

# **SACRED HEARTS DAY CARE HANDBOOK AND ADMISSION POLICY**

## **MISSION STATEMENT**

*We, at Sacred Hearts Day Care, believe that children will witness and experience the love of God in a safe and caring atmosphere. This environment encourages Christian social values and focuses learning on problem solving, morals, and life skills.*

## **PHILOSOPHY**

The Sacred Hearts Day Care Program was founded in 1987 by a small group of parents concerned for the “Latch-key” children of Sacred Hearts School. At Sacred Hearts Day Care, we believe the children will witness and experience the love of God in a safe and caring atmosphere. This environment provides a variety of opportunities for the children to play and socialize with friends and classmates away from the school setting. The family, school and church work as partners in this endeavor.

Our purpose is to provide a caring, loving, safe environment at affordable costs to families, while providing a variety of opportunities for children to play and socialize with friends and classmates away from the school setting.

While respecting and appreciating all faith, Sacred Hearts Day Care reflects the catholic tradition by developing the whole person.

We believe that children learn through play by observing, exploring, experimenting, talking, pretending and having fun. All of these play experiences provide an important foundation for understanding language, learning about the world, solving problems, getting along with others, and achieving success in school and life.

Since the day care program follows a full school day, the atmosphere is a social, relaxing environment where children are learning through play. “Teachable Moments” will always be taken advantage of. Other activities include playing board games, playing with a vast variety of toys, art, homework, quiet time, reading and socializing. The children also have time each day to play outdoors in our very large play environment including a playground and space for sports.

The program structure will be more structured on no school days and during the summer months, including consistent daily time schedules and group time. We follow the Wisconsin Model Early Learning Standards by using play-based learning, developmental age appropriate activities, while incorporating cultural diversity within our curriculum and throughout the day care environment.

In general, a parent/s is not required to provide any specific items to the day care that would be considered part of the normal operational items used by the center. On special occasions or for certain projects, parents might be asked to consider bringing in materials or donating items/ time, but this is not required. Field trips or other events children sign up for may require the parent/s to bring in appropriate clothing, etc.

In addition to this handbook, several other documents and written policies on operation of Sacred Hearts Day Care are kept by the director. These items are not included to keep the size of the handbook manageable. These are, however, all open documents and are available from the director for

parents to examine. They include a variety of staffing materials, operational procedures for staff to be aware of, personnel policies, forms, etc.

This Program Handbook contains the policies and procedures of Sacred Hearts Day Care. It is meant to serve as a reference guide. It is not meant to cover every aspect of the childcare program or every situation, which might arise. Parents are free to contact the Director with questions concerning the contents of this Handbook at any time.

### **Faith Based**

As part of Sacred Hearts Parish, Sacred Hearts Day Care strives to meet the needs of the community of which we are a part and adopts the Catholic traditions of incorporating diversity into a value-centered curriculum. We embrace the faith traditions of the families of children in our program.

### **Service**

Family is respected as the most important teacher in a child's life; therefore, communication, cooperation with families and meeting children's individual needs are of utmost importance. The staff at the center serves as an integral part of each child's family by recognizing the need for nurturing and respecting children's own level of development. The center also promotes service to the community and those in need within a developmental context that children can understand.

### **Conferences**

Parents are always welcome to drop by and observe or participate in classroom activities. Parents may request a conference with teachers or the director at any time to obtain or share additional information about their child.

### **Leadership**

The staff at the center is committed to life-long learning. Staff members are encouraged to be active leaders in the field through continuing education, and through memberships in professional organizations.

### **Fundraising**

Because fundraising is a large part of the school and parish, as a separate entity, the day care does not require fundraising.

## **STATEMENT OF HUMAN DIGNITY AND DIVERSITY**

As a Catholic, Sacred Hearts Day Care, we recognize and cherish the dignity of each individual, regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seeks the truth about God and the world.

Our commitment to a diverse community helps us to achieve excellence by promoting culture of learning, appreciation and understanding. Each member of Sacred Hearts community is charged to treat everyone with care and respect and to value and treasure our differences.

Any important or sensitive information that is appropriate to pass along from the parent/guardian responsible for a given child should be directed to the day care director. Such information, if of a sensitive nature, should be so designated by the parent or adult and the director and any other staff that have reason to know will hold it in confidence. Aside from

these individuals, strict confidentiality will be maintained unless requirements dictate otherwise. In rare cases (e.g. suspected child abuse, neglect requiring reporting, etc.) staffs are obligated to keep the best interest of the child in mind.

### **License**

Sacred Hearts Day Care complies with the Department of Children and Families Services (DCF 251) licensing Rules for Group Day Care Centers.

The center license is posted next to the front door, as are the most recent inspection findings. A copy of the DCF 251 Licensing Rules for Group Day Care Centers is available in the front office at any time.

Sacred Hearts Day Care is licensed for a capacity of 70 children, ages 4-14. The facility operates 12 months/year during the regular hours of 6:45 AM-6:00 PM, Monday-Friday. Sacred Hearts Day care is a not-for-profit and a faith-based center.

General rules, parental notices, snack/lunch menu, and other information of general interest are usually posted in the day care next to the sign-in/out book.

### **Administrative Structure**

The center director supervises all professional staff, as well as student workers in the center. The center director works closely with the school principal and reports regularly to the School Commission via a standing agenda report.

### **Parental Concerns**

At any time during if a question arises concerning your child or Sacred Hearts Day Care, please contact the staff member most closely associated with the question. If further help is needed to resolve the concern, please contact the director. All attempts at settling a grievance at the lowest possible administrative level must first be exhausted. Those levels include in this order: teacher/ staff, director, principal, pastor. Confidentiality shall be maintained at all times by all parties.

