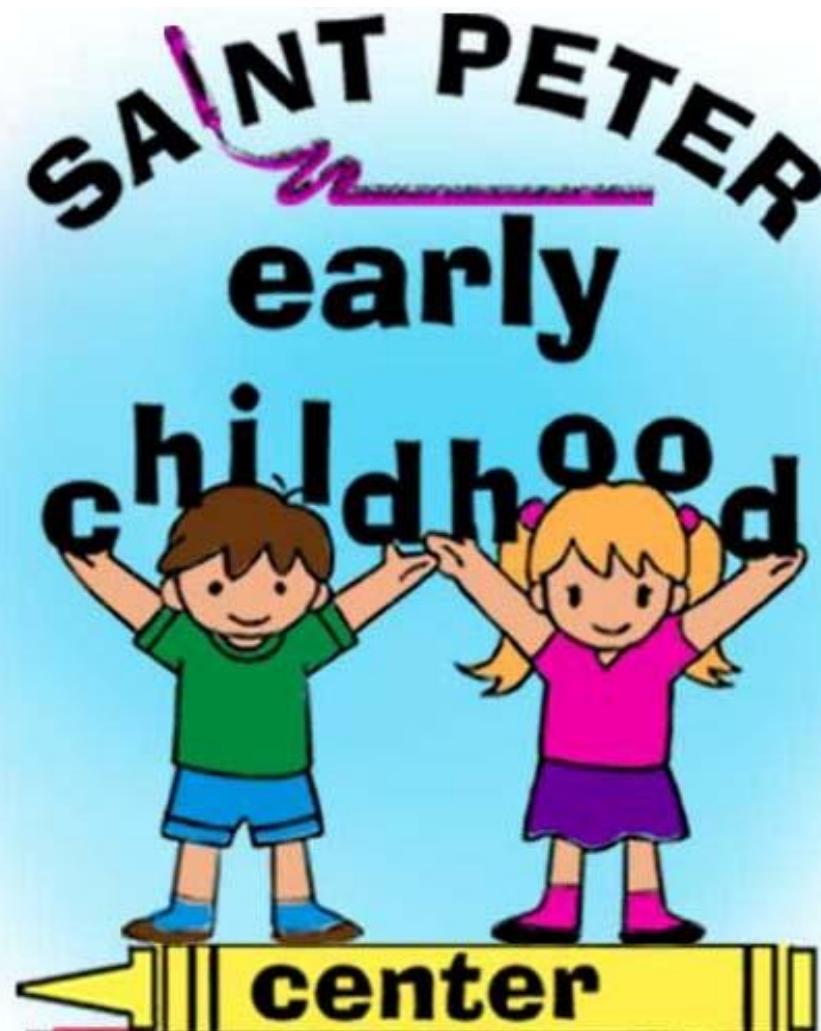


# Parent Handbook



2024

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## About us

### **Dear Families,**

We would like to welcome you to Saint Peter Early Childhood Center (ECC) and School Age Program (SAP). Welcome!© Thank you for choosing us to prepare your special bundle of joy for Kindergarten and beyond as well as provide care for our Saint Peter School kiddos. Let us tell you a little bit about us; our staff, our program, our philosophy and our policies and procedures. Please read this handbook carefully, and feel free to discuss with the Director, Program Coordinator or a staff member any questions that you may have.

### **About Our Center**

We officially opened our doors on September 26, 1994 to service the growing demand for a Preschool Program in the Huber Heights area. We are a community-based Preschool with Extended Day Program; with some of our spaces reserved for Saint Peter School students and employees. We are a non-profit organization operated by The Archdiocese of Cincinnati. The parents' fees cover the cost of operating the Center.

When operating at full capacity, we service 60 Preschoolers (3 to 4 year olds), 72 Pre-Kindergarteners (4 – 5 years of age) and 41 Transitional Kindergarten (5 to 6 years old) for a total of 173. St. Peter Early Childhood Center is licensed by the Ohio Department of Education. The license is posted in the atrium of the Center. Preschool Licensing Rules can be viewed online at <https://codes.ohio.gov/ohio-administrative-code/chapter-3301-37>, a copy of the rules is available in the Center atrium. We follow the state licensing ratios for our center; available in every classroom.

Any person who believes the laws and guidelines governing the operation of the Early Childhood Center are not being followed is encouraged to speak with the Director. If the matter is not satisfactorily addressed, the person is urged to contact the Pastor or file a complaint with Ohio Department of Education.

We follow Step-Up to Quality (STUQ) guidelines for quality as well as ODE standards for licensing. We do provide subsidized spaces through Publically Funded Child Care (PFCC), Child Care Aware of America (Military) and Preschool Promise.

Our staff consists of Child Development Associates, Associates or Bachelor in Early Childhood Education degreed teachers in every classroom, Assistant Teachers, Program Coordinator and a Director. We follow the *Creative Curriculum* under the *Teaching Strategies* framework. We offer wide variety of experiences for children working with our Community Partners. It takes a community to raise a child, and we are truly happy to have such an amazing opportunity to blend three generations under one roof!

### **Our Mission**

Saint Peter Early Childhood Center, supported by the Parish community and through partnership with families, will provide all children a Catholic centered education, which prepares each child for kindergarten and life-long learning.

