of race, color, sex, religion or national origin.

## **7. ADJUSTMENT AND PROBATION PERIOD**

A child's adjustment to the program is vitally important. The Ministry reserves the right to refuse admission within a reasonable amount of time if the child is not prepared for group experience and is unable to adjust properly. Documented reasons for refusal to admit or provide continued care would be provided in written form to the parent.

## **8. ARRIVAL AND DEPARTURE OF THE CHILD**

When dropping children off at the day care between 7:00 a.m. and 8:00 a.m., please enter by way of Schellers Avenue and exit by the front gate beside the church on Hwy. 31. All other times, you will need to enter by way of Schellers Avenue and exit left on St. Paul Street, right on Oak, then right on Hauss to Hwy. 31. Parking is available on the St. John Paul II side of Schellers Avenue only (10 minute limit); the St. John Paul II paved lot behind the Church.

Children assigned to room 108, Activities Building, will park in the fenced lot behind the building. Please do not park in spaces that are numbered or in the path marked and labeled for through traffic.

For the safety of the child, the parent is required to accompany the child into the classroom and to the staff person on duty. This procedure also applies to the

departure of the child from the classroom. The child will be released only to a parent or person listed on the Emergency Information Form. Parents and /or authorized persons MUST sign the child in and out on the Sign-In Sheet provided in each classroom. A child will not be released to any unauthorized person. If a person is not listed on the Emergency Information Form the parent must notify the Ministry in advance.

## **9. IMMUNIZATION REQUIREMENTS**

The preschool child shall be immunized against all communicable diseases as required by the State Board of Health for the appropriate age. Any additional booster immunizations given will be reported to the Ministry to keep immunization records up-to-date. The child will be excluded if the Immunization Form is not returned within the required time or is not complete.

## **10. COMMUNICABLE DISEASE CONTROL**

When a child is known to have been exposed to a communicable disease outside the Ministry, he or she shall be excluded from attendance for the time period prescribed for that disease. For the protection of the staff and the other children, parents are required to notify the office when their child has a communicable disease. The Ministry will also notify the parents when a child has been exposed to a communicable disease at the Ministry.

## **11. ABSENCES**

Children are not to be brought to the Ministry when they are ill. If a child should become ill during the day, they will not be allowed to remain. Parents will be notified and arrangements made to pick up the child as soon as possible. A child must be symptom free for 24 hours before returning to day care or preschool. If your child has run a fever, has had vomiting or diarrhea within 24 hours, they are to be kept home. This is for your child's benefit as well as to reduce spreading of illness to others. **If a child must be absent, for any reason, it is the responsibility of the parent/guardian to notify the day care office by phone (812-246-5890) either in advance or by 8:15 a.m. the morning of the absence. Please do not text or email your child's teacher.**

## **12. MEDICATION OR SPECIAL DIET**

The giving or application of medication, providing special dietary supplements, making special variations of diets and carrying out medical procedures shall be done only on written order or prescription from a licensed physician. Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label, showing prescription number, date filled, physician name, directions for use and child's name. Prescriptions and/or medications orders are valid

for ONE YEAR and must be renewed and/or updated to meet requirements of the State Board of Health.

Over the counter medications will only be given with written permission from the parent or legal guardian. The name of the medication, the dosage and the time must be written on the note along with the parent's signature and any other instructions.

### **13. NUTRITION AND FOOD SERVICE**

Breakfast will be served to children in attendance before 7:45 a.m. It will consist of milk (juice occasionally) and choice of cereal. Mid-morning snacks are served at 10:00 a.m.; lunch is served at 12:15 during the school year (11:00 a.m. in the summer months) and a mid-afternoon snack at 3:30 p.m.

During the school year, St. John Paul II Catholic Elementary, following Federal Guidelines, will prepare lunch for the Ministry. The lunch menu will be posted monthly. During the summer months, the Ministry will not provide lunch and children will be expected to bring a sack lunch from home.

### **14. LEARNING CURRICULUM**

A learning curriculum is offered to all children enrolled in the Ministry. This curriculum is designed to promote development in fine and gross motor skills, listening and language skills, along with the ability to solve problems.

All children enrolled receive music, nutrition, computer training, health and hygiene, science, social skills and safety education. Fire and disaster drills are held monthly.