### **Staff**

All staff at Sacred Hearts Day Care meets or exceeds the requirements for childcare providers in the state of Wisconsin. Staff members are hired based on their work experience, knowledge of specific age group, and personal philosophy of working with and teaching children.

### **Insurance**

Sacred Hearts Day Care carries liability insurance, which exceeds state requirements. This insurance does not include medical coverage for injuries resulting from normal supervised activities. The day care strives to provide a safe environment for the children and feels that this type of insurance provides adequate protection to help maintain low tuition costs.

## **ABOUT THE CENTER**

Sacred Hearts Day Care  
315 Columbus Street  
Sun Prairie, WI  
Phone 608-825-3004  
Director email [marilyn.roelfs@shjms.org](mailto:marilyn.roelfs@shjms.org)

Sacred Hearts Daycare is open year-round. The daycare provides a summer program, before and after school care for school-aged children and daycare for 4-year-olds enrolled in Sacred Hearts afternoon preschool. Sacred Hearts Day Care is an on-site, faith-based, non-profit organization dedicated to quality care for children of all of those who make up the Sacred Hearts Community.

### **Open-Door Policy**

The center has an open-door policy for parents. We recognize and support parents desire to see and spend time with their children whenever they can. You are welcome to visit your child anytime during his or her care and on field trips.

### **Winter Party/ Summer Picnic**

Sacred Hearts Day Care staff hosts a children's Winter Party until 8pm so that parents can enjoy a night out. In August we have our annual summer picnic. Parents bring a dish to pass, and after dinner the children put on skits. All are free of charge to families.

### **Access Entry**

The front door is locked at all times. Staff at the center will open the door or buzz the door open for you to enter the center. For safety reasons children are instructed not to open the door for parents.

### **Parking**

Parking for drop-off and pick-up of children is available in the lot directly south of the building. Be sure to park in the stripes area, not along the curb or the fence.

## **ENROLLMENT, REGISTRATION AND STAFF/CHILD RATIO**

### **New Family--Orientation**

Families that are interested in Sacred Hearts Daycare, we encourage them to observe the program before enrolling and periodically while enrolled.

When enrolling in Sacred Heats Daycare, the director will set-up an orientation meeting to help you understand our program policies and procedures. Families who speak other languages will be directed to translation resources available on the Internet. The need for additional resources will be evaluated on an individual basis.

This includes:

- A tour of the center. Provides a handbook and philosophy
- Discusses procedures, policies and fees
- Show portfolios and the purpose of having individual children portfolios
- Discusses goals for the child with the family
- Introduces the family to the child's teacher
- Provides an enrollment packet and registration forms
- Answer any questions

## **Enrollment**

Parents are encouraged to contact the center for more information and to set up a tour with the director before enrolling and periodically while enrolled.

## **Registration packet**

At registration, parents are given a packet of forms that – with the exception of the immunization and medical forms must be filled out and on file before care can begin. There is a \$40.00 registration fee for new families. Please make sure that each form is filled out completely before returning it to the center. Teachers and administration staff will remind parents to update specific forms periodically during the course of the year as required by licensing. These include but are not limited to immunization, physical forms and medication release.

### **Summer Program**

### **School Year Program**

### **4k Wrap around Care**

## **Registration Process**

Once registration has been completed for **all families currently** enrolled by Sacred Hearts Day Care, registration is open to new applicants until the day care is full.

Registration for **new children** will be accepted as follows:

1. Wrap around care for children that are enrolled in the 4k preschool programs at Sacred Hearts.
2. New families on first come-first served basis that have children attending Sacred Hearts School K-8.
3. Summer program is open to non-school members on a first come-first served basis.

## **Non-discrimination Clause**

The center is committed to the principle of admission to the center regardless of race, color, sex, religion or national origin. The day care staff will make every effort to meet the needs of exceptional children within the limits of the facility when the day care staff cannot reasonably provide, admission may be denied, or a conference will be called to explore other resources. The program is under the authorization of Sacred Hearts School and Parish

## **Procedures for Arrival and Departures**

When children arrive at the center in the morning, they must be signed in by a parent or authorized person. A sign-in/out book will be on the wall box near the door. When children come to the center after school, they will sign in with a teacher. Parents or authorized persons need to sign children out when they leave the center.

Daily Attendance is recorded by the staff of actual time of arrival and departure for each child in his/her care.

As required by state licensing, please contact the center if your child will be absent or late. If you forget to notify us, the center staff will contact you approximately at 9 a.m. on full day care or 3 PM for after school care. If the safe arrival call is not answered, other efforts will be made to locate the child.

## **Staff/child ratio**

The center has the capacity to serve up to 70 children, ages 4 -14 years. Children are organized in groups and/or mixed ages. Classrooms are supervise by professional staff at the following staff-child ratios:

- 4-5 years old: 1 teacher to 13 children

- 5-6 years old: 1 teacher to 17 children
- 6 years old and up: 1 teacher to 18 children

## **FEES, SCHEDULING, HOLIDAYS, VACATION AND TUITION**

### **Tuition**

To cover costs, provide adequate staffing, and to ensure the program's existence, a contract must be signed stating a commitment of fees. Statements are sent out by the 8<sup>th</sup> of each month. Payment is due by the 20<sup>th</sup>, in advance, for child care services for the entire month unless other arrangements have been made. Tuition statements will reflect the schedule declared on each contracts (school year/summer). Fees are assessed monthly, based on the weekly schedule, regardless of days attended. Amount paid excess will be credited on the next month's statement or will be returned by families no longer attending the center. **No credit will be given for holidays or days missed.**

Payments are made through FACTS Tuition Management Program or by check or money order and should be made out to "Sacred Hearts Day Care". Please deposit all payments into the payment box located under the sign-in book. You may pay your tuition quarterly or by semester. Any additional fees (i.e., no school days, non-compliant meals, extra hours, late fines, more than 10 hours day, etc.) will be added to the following month's statement. Questions about statements may be directed to the director.