## Our Goals

- To embody the teachings of the Catholic Church and incorporate the Gospel values in all areas of the child's development.
- To empower each child's innate worth, unique abilities and promote skills for learning.
- To hire and train well-qualified teachers and staff who will implement a variety of educational approaches to support learning within a safe environment.
- To work in partnership with parents and guardians as well as our Parish community.
- To provide a foundation that is deeply rooted in the Catholic faith that inspires confidence and life-long skills.
- To encourage involvement in the Parish and Elementary School community through time, talent and treasure.

## Our Program

At Saint Peter Early Childhood Center, we believe children are most successful at learning when curriculum experiences account for their interests, strengths, needs, and lived realities. We look to each child to help us guide their learning. We value and respect children and believe that their theories and ideas are an important source of curriculum. This is why we have adopted the "Creative Curriculum" approach to learning.

In Creative Curriculum, both adults and children take initiative and make decisions. This power to impact curriculum decisions and directions means that sometimes curriculum is also negotiated between what interests' children and what adults know is necessary for children's growth and development. Ideas for curriculum emerge from responding to the interests, questions, and ideas generated within their environment, the group of children, and that particular time. Thus, Creative Curriculum is never built on children's interests alone; parents and teachers also have interests worth bringing into the curriculum. The values and concerns of all the adults involved help the classroom culture evolve.

Teaching Strategies is a framework that describes how young children learn and develop which provides a guide for the curriculum in Ohio's early childhood settings. We began to use the Teaching Strategies framework to guide our curriculum and goals for child development. We believe every child has the right to the best possible childhood. A copy of the Teaching Strategies document is posted on the Parent Information Board beside the front door in the Atrium. The teachers in the room use weekly observations of the children's interests, developing skills and abilities and activities to plan activities for the following week referencing the Ohio's Early Learning and Development Standards in conjunction with Teaching Strategies, allowing flexibility for spontaneous learning.

Please note: if a child requires additional support, the Center and with the parents' participation will access specialized services to help meet the needs of each individual child. The Center staff will work in co-ordination with outside agencies to support the child, which may include individualized program plans, assessments, and team meetings.

Creative Curriculum, Teaching Strategies and Ohio's Early Learning and Development Standards describes effective practices and emphasizes positive relationships as critical for

quality early years programs. At Saint Peter Early Childhood Center we understand the importance of qualified Early Childhood Educators, working in partnerships with families of the children in our care and an early year's environment that capitalizes on the interaction of these relationships to create an optimal learning foundation for children. This optimal environment is built on the four foundation of Teaching Strategies; belonging, well-being, engagement and expression. Our Center strives to create an environment where every family has a sense of belonging to our parish and center family, children's emotional and physical health are a priority, the curriculum engages the children in learning and developing new skills, and lastly, everyone feels heard and their feedback valued.

### **Our Staff**

In a Creative Curriculum, Preschool Teachers are not only nurturers; they are partners, facilitators, observers and co-learners who have a deep understanding of developmentally appropriate practices. The Preschool Teachers understand individual differences and arrange their room so that children can explore at their own pace. The Preschool Teachers provide a wide range of materials and activities in order to allow children to make their own choices. They work hard to match the curriculum to the strengths and interests demonstrated in the children.

The Preschool Teachers understand that the early childhood experience is about learning, as a result the Preschool Teachers learns about the child from the child and family. The Preschool Teachers watch, listen and reflect on what is happening in order to reinforce the child's learning and appreciation of the experience. Lastly, the Preschool Teachers facilitate the building of relationships between children, families and communities.

All of our Preschool Teachers have a Child Development Associates and some have obtained or in the process of obtaining their Associates in Early Childhood Education. All of our staff participate in Professional Development Training on an on-going basis. All the staff hold a current First Aid and CPR Certificate as well as Communicable Disease and Child Abuse Training.

The staff at St. Peter Early Childhood Center come from different backgrounds and walks of life, which only enhances our program and enriches our children's experiences. All the staff, volunteers and students have a Background Check and cleared under the Ohio Department of Job and Family Services, Selection.com and Safe Parish. We assure that our staff is qualified and experienced in working with children.

### **Our Curriculum**

St. Peter ECC uses The Creative Curriculum, for Preschool, which is a comprehensive curriculum that defines for teachers what content to teach, why the designated content and skills are appropriate for young children, and how to teach effectively. The goal of the Creative Curriculum is **to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.**

The Creative Curriculum® for Preschool is based on six fundamental beliefs:

1. The value of play as a vehicle for learning.
2. The importance of helping children to develop social competence.
3. The vital role of the teacher in connecting content and learning.
4. The benefits of building a partnership with families.
5. A belief that all children, including those with special needs, can thrive in an appropriate classroom.
6. The importance of linking curriculum and assessment.

### Part 1: The Curriculum Framework

There are five components of the Creative Curriculum framework.

**How children develop and learn.** A preschool child's social/emotional, physical, cognitive, and language development, and his or her characteristics and experiences, make each child unique. Goals and objectives for children are linked to the Developmental Continuum, a tool for observing children's development and tracking their progress in relation to Curriculum objectives.