The child's preschool teacher will conduct an evaluation of the child's social, emotional, physical, motor, language and cognitive development. Progress reports are made available to the parent twice during the school year.

### **15. NAP AND OUTDOOR PLAY**

A supervised rest/nap period shall be provided for preschool children. The Ministry provides sanitized cots. Parents will need to provide an appropriate blanket and/or cover and a small pillow (optional). These items will be marked with the child's full name and laundered weekly by the parent. The Ministry does not object to a small nap toy but this item must be marked with the child's name and brought with them on a daily basis. The Ministry is not responsible for these items overnight.

In addition, an outdoor play area is provided. The playground is safely enclosed. It is designed and equipped to meet the needs of all the children enrolled. Playground activities are required on a daily basis throughout the year unless weather prohibits outdoor play. Recommended temperatures for exclusion of outdoor play is 32

degrees or wind chill below 32 degrees. This decision will be made on a daily basis and the best interest of the child's health and well being will always be the determining factor in regards to outdoor play. Time period for this activity will be based on temperature and weather conditions. Children need to be dressed accordingly, including gloves and hats during the winter.

## **16. FIELD TRIPS**

Educators agree that children can benefit from the experience gained on field trips. This is an event or activity sponsored by the Ministry, occurring during the regular hours of operation, conducted by the facility using trained staff members only for currently enrolled children. Parents are under no obligation for their child to take part in a field trip.

Written permission is required for each child participating in field trips. Notification will be sent to parents indicating date of trips, charges necessary, proper dress and any parental assistance needed. Staff-child ratios are maintained during all trips. Many special events are held on the premises, such as visits by the Police and Fire Departments and the celebration of all holidays in the appropriate manner.

## **17. RELIGION**

Formal religious training is not taught, however, grace will be said at meal and snack times. The children will be taught a simple prayer. God is a necessary part of our lives. It is to Him we turn to for guidance and help. We recommend that you take your child to the church of your choice regularly. If you do not have a church home, you are welcome to become a part of the fellowship of St. John Paul II Catholic Church. The Preschool will use Bible stories as guides and examples.

## **18. SCHEDULE OF DAILY ACTIVITIES**

The following schedule of daily activities is included for the convenience of parents knowing the routine of their child while in attendance at the St. John Paul II Preschool and Child Care. This schedule is a guideline to teachers and staff and may change with daily needs and special activities.

6:30 - 8:00 a.m.	Arrival and Breakfast
8:00 - 8:15 a.m.	Restrooms and Daily Preparations
8:15 -11:30 a.m.	Preschool Curriculum (until 11:15 a.m. Monday-Wednesday & Friday), Restrooms, Snacks and Playground Non-preschool days will follow a similar schedule.
11:30 - 1:00 p.m.	Lunch and Restrooms
1:00 - 3:00 p.m.	Rest/Nap Time
3:00 - 3:45 p.m.	Storytime, Restrooms and Snacks
3:45 - 5:30 p.m.	Freetime and Outdoor Play
5:30 - 6:00 p.m.	Games, Puzzles and Coloring

## **19. CLOTHING AND PERSONAL ITEMS**

Parents are requested to dress their child in appropriate clothing to play inside or on the playground. All items worn or left at the Ministry must be clearly marked with the child's full name. For your child's comfort and convenience, please send a change of clothing, appropriate for the season, in a bag clearly marked with the child's name. This will be kept at the Ministry and used when needed.

Toys and other personal items may NOT be brought to the Ministry except for Show and Share (in January) or other announced occasions. This rule will ensure your child's happiness and eliminate any problems in sharing or broken toys.

## **20. DISCIPLINE**

We are determined that our approach to discipline is to be carried out in a positive manner. The child's self-esteem is of utmost importance to us. Under no conditions will children be subjected to harsh or physical punishment. Children will not be humiliated, threatened, shamed or frightened. Discipline will not be associated with rest, toileting or food. If a serious incident occurs, or if a situation continues to create problems, a Disciplinary Note will be given to the parent to be signed and kept in the child's file.

Parents will be notified immediately of any action that continually causes problems during their child's day. If the problem continues, the parent(s) will be asked to come in for a conference. The possibility exists that a child may be expelled from the program if discipline becomes a problem.