Tuition rates for childcare services are reviewed on a yearly basis every March-April notification of specific increase will be made in writing by form of a contract.

### **Late Payment**

If we do not receive your minimum payment by the last day of the month you may have to pay up to a \$30.00 late fees per week.

### **Non-Sufficient Fund**

Checks returned from the bank marked NFS will be assessed a \$35.00 for each non-sufficient fund. If Sacred Hearts Day Care receives two non-sufficient funds, you will be asked to pay future fees by money order. Failure to comply with the payment of fees by the specified time will necessitate a late fee of 5% of the weekly contracted fee. The director reserves the right to terminate enrollment if a delinquent account is not paid within 30 days.

If financial hardship occurs please contact the director as other arrangements for payment may be a possible fee.

### **Field Trips Fees**

In order for the children to participate on field trips, a permission form and description of the trip will be handed out in advance. The permission form and any fee will need to be signed and returned before the trip is taken. If the child misses the bus, or if the child chooses to skip a particular field trip, it will be the parent's responsibility to arrange alternate care for those hours. Field trip fees should be paid with a separate check or cash.

### **Other Fees**

A non-refundable one-time registration fee of \$40.00 per family is due upon enrollment at the center.

### **Vacation**

Families using the center during the school year are entitled to vacation days based on commitment days. If, during the school year a child is signed up for 5 days, you get 5 vacation days; 4 days 4 vacation days, etc.

Families using the center in the summer are entitled to two times their commitment days (signed up 5 days-10 vacation days, 4 days-8 vacation days, etc.) Vacation may be used in increments of weeks or days.

Vacation may be used increments of days or weeks. Vacation forms are located in the wall pocket by the front door and on the school's web page under the day care tab. Complete and return the vacation form to the box underneath the sign in book at least one week in advance.

### **Holidays**

Sacred Hearts Day Care will be closed on the following holidays: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year Day, Good Friday, Memorial Day and Fourth of July. These are staff paid holidays regardless of the day they fall on and no fees are refunded.

### **Late Pick-up Fees**

The center closes at 6 p.m., and "closing" staffs are required to stay in the building until rooms are empty. Please arrive at least 5 minutes early to gather your child(ren) and belongings so the building is clear at 6 p.m. and staff can lock up. If picked up later than 6:00 PM a \$1.00 per minute charge will be due at the time of pick up. The center shall have a clock that will be the determining reference. A child cannot be at the center longer than 10 hours per day.

### **Schedule Changes**

Schedule changes need to be made through the director and at least two weeks in advance. It is not guaranteed that the space will be available. Your child's schedule **cannot exceed more than 10 hours per day**.

### **Withdrawing From the Center**

A two-week written notice needs to be given to the director is required for withdrawal from the center. You will be charged for the two weeks regardless if your child comes or not.

### **Extra-Hours Request**

Periodically, parents may need to request extra time during hours when his/her child is not normally scheduled. In this event, call the center to see if adequate space is available at least 24 hours in advance. Hours will be granted provided there is room within a classroom during the requested time slot. The charge for granted extra hours would appear on the next month's tuition statement. Please contact the center if granted extra hours will not be needed to assure that additional fees will not be charged.

### **Drop-In Service**

Drop in is available if adequate staff and space is available. Please contact the director to see if there is space available.

### **Receipts**

Yearly receipts of childcare expenses are issued in January for tax purposes and include the federal identification number. If a receipt is needed at any other time, please contact the director. FACTS receipts can be obtained anytime from FACTS.

**Fundraising**

Because fundraising is a large part of the school and parish, as a separate entity, the day care does not require fundraising.

**PARENT COMMUNICATION AND INFORMATION****Home/Day Care Communication**

Communicating with day care families is a critical component of this day care program. Communication will be in a number of ways through notes, updates on the web page, and announcements posted. Information of specific interest, or directed to specific children/families is typically placed in the daycare envelope or via email.

Information that a parent needs to pass onto day care staff is to be directly communicated with a staff member and/or written in the designated notebook next to the daily sign-in/out book. If parents have questions or concerns about their child, they are encouraged to contact their child's teacher or the director.

**Daily communication with teachers**

Daily oral communication with teachers and/or the director is also available to parents. Most teachers open or close the center through the week and are available to speak with you about any concerns or questions you may have. Additionally, you may email or call the center at 825-3004 and speak with the teachers or director at any time.

**Parent Bulletin Boards**

Parent bulletin boards are located near the front entrance. Please check them frequently for updates, parental notices, program policies, information, snack/lunch menu, and communicable illness.

**Parent's Newsletter**

Parent newsletters are sent via email. Important information about policy changes will be published, along with staff news and other stories of interest.

**Parent Information Area**

A sign-in and sign-out sheet is by the front entrance. Each classroom will designate a parent information area where field trip information, daily schedule, and written accounts of the day for individual children or the group as a whole.

**Portfolios**

Each child will have a Portfolio and work with staff to select items to include in the Portfolio. You may review your child's portfolio at any time when picking up your child or arrange with the director/staff for a conference.