**The learning environment.** The structure of the classroom that makes it possible for teachers to teach and children to learn. This includes how teachers set up and maintain interest areas in the classroom, establish schedules and routines, organize choice times and small- and large-group times, and create a classroom community where children learn how to get along with others and solve problems peacefully.

**What children learn.** The body of knowledge included in national and state standards for six content areas—literacy, math, science, social studies, the arts, and technology—and the process skills children use to learn that content. The Creative Curriculum shows how children learn content and skills through daily experiences.

**The teacher's role.** How careful observations of children lead to a variety of instructional strategies to guide children's learning. The Creative Curriculum explains how teachers interact with children in interest areas and during in-depth studies. It describes a systematic approach to assessment that enables teachers to learn about and plan for each child and the group.

**The family's role.** The benefits of developing a partnership with every family and working together to support children's optimal development and learning. This last component includes getting to know families, welcoming them and communicating with them regularly, partnering on children's learning, and responding to challenging situations.

### Part 2: Interest Areas

The five components of The Creative Curriculum, framework are applied to eleven areas—**blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, tablets, and outdoors.** The Creative Curriculum describes the materials that meet the developmental needs of young children and enhance learning and teaching. Each interest area description shows the connections between The Creative Curriculum's fifty objectives and academic content and how teachers guide and assess children's learning.

A key element of The Creative Curriculum for Preschool is the strong link between curriculum and assessment. The Creative Curriculum goals and objectives provide the direction for planning the program and a framework for determining what each child knows and how each child is developing.

Each of the fifty objectives (posted beside the lesson plan in each classroom) is mapped on a continuum of development so that teachers can evaluate and analyze a child's progress and offer strategies and activities to help that child progress to the next level.

## **Operational Procedures**

### **Enrollment and Withdraw/Termination of Enrollment**

Before your child can be officially enrolled in St. Peter Early Childhood Center, you must complete and provide the following documents:

- Registration Form
- Signed Consent Forms and Authorization Pick-up List
- Completed Child Medical Statement signed by the doctor and a Copy of Immunization Record (due within the first 30 days of your child's first day)
- Family Information for Step Up To Quality (SUTQ)
- A signed Tuition Agreement
- A non-refundable Registration Fee of \$150.00 per family (a \$125.00 material fee and a \$25.00 registration fee)

If the guardian of the child or director determine that the child is not socially/emotionally ready for the program or is not completely toilet trained, the child will be withdrawn and the tuition fee shall be prorated. If the child is withdrawn from the Program for other reasons, the full two weeks fee shall be charged. St. Peter Early Childhood Center requires a two weeks written notice of withdrawal stating the child's last day, parents name and signature. An email to the Director will be accepted as written notice. Payment is due for the two weeks' notice period, whether or not the child attends during that time.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. St. Peter Early Childhood Center may terminate services if **policies are not followed or fees are not paid**.

**Please keep us updated on any changes to your address, telephone number, children's health issues, authorized pick-up list or emergency contact information**, which can be done by the parent/guardian through the Procare App.

## **Fees**

Tuition is due on Monday of every week for the current week. Any tuition paid after 12pm on Tuesday will incur a \$20.00 late fee. Checks that have been returned will be charged \$25.00 fee. To avoid late fees, we encourage families to sign-up for ACH autopay through Procare. Credit card payments are subject to an additional 3% fee.

Tax receipts are available through Procare at any time in the billing section of the app.

Our tuition for the following programs and weeks are as follows:

Program	Non-Parishioner Rate	
Full-Time (3-4)	\$185/week	\$7,400 annual
School Day Transitional Kindergarten (5-6)	\$123.80	\$4,950 annual
Full-Time Transitional Kindergarten is available through School Age Program (SAP)		
Part-Time 4s (Mon, Wed, Fri)	\$187/month	\$1,876 annual
Part-Time 3s (Tues, Thurs)	\$131/month	\$1,310 annual

\*\*\*For registered Members of the Parish, we offer a **three percent discount off** tuition when the center receives your envelope number.

All of the part-time program hours are 8:30 am – 11:30am (AM) and 12:15pm – 3:15pm (PM)  
For all part-time program, extended day option is available at \$20.00 per day.

For School Age Program (5 years to 12 years for children attending St. Peter School).

Program	Rate
Before ONLY (M-F)	\$13.00 per day
Delay Days	\$16.00 per day
After ONLY (M-F)	\$16.00 per day
Non-school days	\$35.00 per day

For more information regarding our fees, please refer to the **Fee Schedule** in the enrollment packet.

For late fees, please refer to the **Arrival and Departure Procedures**.

If you need assistance with childcare fees, please visit the Ohio Department of Job and Family Services (ODJFS) website <https://benefits.ohio.gov/>. The ODJFS helps parent(s) who are working or in school pay for childcare through the Publicly Funded Child Care (PFCC) program. You may be required to pay for part of your childcare in the form of a copayment. The amount you pay is based on your gross income and family size. Follow the steps outlined on the website.

Once your subsidy has been approved, you will receive a letter from your caseworker to confirm the amount of parental contribution towards fees, please contact the center to confirm subsidy.

### Days and Hours of Operation

The Center is open August to May, Monday to Friday, 7:00 a.m. to 6:00 p.m. June and July is a summer camp program, Monday to Friday 7:30am to 5:30pm.