## **21. CHILD ABUSE/NEGLECT**

In order to ensure the safety and well being of all children, Indiana Law requires that the Ministry report to the proper authorities any suspected or known incidents of child abuse or neglect.

## **22. PARENT RESPONSIBILITY**

Parents will notify the Child Care Office immediately of any change in employment, address or telephone number. It is imperative that the Ministry is able to contact a parent at all times. Parents **MUST** notify the Ministry of any change in legal custody of a child or persons authorized to remove the child from the Ministry. ***NO CHILD WILL BE RELEASED TO A PERSON NOT LISTED ON THE CHILD'S PERMANENT RECORD. ALL CHANGES INVOLVING RELEASE OR CUSTODY MUST BE SUBMITTED IN WRITING TO THE MINISTRY'S DIRECTOR.***

## **23. GRIEVANCE PROCEDURES**

The St. John Paul II Parish Council realizes that misunderstandings may occur. Any parent who wishes to register a grievance regarding any condition within the Ministry may speak directly to the staff person in an effort to resolve the matter in an informal manner. If the matter cannot be settled informally with the staff person, the parent should speak to the Director. If a solution cannot be reached, the parent may file a written notice within ten days to the Parish Council. Upon receiving a written notice, the Parish Council will conduct an investigation. Their findings and action will be relayed to the parent within thirty days of the complaint.

## **24. VACATION/ILLNESS LEAVE POLICY**

Children enrolled in the Ministry full-time (12 months) will be allowed two weeks vacation each calendar year and two weeks sick leave. Parents must submit a physician's statement when a child is absent five or more days before sick day credit is given, otherwise the regular fees will be charged. A child must be enrolled five consecutive months before becoming eligible for vacation or sick leave.

Children enrolled during the school term only or the summer will be allowed one-week vacation. Vacation and sick leave does not apply to children enrolled in Preschool only.

Children enrolled in the Monday/Wednesday/Friday or Tuesday/Thursday preschool classes and stay for the extended care will be allowed vacation time for the weeks of Fall Break, Christmas Break and Spring Break. No other vacation time will be allowed.

Reasonable allowances will be discussed with the director.

## **25. TUITION FEE PAYMENT SCHEDULE**

St. John Paul II Child Care Ministry is a not-for-profit organization and depends solely on parent payment to underwrite expenses of the Ministry. Because tuition rates are set at a minimum, and we do not bill, it is imperative that payments be made on a regular and timely basis. Payment may be made by check or money order. We are not equipped to handle cash. **ALL PAYMENTS ARE DUE PRIOR TO THE WEEK OF ATTENDANCE.**

Payments may be placed in the drop box right inside the downstairs daycare office or you may hand the payment to a child care employee. Payments are considered late if received after 9:00 a.m. on Tuesday and a late fee of \$30.00 will be charged to the account. Non-payment for two weeks will be treated as a withdrawal. Your child

will not be allowed to return until all fees are paid along with a re-registration fee and supply fee. When a waiting list exists, openings will be filled immediately.

A \$30.00 service fee will be charged for all returned checks and all future payments would need to be made with a money order or cashiers check.

The Ministry closes each day at 6:00 p.m. A staff person will remain with a child in case of an emergency. If a parent is late or if this privilege is abused, a \$15.00 late fee will be charged for the first one to five minutes. Each minute thereafter will be an additional \$5.00.

## **26. STAFF AND OTHER INFORMATION**

The staff at St. John Paul II Child Care Ministry has been selected carefully to serve the many needs of your child. Our goal is to provide a home like atmosphere for your child/children while they are in our care. We strive to maintain a consistency for your child that will foster confidence and stability in his/her environment. All staff members will receive First-Aid training and will receive a minimum of twelve hours continuing education in health care, safety, hygiene, nutrition, discipline, science, social skills and curriculum training.

We are always open to new ideas and any suggestions or advice you can give. All members of the staff welcome you and your family to our facility and hope the Ministry will provide the special care that you are seeking. For further information regarding our operations, please phone the child care office at 812-246-5890 and speak with the director or visit our website at [www.stjohnpaulschool.org](http://www.stjohnpaulschool.org)