**Change of Address/Telephone Number**

It is very important that the day care has an up-to-date address, telephone number, doctor and email address on file for each parent/guardian. Please let the Sacred Hearts Day Care know right away if telephone numbers or addresses change during the year.

**Classroom Parties/Birthdays**

Classrooms are encouraged to celebrate the holidays and the birthdays of the children. Children are

permitted to bring birthday treats if they bring one for each child. Children may only hand out invitations to parties if they have one for each member of the class.

### **Confidentiality**

All written records about children, staff and parents are strictly confidential. Parents may read any incident or injury reports about their children in the logs book but may not have access to incidents involving other children. Phone numbers and addresses of children in our care are not given out without the written permission of the parent.

### **Water Safety**

During the summer month, we take the children to the Sun Prairie Aquatic Center on Tuesday afternoons for recreational swimming. Lifeguards are always on duty and the day care staff also gets in the water with the children. Staff will follow DCF licensing rules staff-to-child ratios for each age group. The children swim only in areas of the pool that are within their swimming ability and supervised by a staff member. The day care staff also supervises the children who are out of the water.

### **Field trip**

In order for the children to participate on field trips permission form and description of the trip will be handed out in advance. A permission slip signed by a parent/guardian must be obtained for each student participating in a field trip and must be turned into the office before the trip. Families pay the cost of transportation and fees. If you need financial assistance, please contact the Director. Field trips are an important part of our teaching unit, enhance the curriculum, and can be positive learning experiences for children. We go on a field trip every Thursday in the summer and sometimes on days off from school. While on a field trip, all children need to show safe and respectful behavior both on the bus and in public.

### **Movie Viewing**

G and GP rated movies and videos are shown occasionally during the summer months for relaxation and enjoyment and occasionally during the school year. No child will be forced to watch a movie that he or she does not want to watch.

### **Weather**

The day care provides outdoor play daily to give students time to play and exercise. All children are expected to go outside during outdoor play. It's important that parents/guardians assist their children with dressing appropriately for the day's weather. If a child needs to remain indoors when coming back to day care after an illness or injury, please provide written verification from your child's health care provider.

### **Inclement Weather**

Children will stay indoors during inclement weather or when the air or wind chill temperature is below 0 degree F or the temperature is above 90 degree F.

### **Inside Temperature**

Inside temperature will not exceed 80 degrees or not less than 67 degrees.

### **Pets**

We have an aquarium of fish here at the day care, which is located in the lower level classroom. Pets or other animals are not allowed at day care unless they are visiting for educational purposes. Parents will be informed ahead of time if a person is bring their pets to day care as part of a "pet activities" for a short time during the day. All pet visits must be pre-approved by the director.

**Cubbies or Coat Hook Areas**

Each child will have a cubby or coat hook. Children are encouraged to keep their storage areas clean.

**Moments of Reflection**

Organized prayers, religious songs, and guidance will be incorporated into the program.

**Lost and Found**

A container for lost articles is kept at day care. Children are encouraged to look through this box when things are missing. Articles not claimed within a reasonable time are given to the charity.

**Recycling**

Each of us has a responsibility to care for what God has created. Recycling is one way we accept responsibility as good stewards of the earth. Children and teachers at Sacred Hearts are responsible for recycling both in their classroom and in the snack/lunch room.

**HEALTH CARE/ MEDICATION POLICY****Children's Health Issues**

Sacred Hearts Day Care follows the DCF licensing rules that state that we the center are unable to care for children who are sick. Children with the following illnesses and any other illness having the potential to affect the health of other children in the center should rest at home. If your child becomes ill at daycare, your child's teacher will notify you by telephone. If you cannot be reached, the emergency number you have provided will be called. An isolated area, with a blanket and pillow, will be provided, and the child will be within sight and hearing of a staff person. The parents will be notified and expected to pick up the ill child as soon as possible or authorize another adult to do so. Please consider the health of other children and the comfort of your child and be as prompt as possible.

The following are reasons that indicate a child should be excluded from care in the center:

- The child's illness prevents him/her from participating in routine activities.
- The child's illness requires more care than the childcare staff is able to provide without compromising the needs of other children in the group.
- Keeping the child in care poses an increased risk to the child, to other children and/or to adults with whom the child will come in contact.

**Symptoms for Exclusion**

An oral temperature of 101 or more the mild needs to stay home. The child may return when temperature remains below 100 for at least 24 hours without the use of fever-reducing medicines.

- Three incidents of diarrhea in one day.
- Diarrhea, fever, and vomiting children must be symptom free for 24 hours before returning to day care.
- Red or pink eye, including inflammation and discharge (child may return after treatment has been started).
- An unusual rash with fever (can return when physician determines these are not symptoms of a communicable disease).

- Any known/suspected communicable disease.

Remember that when children are ill, their immune responses may be lowered, leaving them vulnerable to other illnesses. Additionally, when children come to the center ill, other children and staffs are exposed to illness, thus creating an unhealthy environment. Families should have an alternative care plan if their child(ren) become ill.

### **Allergy Information**

Please inform the director of any child-diagnosed allergies, as well as substances or foods suspected of causing any type of reaction in immediate family members. The child's name and Allergy will be posted prominently inside of the staff clipboard.

### **Medication and Authorization**

When medications are to be administered by your child's teacher, you must complete a medication authorization form, before any medication will be administered. A written record is kept by the staff on all injuries occurring at the day care and medications given by the staff members. All medications are kept out of the reach of children.