An annual calendar provided to parents in the beginning of the school year will indicate which days our center is closed.

Our center is closed for the following days

Labor Day	Black Friday	March 11 (Conferences)
November 7 (Conferences)	December 21 – January 2 (Christmas Break)	Good Friday
The day Before Thanksgiving	Martin Luther King Day	April 1 – 5 (Spring Break)
Thanksgiving Day	President's Day	Memorial Day
Juneteenth	July 4 <sup>th</sup> (Independence Day)	

The center is also closed additional days at the end of May to tear down the school year and set-up summer camp program and before the first day of school to set-up for the upcoming school year and tear down summer camp program.

Our priority is to ensure the safety of our families, children and staff. In the event of severe weather, St. Peter Early Childhood Center will determine if the regular hours of operation need to be adjusted. Closures and delays will also be detailed on the Facebook page and website. We will reach out to our families via Procare app to let them know of any closures or delays.

It will be the parent's responsibility to pick up their child from our Center or find alternate care if the Center is closed on such rare occasions. Tuition is not adjusted in the event that regular hours of operation are affected by severe weather. When school buses are canceled, the Center is still open.

When St. Peter School is on a break or closed due to Professional Development Day (PA Day), our School Age Program (SAP) offers full-day programs and summer camp that are full exciting, age-appropriate activities and lessons for your school-age children. Please ask your director for more information.

### **Child Attendance**

St. Peter ECC offers an educational program in which all children participate and learn. Therefore, it is very important that all children attend the program according to their predetermined schedule (i.e. full-time or part-time). If for some reason a child will be in later or absent, please inform the center by **8:00am**, as attendance is checked at this time and the lunch count is finalized. To maintain our quality program and licensing regulations, we are required to schedule staff based on the number of children enrolled. Tuition is not reduced or refunded for daily absences due to weather, holidays, illness or vacation. It is not our policy to allow for "make-up" days.

### **Arrival and Departure Procedures**

To ensure the safety of all the children in our care, children must be brought directly to the classroom in the morning. Under NO circumstances should a child be sent into the classroom alone. Parents must ensure that a staff member is aware of the child's arrival.

In order to allow your child to settle into the program and to maintain the continuity and smooth operation of planned activities, we encourage all children to arrive before **8:45 a.m.** Due to

ratios, we might not be able to accommodate your child if they arrive after the class has gone on the walk or field trip. You will be required to wait with your child until the class returns. If the children are sleeping when your child arrives, please put your child to sleep on their cot as to not wake the rest of the children.

At the beginning of the year, it is common, for some children to experience separation anxiety. Encouraging your child and sharing your confidence in them will work wonders in building their self-esteem. If you give them a quick and confident hug and tell them you will see them when school is over, they are less likely to be concerned. When children discover they can go to school on their own, they are on their way to building a strong sense of self. Our teachers will be there to comfort your child and provide activities to ease their transition. ;

Children must be picked up by the scheduled closing time of 6:00 p.m. (including designated earlier closing times due to trips, special holiday hours or relocation) or a late fee of \$25.00 for the first 5 minutes and \$1.00 per minute thereafter be charged. If you are unable to contact the Center by 7:00pm, Police and Child Protected Services will be contacted.

If anyone other than the person listed on the *Authorization for Pick-Up* list in the Enrollment Packet will be picking up your child, please give written notice via email, Procare App or call the center. You are able to add Authorized Pick-Up through the Procare app. We will **only** release your child to persons on your *Authorized Pick-Up* list and with proper photo identification (ID).

In the event of custodial disputes, we must have legal documentation regarding child custody arrangements. The staff must be provided with a copy of any court orders in place, which will be kept in the child's file. If parents of a registered child are living separately and custody has not been legally determined, the staff will abide by the information given on the child's enrollment packet. We encourage both parents to sign a written agreement confirming details regarding authorization for pick-up and access to information surrounding the child's care while attending the center.

At the end of the day, children should be allowed time to clean-up their activity before getting ready to go home. If you are unable to arrive at the usual pick-up time, please let the center know so that the correct staff-child ratios may be arranged. The center assumes no responsibility for children once they are picked up by a person authorized by the parent (i.e. relative, an emergency contact, childcare provider, etc.). **It is the center's policy not to release children to siblings or others under the age of 18 years even with parental permission.**

Children are signed in and out by the parent through the Procare Kiosk Tablet located in the atrium upon their arrival and departure. Please report absences and the reason for the absence or late arrivals by **8:00am** through phone call or Procare. This will help us plan for meals, and activities for the day. If it is a communicable illness, we are required to record this in case of other cases breaking out. If no one answers the phone, please leave a brief message.

Please help us keep our environment clean and safe by wiping shoes at the classroom's entrance.

## **Parking**

St. Peter ECC offers a free parking lot located outside door #15. The center doors are locked at all times. Enrolled parents and current staff members can enter the center with a five-digit code, please put # after the code. Visitors can enter by ringing the buzzer. The St. Peter ECC have the doors locked to ensure safety and minimize disturbance to ongoing classes. Please use door #15 to enter the ECC Center and door #4 for School Age Program. Please do not park the car in front of the ECC center doors.