### **In Addition:**

Prescription medication must be in the original container, bearing the prescription number, name of the medication, the date the prescription was filled, the physician's name, the child's name and the directions for administration. The center must administer the medication as stated on the label directions. Non-prescriptive medication must be brought in the original container and will be administered according to the label directions. All with authorization forms.

- The center will not administer expired medication.
- Families must sign and date medication forms before any medication can be given.
- Families must specify date, time and amount to be given (specific, written directions from the physician).
- All medication is to be given directly to the staff member and not left in the child's bag or cubby. Medications will be kept in a storage area inaccessible to children and in accordance with pharmacy instructions.

### **Over-the-Counter Medication**

Only over-the-counter medications without-fever reducers will be dispensed without prescription. Recommendation dosage by age or weight will not be exceeded without written authorization of a physician. Families must sign and date medication forms before any medication can be given. Families must specify date, time and amount to be given. The over-the-counter medication must have the child's name on it.

### **Accidents/Injury**

From time to time, children may encounter a bump, bruise, scrape or other injury while in care. If this occurs, staff is required to fill out an accident report form, which will describe the injury and any treatment given. The staff member who fills out the form will sign it and will notify the director of the injury. The form also needs to be signed by the parent or guardian as an acknowledgement of disclosure. Forms must remain at the center because licensing rules require that the report is logged into an accident book and the form is placed in the child's file. A copy of the report can be made if requested.

### **First aid**

In the case of an accident or a non-life-threatening injury at the center, the following procedures are followed per DCF guidelines:

Cut/scrape:	Wash the wound with soap and water.
Cut to mouth area:	Rinse the mouth with cold water and/or apply a cool compress to stop the bleeding.
Bruise/welt:	Apply a cool cloth or ice.
Bite mark:	Wash with soap and water and apply ice. If the skin is broken, wash with soap and water, apply a bandage, and contact the parent.

No invasive treatments may be used at the center, including removal of slivers or objects in the eye. No topical ointment or antiseptic may be used.

**Accident and Emergency Medical Treatment**

Should an accident or medical emergency occur during center hours, the staff will immediately attempt to notify the parent. If, in judgment of the staff, immediate attention is deemed prudent, staff may immediately call 911 for assistance. If the parents cannot be reached and medical treatment is required, your signature on your child’s enrollment form empowers the day care staff to authorize such treatment. Emergency transportation will be made by Sun Prairie EMS. The child will be transported to St. Mary’s Hospital. When possible we will try to honor the parents request for an emergency care facility.

**Sunscreen**

Please apply sunscreen to your child before bringing them to daycare. Throughout the summer months, we will apply sunscreen to the children twice daily – once at approximately 10:45am, and again at 2:45pm. We will provide Croc Bloc Sunscreen SPF 30 with active ingredients Octinoxate (7.5%), Octisalate (5%), and Oxybenzone (5%). We encourage you to use our sunscreen unless your child has a condition that requires otherwise.

**Bug Spray**

Throughout the summer we will be applying insect repellent to the children as needed. Sacred Hearts Daycare will provide OFF! by SC Johnson with active ingredients Picaridin (5%) and other ingredients (95%). We encourage you to use our sunscreen unless your child has a condition that requires otherwise.

**NUTRITION POLICY**

**Meals and Snacks**

Focusing on health and wellness is important for all of us here at the day care. We established a seasonal 4-week cycle menu. This cycle menu will ensure that you child receives balanced and varied menu items. A copy of the menu will be posted on the parent’s board, kitchen and available for home use.

We will serve:

- 1% or skim milk
- Water will be clearly visible and available to children at all times
- Juice will be served one time per week
- Fruit is served at snack two to three times per week

- At least one whole grain food item will be served each day at lunch or snack
- Vegetables are served at snack two to three times per week
- Sweetened grains/baked goods (e.g. cookies, bars, etc.) will be served one time every two weeks for snack only.

We are committed to your children's health. We recognize the importance of the staff as positive role models to children as they learn to live healthy lives. Therefore staff will not drink soda and sugary beverages in front of the children in their care.

Our program recognizes the importance of adults as positive role models for children as they learn to live healthy lives. Staff members model behaviors for healthy eating and positive body image in the presence of children. They do not consume unhealthy foods and beverages (e.g., candy, soda) in front of children. While in the presence of children, adults do not eat or drink any foods or beverages other than those offered to the children.

Meals and snacks are served in a safe, clean and pleasant setting that provides children with a relaxing and enjoyable environment. This is a place where children have:

- Enough space to eat
- Child-sized dishes and utensils
- Pleasant conversation
- Access to hand washing stations before meals and snacks
- Staff will sitting at the table with the children during mealtime

Mealtimes are scheduled after physical activity to encourage eating and improve children's behavior. Snack/lunch is served cafeteria style in the snack room where the children socialize with their classmates.

Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.

We will serve a variety of foods in creative ways that are appealing to children. We understand that picky eating is a common childhood behavior. We will encourage, but never force, children to try and taste new foods. We will do our best to make mealtimes an enjoyable experience.

We will have a garden that provides hands-on learning for children. It will provide opportunities for children to learn where our food comes from and allow access to fresh vegetables.

We respectfully request that no foods be brought from home unless there is a medical reason. Your child's meals, while in our care, are specifically planned to meet the USDA guidelines.

When foods are provided from home, families must provide meals that meet the USDA CACF Meal Pattern. Foods provided by parents are healthy choices of grains and bread, meat and meat alternates and fruits and vegetables. They are low in fat, added sugars and sodium.