## **Media**

St. Peter ECC encourages a family atmosphere and home away from home environment. From time to time, your child will be photographed. Special events and everyday playtime are excellent times to create memories and we may post photos around the classrooms and/or Center.

We use these photos for teaching, arts and crafts and learning opportunities. Occasionally, we use internal photographs for promotional purposes such as display boards, website, brochures, and Center highlights on social media and/or memory books. We respect your right as a parent to decide whether you would like your child to be photographed and will ask you to complete a media release form upon enrollment to grant or deny permission.

## **Health and Safety**

To maintain a good standard of health, a Daily Health Assessment is completed upon each child's arrival at the Center. The Center follows **Centers for Disease Control and Prevention (CDC)** and Ohio Department of Health guidelines on illness and exclusion policies

Routine shall be followed daily that help children keep themselves healthy and safe. During the school day, children and staff shall be required to wash their hands when dirty, after outdoor play, after going to the restroom, and before meals.

Children are supervised at all times. Toys and equipment are cleaned according to the ODJFS schedule and are good repair. A professional cleaning company will clean and sanitize the classrooms every night with commercial grade cleaners. Spray aerosols are not used at any time children are present.

## **Communicable Disease**

Children showing signs of a communicable disease such as pink eye, vomiting, two or more bouts of diarrhea, fever, undiagnosed rash/skin disease or two unrelated symptoms, must be kept at home until diagnosed by a physician. Please notify the Center if your child has been exposed to any communicable disease whether or not they are showing any symptoms. A sign will be posted to report any communicable disease to the families.

Should a child become ill during the day, he/she will be isolated from the other children and the parent contacted to pick up the child immediately. It is the parent's responsibility to pick up their child or to arrange for them to be picked up.

Unless our company policy is more stringent, we use individual state and health department regulations when making decision to exclude children due to illness.

A child should not attend childcare when:	A child may return to child care when:
• a fever of 100.4 F degrees (38C)	• fever free for 24 hours without the aid of fever reducing medication
• he/she has two consecutive bouts of diarrhea	• he/she has not had diarrhea in the last 24 hours and has had at least one normal bowel movement
• he/she is two cases of vomiting	• he/she has not vomited in the last 24 hours
• he/she has skin infections, undiagnosed rash, or signs of any contagious disease	• he/she has been examined by a doctor and been received medical clearance
• he/she has any form of untreated infestation (i.e. scabies, head lice, hand foot and mouth)	• he/she has seen a doctor and has been treated
• conjunctivitis (pink eye)	• he/she has seen a doctor and 24 hours have passed after first eye drops have been given
• been prescribed any kind of medication in the last 24 hours	• he/she has been on the medication for 24 hours with no reaction
• any communicable disease	• he/she has been examined by a doctor and has received medical clearance to return to care
• A child becoming ill while at home and/or was hospitalized for more than 24 hours	<ul style="list-style-type: none"> <li>• He/ she should return with a Doctor's note stating what precaution's/observations, if any, should be taken by the childcare staff</li> <li>• Individual Medical Plan MUST be completed by the parent.</li> </ul>

**Please ask your management team for a copy of the Center's Communicable Disease Policy for more information.**

## Medication

Medication will only be administered once the parent or guardian has completed the **Preschool and School Age Child Care Medication Form and Child Medical/Physical Care Plan**. You can obtain a form in the ECC/SAP office. **All medication and forms MUST be given to the Program Coordinator or the Director**. These forms must be filled out with specific instructions as to the time and dosage given to the child. Medication will **only** be given to a child if the medication is in the original container as supplied by a pharmacist and the package is clearly labelled with the child's name, the name of the medication, the dosage of the medication, the date of purchase and expiration, if applicable the instruction for storage and administration. Medication **will not** be given to the child if it has another name on the package, the medication is expired, or the above conditions are not met.

We cannot administer medication under instructions such as "if you feel it is necessary". **Exception:** medications to ease asthma and /or allergic reactions will be administered, as

necessary, once the parent or guardian has outlined clearly the conditions required to make the medicine necessary and has completed the **form above**. **We cannot administer over the counter medication.**

### **Behavior Guidance**

Young children crave consistency and structure. They thrive in an atmosphere where they follow a routine and rules that incorporates age-appropriate choices and flexibility for exploring. The goal of behavior management is helping develop self-control skills, conflict resolution and emotional intelligence. This is done by labelling emotions and validating how a child feels, listening to the child and acknowledging what they are saying and providing an opportunity for them to fix a situation with an adult's guidance.

All children display undesirable behavior at some time. The ability to manage young children's behavior in a positive manner is often challenging and complex; however, the effective guidance of young children requires a patient and nurturing caregiver who understands the tasks of children at various ages, is aware that young children are naturally curious, active and impulsive, and recognizes that the main goals of positive management are to assist children to develop responsibility, to learn and develop skills to control themselves, and to take responsibility for their own behavior. The following will not be permitted in guiding a child's behavior:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Please ask your management team for a copy of the Center's Discipline Policy for more information.**

### **Duty to Report**

In accordance with the Ohio Revised Code section 5101.63, it is the responsibility of every person in Ohio, including a person who performs professional or official duties with respect to children, to immediately report to Child Protective Services if they suspect that child abuse has

occurred or if a child is at risk of abuse. This includes any operator or employee working with children. An individual's responsibility to report cannot be delegated to anyone else.

### **Privacy and Confidentiality**

St. Peter ECC will work with all families and staff members to ensure confidentiality and privacy regarding the care of the children in our program. All details regarding a specific child are to be kept confidential and private in regards to that child.

Any information about your child will be discussed with legal guardians or parents of the child. Records are reviewed by regulatory agencies and maintained by the school management. If your child is involved in an incident with another child, center management will not reveal the name of the parties involved. Details regarding other children will not and cannot be discussed with anyone other than that child's legal guardians or parents. Our employees are to uphold this policy at all times.

St. Peter ECC collects, uses and discloses personal information such as written records, photos and videos of children and families for the purposes limited to those which are related to the provision of childcare services. Such purposes include the following:

- To meet legislative, regulatory and licensing requirement;
- To process, track and maintain child enrollment and re-enrollments;
- To process enrollment fees, subsidy, receipts for child tax credit purposes;
- To record, process and collect outstanding enrollment fees;
- To assess and implement center policies, practices and programs;
- To maintain up-to-date records;
- To communicate with parents/guardians;
- To meet and respond to daily care needs;
- To respond to emergencies, including communication with emergency contacts, hospitals and/or medical practitioners;
- To provide the Center's personnel and third parties (where applicable) with necessary medical information (e.g. dietary restrictions, allergies etc.)
- To provide financial institutions with the necessary information to process payments.

In order to meet the purpose, set out above, the center may transfer or disclose your personal information to:

- Service providers, including organization or individuals retained by the center to perform functions on its behalf such as catering, administrative and financial services.
- An organization or individual engaged by the center to evaluate credit worthiness or to collect outstanding debts.
- The school administration, which provides services and resources to the center.
- Any third party or parties, including government agencies, where the center has received consent for such disclosure or where disclosure is required or permitted by law.

When personal information is transferred by the center to third parties, we use contractual or other means to ensure that the information is handled confidentially and in accordance with this policy and applicable privacy legislation.

Employees understand that it is professional misconduct to “release or disclose information about a child to others beside guardian or parent, except with consent of parent or guardian or as required by law”.

By submitting personal information to St. Peter ECC you agree that we may collect, use and disclose such personal information in accordance with this privacy policy and/or as required by law. Subject to legal or contractual requirements and reasonable notice, you may refuse or withdraw your consent to our use of your personal information for certain purposes at any time. However, if you refuse to consent or withdraw consent previously given, we may be limited or unable to provide some or all our services to your family.

Access to a child’s records without parental consent may only be given to officials of the following:

- Coroner’s Office
- Courts in response to a warrant or court order
- Ombudsman
- Authorities vested in provincial or federal status
- The Ohio Department of Education and officials to whom he/she has delegated the authority (e.g., program advisors).

### **Serious Occurrence**

If a serious accident occurs that results in the need for medical attention, the center will contact you and arrangements will be made for you to pick up your child or meet the staff at the emergency facility. If you cannot be reached, we will contact your emergency contact.

### **Fire Drill Procedures**

In case of a fire drill, the staff are trained to follow the fire drill procedures as well as the emergency management policies and procedures that are posted in the room in which you are present.

**DO NOT MAKE YOUR WAY TO THE CHILD CARE CENTER.** If you hear the fire alarm and you are not in the Center, do not enter the center. Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency.

If the childcare center is deemed to be “unsafe to return” to relocate, the parents will be contacted right away via Procare app to pick up their child.

Once we have congregated in the Soccer Field and completed our attendance verification checks, you may then offer assistance and stay with your child. Please **DO NOT TAKE YOUR CHILD** from the staff until we have verified that all of the children and staff have exited the building and are present. You may check with the Director or Designate, if you may take your child.

If weather is cold or wet, children will be evacuated to Fehrenbach Hall (lower level of the church).

### **Field Trips and Outings**

Field trips and walks are a regular and carefully supervised part of our program. At times, off-site activities such as walks in the neighbourhood are not always planned ahead of time but occur to accommodate the interests and needs of the children. Children in our programs often go on walks and take advantage of what the surrounding community has to offer (e.g., parks, stores etc.). These excursions are considered part of the daily program and will not include motor transportation.

Parents will be notified of any field trips through the monthly calendars, permission forms and postings. Majority of the field trips take place during the months of June and July. Parents are welcome to come along with their children on these outings. If parents do not wish for their child to attend the field trips, it is the parent's responsibility to find alternate childcare for the specified length of time allotted for the field trip.

Field Trips are by a school bus. No private vehicles will be used for transportation of any child in any program provided by the Center. On field trips where transportation is required, parents will be notified in advance as to the details of the scheduled field trip and written parental permission forms will be distributed which must be signed and returned to the Center in order for your child to participate. The field trips that require transportation will be booked through an accredited school bus companies. During all trips and walks, the individual ratios of each program will be maintained for all children.

### **Student Placement and Volunteers**

St. Peter ECC works in cooperation with high schools, community colleges and universities in the area, we are occasionally used as a source of practical experience for students in early childhood education. These students and volunteers enhance the staffing and permit individualized care and special activities to be implemented.