Food that needs to be or stay warm can be brought in a thermo. We can not accommodate the heating of food do to a short time frame to ensure all child's food gets heated so we ask that you bring warmed food in thermos.

Meals and snacks with serving sizes dependent upon the age of the child meet the nutritional guidelines of the Federal Child and Adult Care Food Program (CACFP). Meals and snacks are varied, and additional servings are offered to children above the required daily minimum.

Our program realizes it is important to parents that their child be allowed to celebrate special occasions such as birthdays or holidays. Check with the day care director before bringing anything. **Note:** Due to possible food allergies, consider that food brought from home should be store brought only. Foods must have a label-containing ingredient so any allergens can be identified.

Children can bring in a “bag breakfast” that meets CACFP guidelines if they are in the center by 7:15am to allow adequate time to eat their meal. Nutritional snacks approximate at 9:00 AM and at 3:00 PM and lunch 11:15 AM. If you would like a copy of the CACFP list, please see the day care director.

### **Modified Diets/ Food Allergies**

If a child has a disabling condition or illness (physical, developmental, behavior or emotional) that restricts their diet, a food substitution will be provided when a statement signed by a licensed physician is on file. The statement must identify:

- The child’s disability and why it restricts the child’s diet.
- The food(s) to be omitted
- The food(s) that must be substituted

Food substitutions may be provided at our discretion for children with special dietary needs. A signed statement from a registered medical authority should identify:

- The special dietary need
- The food(s) to be omitted from the child’s diet
- The food(s) that may be substituted

Accommodations are provided to allow children with disabilities and other dietary needs to eat with their peers. Adaptive equipment, utensils and cups will be provided.

When a child requires a modified diet for religious reasons, a written statement from the child's parents shall be on file.

All caregiver personnel are informed of the diet restriction and only food that complies with the prescribed dietary regimen but still meets the food and nutrition guidelines.

## **SAFE ENVIRONMENTS POLICY**

### **Staff Responsibilities**

Staff are briefed, as a part of orientation, and reminded at regular staff meetings of procedures relating to emergency situations. Every staff member is responsible for knowing the names and amount of children in their care at all times.

### **School Closings**

If it becomes necessary to close school because of poor weather conditions or other reasons, the director will notify parents via e-mail by 6:15am to let them know if daycare will be closed. If there is no notification stating otherwise the daycare will be open normal hours. When the start of the school day is delayed for 1-2 hours, the day care will open at its regular time of 6:45am. If it ever becomes necessary for the school to close early due to bad weather or other reasons, parents/guardians should pick their children up at the day care as soon as they are able to get there.

### **Emergency Plan**

Sacred Hearts Day Care has a written plan that outlines procedures for all emergency types. All classrooms have a copy of these procedures. Emergency plans are practiced throughout the school year.

### **Fire/Tornado Emergency Plan**

Practice fire drills are conducted monthly to ensure children are familiar with safety responses to emergencies. Exits are clearly marked and drills are held during center hours. Tornado drills are conducted from April-October (9 months).

### **Evacuation Procedures**

If an emergency evacuation happens during the day at the daycare, children and staff will be moved to the gathering room in the church basement. They will remain at that site until it is safe to return to the day care. If for some reason they cannot return to day care, parent/guardians will be notified of the emergency situation and the pick-up site. Until we are sure we know the whereabouts of every child the staff will not release any children to their authorized parent/guardian.

### **Escorting Your Child**

Because of insurance and safety purposes, children MUST be escorted in and out of the center by the parent. Please remind your child to wait for you to come in to get them and not to run out to meet you.

## **EDUCATION POLICIES**

### **School Year Schedule for K-14 years old**

The program will be more structured on days when school is not in session (e.g. summer and days off from school) we will provide enrichment programs such as organized prayer, art, field trips, and other organized activities that are appropriate for a variety of ages. Lesson plans for days off of school are sent to the parents via email.

### **4-Year Old Wrap Around Care**

Wrap around care is available for children enrolled in the Sacred Hearts 4K programs. Day care is available (6:45 am – 6pm) Monday-Friday.

- Bus transportation to the day care is regulated by the school district in which you reside. You can obtain specific information by calling the central office of your school district and asking for the person in charge of transportation. Children are to follow the safety rules given by the bus drivers. The bus unloading area is behind Sacred Hearts School
- Children will need to bring a cold sack lunch each day, and milk will be provided by the center. State regulations require that the staff abide by the CACFP guidelines for meal pattern requirements. Staff will check to make sure lunches meet 1/3 of the child's daily nutritional requirements. (Lunchables and fruit snacks that do not contain 100% juice do not abide by the state guidelines.) A copy of the CACFP is included in your 4K packets along with all of the required State Licensed Forms. (If your child wants a warm item in their lunch, we suggest warming it at home and putting it in a thermos.)

### **Morning 4k wrap around care**

6:45 Free Play

7:50 Table Top Time (fine motor activities)

8:00 Circle Time

8:10 Center Time (Dramatic play, blocks, discovery area)

8:40 Wash Hands  
8:45 Morning Snack  
9:10 Music and Movement  
9:15 Center Time (Art, puzzles, games, math, writing, computer)  
10:00 Outdoors Play  
10:30 Yoga/Rest Time  
11:00 Wash hands/Lunch  
11:30 Bathroom/ Wash Hands  
11:45 4K pre-school  
2:45- 6 After School-Free Play with mixed ages (Thursdays begin at 1:30. Children will be brought upstairs to join the morning 4K groups.)

**Afternoon wrap around care**

10:50 Pick kids up from 4K  
11:00 Wash Hands/Lunch  
11:45 Rest Time  
12:45 Circle Time/Music and Movement  
1:00 Center Time (Dramatic play, blocks, discovery center)  
1:30 Center Time (Art, puzzles, games, math, writing, computer)  
2:10 Clean Up/ Wash Hands  
2:15 Snack  
2:30 Bathroom/ Wash hands  
2:40 Outdoors Play With Mixed Ages

A theme centered on the children's interests will be focused on, at minimum every month. Interactive centers, including books, toys, music, crafts, and more will be provided for individual, pair, or group play. We focus greatly on children learning through play and growing along with their experiences and interactions with each other. Newsletters are sent to the parents each week detailing the developmentally appropriate activities planned for the week.

**Rest/Yoga Time**

For yoga/rest time we provide mats and cots. Please have your child bring small blankets in a bag that they can leave at the center. Blankets are sent home on Fridays for washing. Children who does not sleep or awaken after 30 minutes may get up to do quiet activities, which will not disturb other children.

**Summer Program**

Sacred Hearts Day Care provides day care during the summer months from 6:45am to 6:00pm Monday-Friday for children going into Kindergarten -14 years old. Nutritional meals and snacks are served daily. At the end of the summer, we have a family picnic and the kids provide the entertainment.

Each group leader/teacher will create an environment for their classroom based on their group's interests. Teachers also will create a weekly lesson plan tailored to their children's interests by planning developmentally appropriate enrichment activities for their specific age group. These lesson plans will be e-mailed to the parents each week.

Daycare will provide transportation to various summer activities. These activities include: recreational swimming at the Aquatic Center on Tuesday afternoons and Sun Prairie Public Library/Community Garden on Wednesday mornings. Parents are responsible for the swim fees. On Thursday the day care goes on a field trip to various places around the community. Parents are responsible for Thursday field trip fees and bus service.

**Summer and “No School” Days –Daily Schedule (6:45 am -6 pm)**

6:45 Arrival; Free Choice (open-ended) Activities (Indoor & Outdoor)  
8:30 Bathroom Break, Wash Hands, Snack Time  
9:00 Group Activities  
10:45 Group Game  
11:30 Lunch  
1:00 Group Activities  
3:00 Bathroom Break, Wash Hands, Snack Time  
4:00 Quiet Reading Time  
4:30 Group Game  
4:45 Free Choice (open-ended) Activities  
6:00 Closes for the day

**After School Care (3:00-6:00)**

3:00 Get children from the school cafeteria  
3:20 Snack  
4:20 Outdoors Play  
4:30 Homework 3<sup>rd</sup> and up  
5:00 Free Play  
5:30 Quiet Choice

**CHILD GUIDANCE AND DISCIPLINE POLICY**

**Discipline**

During the early childhood years, children are learning to be in charge of themselves. We believe in establishing consistent, understandable limits. Our teachers respond to inappropriate behavior with insight, sensitivity and skill. We believe it is our responsibility to provide children with positive guidance, and, in our experience, most children respond well to our approach. In the event that a child does not respond, we will notify the families and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward his peers and teachers. If a child becomes unmanageable with behaviors such as crying, fussing, distress, or endangerment of self or others, the parent will be called to come get their child.

Discipline matters will be handled in strict accordance with State License Child Care Centers. No staff member shall punish a child in a way that would be physically or verbally abusive. Children may be asked by staff to take a break to settle down, but the time will never exceed 5 minutes.

**Disciplinary Dismissal**

Occasionally, a child will experience difficulty in adjusting to or abiding by certain rules of behavior in a group setting. If your child is experiencing difficulty, your child’s teacher will notify you and a conference may be scheduled. The teachers, along with the director, principal, and school counselor will work with you to resolve the situation. If your child continues to display negative behavior,

putting himself/herself other children or the staff at risk of physical harm, or is damaging center property, the center reserves the right to dismiss your child.

### **Discontinued Care**

The Child Care Center reserves the rights to refuse/terminate care with a two-week written notice because of behavior exhibited by the child or parent that's considered detrimental to the center. The definition of detrimental is determined to affect the safety or well-being of staff or children or non-compliance with center policies, including payment procedures.

### **PBIS**

As members of a Christian community, we believe each of us is created in the image and likeness of God. Discipline implies a way of learning and behaving. One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. It is expected that students respect themselves, those with whom they come in contact, and the facilities and materials available to them. Parental support is essential for the effectiveness of the discipline policy. Sacred Hearts Day Care follows the Sacred Hearts school-wide based behavioral program called "The Spartan Way". In partnership with Sacred Hearts School, we have adopted Positive Behavior Interventions and Supports (PBIS) to help create and maintain a positive climate and effective learning environment within the day care. PBIS is a series of strategies designed to promote academic achievement and behavioral competence by teaching the expectations for appropriate behavior in all areas of the day care environment. Therefore, PBIS creates an effective learning environment where teachers can teach, children can learn, and all can witness their faith. As part of the PBIS program, Sacred Hearts School and Day Care has established three key behavior traits all children are expected to follow: children are taught what each of these expectations looks like in all areas of the day care. A student will be reprimanded for an action that endangers the health, safety, or welfare of him/herself, fellow children, and day care personnel, or for actions that impede the learning process. Day Care property that is damaged or destroyed must be repaired or replaced by the parties responsible. A matrix for each area of the day care environment is posted which details of the expectations under each key trait. Children receive tickets for positive behavior and can earn experiences as a reward. We reserve the right to deem any behavior inappropriate and impose appropriate consequences for such behavior.