At times, the student will be observing a child and recording his/her actions and reactions. The names of the children do not appear anywhere. The purpose is to help the student learn the various observation techniques that they will use when they are in the field. The students and volunteers are supervised at all times and are never left alone with a child at any time or counted in ratio. A short description about the volunteer or student will be posted on the Parent Information Board in the lobby.

### **Routine Care**

### **Children's Personal Belongings**

Children should come dressed in comfortable clothing that can get dirty, since some activities we do daily are messy. A spare change of clothes are required for all children in case of soiling of clothes. CROCS or Croc-like shoes will not be permitted due to safety reasons. Outdoor play is an important part of our program, we enjoy the benefits of outdoor play at least one hour per day weather permitting, thus clothing for all weather conditions should be at the center, such as winter/sun hats, coats, snow/splash pants, winter/rubber boots, two pairs of waterproof

mittens, neck warmer, scarves etc. If your child is well-enough to be in the program, they are well-enough to go outside. Children will not be excluded from outdoor play on the basis of illness.

In every classroom, there are cubbies for every child in the program that are labelled with their name. Please check the cubbies, mailboxes and backpacks on a daily basis for your child's work, wet or soiled clothes and important forms/information.

We ask that very toys from home are kept at home to prevent them from getting broken or lost. During special activities, teachers will permit children to bring toys from home. The staff or the Center will not be responsible for ensuring that toys are not lost or damaged. Toys resembling weapons are not permitted.

**Please discuss with the director at the time of admission, if your child is unable to participate in all facets of the program.**

## **Nutrition**

The Ohio Department of Education (ODE) requires that "snacks served shall be of quantity, variety, and quality in accordance with required daily allowance as prescribed by the U.S. department of agriculture meal patterns. If a child requires a modified diet that eliminates an entire food group, written instructions from a physician, physician assistant, clinical nurse specialist or certified nurse are to be obtained. To the extent possible, a family's preferred dietary preferences (i.e. vegetarian, vegan) should be accommodated..."

(3) A choice from two of the groups listed below must be served for snack:

- (a) Meat/meat-equivalent group;
- (b) Bread/bread-alternatives group; or
- (c) Milk group; or
- (d) Fruit; or
- (e) Vegetable group.

(4) Parents may provide snacks and meals if they are provided information on nutritious snack choices and procedures are in place to ensure a child is provided food if a parent does not send snack or lunch for the day.

(5) The snack shall be served during the longest period between meals.

(6) Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served."

It is the parent's responsibility to notify Director, Program Coordinator and the child's teacher in regard to any dietary or cultural considerations for their individual children so staff can ensure that nutritional requirements are fully met.

The children are provided with a hot, nutritious lunch (at an additional cost) and two snacks (AM and PM). Parents are reminded that the morning snack is not meant as a replacement for breakfast. Please ensure that your child has had breakfast prior to the arrival, or provide a packed breakfast or let the teacher know upon arrival if the child needs breakfast. If you would like to have breakfast in the center, your child needs to be here **promptly at 7:50am**.

Parents are invited to pack their child's breakfast (if applicable), lunch and snack. Parents who pack a child's meal should include at a minimum, a food from each of the food categories listed above.

The menu rotates on a four-week cycle and is posted on the Parent Information Board in the atrium and in each classroom. **St. Albert Nutritional Services** caters breakfast and lunch and ensures that all the meals meet the daily nutritional requirements set out by the Ohio Department of Education and the Child and Adult Care Food Program (CACFP). Please let the Director, Program Coordinator and Teacher know of any special dietary and feeding restrictions so proper arrangements can be made with the caterers. The Center provides milk and fresh water readily available to children.

For more information, please visit <http://www.stalbertnutritionservice.com/st.-peter.html>

### **Nap Time**

Ohio Department of Education requires "a program serving preschool children for more than five hours per day shall have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed one and one-half hours". A child who is unable to sleep during the rest period is required to stay on their cot for an half an hour quietly to allow other children adequate rest and after a half an hour is permitted to engage in quiet activities.

For your child's comfort, we ask that you bring a blanket for naptime and a **small travel size** pillow; big pillows will be sent home. The small blanket and/or pillow that you provide for your child will be sent home once a week for washing.

### **Parent/Teacher Conferences, Screenings and Assessments**

Upon enrolling into our program and for November conferences, teachers are required to do a screening to see where each child is developmentally and if they have met the milestones for their age group, as part of our early screening part. Their developmental levels, ages and state licensing requirements will guide children's classroom placements.

Parent/Teacher conferences are held twice a year. Conferences are held during November and March, with specific dates being set by the director on an annual basis. Parents are encouraged to sign-up for a conference with their child's teacher. During the conference, teachers are available to answer any questions or concerns that parents may have, as well as discuss each child's development and set goals for the next semester.

Screenings and Assessments are used for all age groups and will be placed in the child's portfolio to document your child's progress. The portfolios are available to you at all times.