Reasons for disciplinary action include, but are not limited to the following:

Disrespect for others (teachers, staff, volunteers, children)

- Disruption and disturbance of classes
- Fighting or provoking a fight
- Lying
- Leaving day care premises without permission
- Harassment -- verbal, physical, sexual
- Threats (real or in jest) -- verbal, physical; to school personnel, other students, or to the building
- Bullying or Cyber-bullying

Consequences vary according to age and development. These consequences may include but are not limited to:

- Restriction of a play area/center

- Discipline Form
- Conferences with parents or day care director
- Individual contracts to improve behavior
- Suspension
- Termination from center

### **Bullying**

Bullying is repeated behavior that is deliberate or intentional and uses words or actions to cause fear, intimidation, or harm. Bullying behavior is prohibited at day care and is consistently and vigorously addressed when it arises. All day care staff members who observe or become aware of acts of bullying are required to report these acts to the director. A “Bullying Reporting Form” is then completed and filed. Any other person, including a child who is either a victim of bullying or is aware of the bullying is encouraged to report the conduct to a teacher or the director. All such reports are taken seriously. The director will conduct an investigation and will interview the child(ren) who are the targets of the bullying and collect the information necessary to determine the facts and the seriousness of the report. Parents of the children involved in the bullying will be notified.

### **Playground Rules**

Children are expected to show respect for teachers, supervisors, other children, and the day care grounds at all times while on the playground. Safety is the number one priority on the playground. Children are to adhere to all directions given by the playground supervisors. Each classroom has a detailed list (matrix) of playground rules and policies that children are oriented to each year.

### **Toys From Home**

When kids come to daycare with toys, cards, balls, etc. from home we ask them to please keep them in their backpack. However, when children win a daycare Bruno’s ticket drawing, they choose from a list of experiences as a reward. One of our rewards is to bring a toy from home. The kiddos are given a ticket when their behavior shows evidence of following “The Spartan Way”. A ticket drawing is done on each Friday, and Mrs. Frederick reads the child’s name over the loud speaker at the school

### **Personal Electronic Devices**

Personal electronic devices are to be “silenced” and stored in cubbies during the day care hours. Children who choose to bring personal electronic devices to day care do so at their own risk to possible loss, damage, etc. A child violating this policy will surrender the personal electronic device and the staff will keep the item until the parent/guardian comes to day care.

### **Dress Code**

It’s important that children come dressed in a manner appropriate for the weather and the day care setting. The dress code is aimed at encouraging children to take pride in themselves and in their appearance, while not calling attention to themselves. Appropriate attire will promote a positive Christian environment, where learning and respect for others are of primary importance. With this in mind, we have set the following guidelines:

- Your child should not wear clothes that are sloppy, show undergarments, tops that show the stomach or low neckline.
- No undergarment straps should be showing.
- No bare shoulders or shirts that hang off of the shoulder on one side.
- No caps or hats are allowed inside the building or in any public building.
- During summer months, children may wear sleeveless tops.
- Children must dress appropriately for the weather.

## **SENSITIVE ISSUES**

### **Volunteers**

We encourage parents to be active in their child's education. Volunteers are essential to our day care and we ask families to volunteer as much as possible. You are welcome to join us on field trips, or share your special interests, skills, or hobbies.

The Diocese of Madison requires and conducts a criminal background check of all volunteers, having contact with children. Additionally, the Diocese of Madison requires all volunteers to attend an awareness session called "VIRTUES: Protecting God's Children" before volunteering in day care activities. This includes but is not limited to: field trip, classroom volunteers, etc. There will be no exceptions to this policy. VIRTUES sessions are held periodically throughout the year.

### **Sensitive Information**

Any important or sensitive information that is appropriate to pass along from the parent/guardian responsible for a given child should be directed to the day care director. Such information, if of a sensitive nature, should be so designated by the parent or adult and the director and any other staff that have reason to know will hold it in confidence. Aside from these individuals, strict confidentiality will be maintained unless requirements dictate otherwise. In rare cases (e.g. suspected child abuse, neglect requiring reporting, etc.) staffs are obligated to keep the best interest of the child in mind.

### **Parent Pick-up Rights**

Both parents listed on the registration form will have the right to pick up their child from the center. Custody denials must be accompanied by a court order on file. Without legal documentation, we assume each parent has equal access to the child.

### **Non-Parent Pick-up**

Always notify the center if someone other than the parent or guardian is to pick up your child. A notification must be provided every time, even if the person has picked up your child before. Please notify the center with a note (e-mail, phone, conversation with staff) stating the adult's name and time of pick-up. A picture ID is required for anyone picking up a child. We must have authorization before releasing a child to anyone other than their parents.

### **Appearance of Impairment**

If a parent or any person authorized to pick up a child appears to be unable to safely assume responsibility for a child, the center will offer to arrange transportation. If we feel the child is in danger, we will notify Public Safety and/or the proper authorities for assistance.

### **Child Abuse and Neglect Reporting**

All staff is mandated reporters of suspected child abuse or neglect for the state of Wisconsin. Staff must report any verbal disclosures or signs of physical, sexual or emotional abuse to Child Protective Services.

**Special Needs**

The staff will make every attempt to help facilitate a positive and successful experience for each child enrolled in our program, including children with special needs. Please inform us of any accommodations necessary to assure success.

**Family behavior in the center**

We expect all adults, including parents and other family members, to behave in a manner consistent with the center's rules and philosophy.

- No physical discipline of children, including your own
- No verbal threats directed toward a child or humiliation of a child
- Polite, respectful interaction between adults, family members and staff