Parents may also request a conference with their child's teacher as they feel it necessary. Scheduling of the conference can be arranged with teacher. **Parents are discouraged from meeting with teacher while teachers are supervising children.**

BRIGANCE is a screening tool used by schools for students in Pre-Kindergarten, Kindergarten and First Grade. The BRIGANCE Early Childhood Screen III (3-5 years old) takes 15 minutes; the child is asked to perform a series of skill games; the scores based on the skills displayed are entered into the computer, which generates a score that indicate the age of the child in the Physical Development, Language Development, and Academic Skills/Cognitive Development.

The BRIGANCE Screening allows us to identify children who may have developmental delays as well as children who may have advanced developmental skills so that necessary referrals for further testing or special services can take place in partnership with Samaritan Behavioral Health. We use BRIGANCE to determine school readiness, classroom placement as well as guide our instructional planning.

For ongoing assessment we use, Ohio Kindergarten Readiness Assessment (KRA. This assessment includes ways for teachers to measure a child's readiness for engaging with instruction aligned to the kindergarten standards. ***Ohio's Early Learning and Development Standards*** (birth to kindergarten entry) are the basis for the Kindergarten Readiness Assessment Revised. The Kindergarten Readiness Assessment Revised is used to assess four areas of early learning:

- **Social Foundations**- including social and emotional development, and approaches toward learning
- **Mathematics**
- **Language and Literacy**
- **Physical Well-being and Motor Development**

We will share the results of the assessments and screenings with the Parents during the November Parent/Teacher Conferences.

### **Parent Support and Involvement**

#### **Open Door Policy**

It is our goal as a Center to maintain an “OPEN DOOR” policy. We feel it is important to have open communication with the parents and families. Parents are always welcome at the Center at any time during the day to visit with their child. We feel that this is a very positive experience, as long as your child can deal with the separation once they return to the program or the parent leaves.

If any of the following is observed, we will meet with the parent and request a restricted visitation:

- Child cries or is distraught, having a hard time settling back.
- Child's play is interrupted.
- Child's individual schedule is interrupted i.e. sleep, lunch, etc.
- Other children become upset or distraught.

If you wish to occasionally take your child out of the Center for a short time, please let your child's teacher know and sign them out and in upon return via the Procare Attendance Kiosk. Only parents will be permitted to visit their child during the day.

**Please Note:** The Center is not liable for any injury that may occur out of the Center and program.

We ask that you advise us of any changes or events at home that may affect your child's behavior. Our staffs is committed to providing an environment, which fosters co-operation between the home and the Center. It is very important that both the parents and the teachers work together to help your child reach their full potential.

Daily contact with parents is encouraged at drop off and pick up times. The children are involved in many new and exciting activities throughout their day. Talking with your child about their day's activities will enrich both their experiences and your relationship. We encourage parents to spend time in the center during drop-off and pick-up times, this allows for informal information sharing for both parents and teachers. If you need longer amount of time to discuss your child's progress with your child's teacher, meetings will be scheduled upon request. Parent Teacher Conferences are twice a year; November and March where Parents will sign up for a time slot with their child's teacher to discuss their child's screenings, assessments and progress.

Parents with special talents are welcome to participate and contribute to the programs, if you would like to share your talent with the class or center, please contact the director.

Weekly Program Plans are all posted in each program on the Parent Information Board located outside of each room.

Field trips – We encourage all parents to accompany us on our field trip outings. All parents that would like to accompany us on field trips or volunteer in the classroom must complete Safe Parish Training and a background check.

Family Events – we plan bi-annual special family event. – Christmas Concert taking place in December and Spring Sing/Graduation in May. We may also have other events happening and will keep you posted on these.

PTO – Parent Teacher Organization. Get involved or donate by emailing [stpeterpto@gmail.com](mailto:stpeterpto@gmail.com). A supportive organization that helps fund special events.

Charitable giving - parents are asked to assist the center in the fundraising throughout the year. Charitable giving helps us show our children how to share God's love and take care of those less fortunate ones as well as be grateful for the things we do have.

### **Parent Code of Conduct**

One of the goals at St. Peter ECC is to create a safe, welcoming and respectful environment. Ensuring this type of atmosphere is not only the responsibility of the employees, but also the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. Parent who violate the Parent Code of Conduct will not be permitted on company property thereafter.

### **Swearing/Cursing**

No parent or adult is permitted to curse or use other inappropriate language on-site at any time, if the presence of child or not. Such language is considered offensive by many people and it will

not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

**Threatening of Employees, children, parents or adults**

Threats of any kind will not be tolerated. All threats will be treated seriously and will be reported to the appropriate authorities.

**Physical/Verbal Punishment of your child or other children**

No form of corporal punishment is permitted while on company property. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss behavior issues with the teacher and to see advice and guidance regarding appropriate and effective disciplinary procedures. Parents are not prohibited from addressing for the purpose of correction or discipline, a child that is not their own. All behavior concerns should be brought to the classroom teacher or a member of management's attention.

**Questions or Concerns**

If you have any questions or concerns, please do not hesitate to speak with your child's teacher, Program Coordinator or Director. If you feel your concern has not been addressed, please email the Father Kyle, at [frschnippel@saintpeterparish.org](mailto:frschnippel@saintpeterparish.org).

It is our belief that a close cooperation between parents and staff is essential in order to provide the necessary support and care to meet your child's needs while ensuring that they reach their full potential.

***We look forward to being a part of your child's development!***