

Holy Family Daycare



Child Care Center for Children

(6 weeks – 12 years of age)

Parent Handbook

Rev. August 2017

Holy Family Daycare is a Christian early care program. Our mission is to educate children spiritually, morally and scholastically, physically and aesthetically.

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MISSION, PHILOSOPHY, GOALS

MISSION

“To educate children spiritually, morally and scholastically, physically and aesthetically.”

Holy Family Parish, School, and Daycare are a living testimony to a unique and wonderful heritage in our community. All of Lindsay residents and parishioners, farmers and business people, parents and grandparents, teachers and students, daycare staff and young children, sacrifice to support our organization.

Therefore, Holy Family Daycare proudly accepts the challenge of continuing to instill into our young people the beliefs, values, and skills accompanied with teachings of the Catholic faith that they can carry with them their entire lives.

PHILOSOPHY

- We believe that all children are unique, and it is our responsibility to help them develop to their fullest potential.
- We believe that a positive, caring environment, where children are safe and healthy, is essential.
- We believe that parents are the most important part of a child’s life and we will work with parents as partners for the benefit of the child.
- We believe in providing children with opportunities that are appropriate to their age and stage of development.

GOALS

- It is our goal to create an environment where each child is respected as an individual.
- It is our goal to help children develop to the fullest potential in a variety of ways, including:
 - Emotionally, by respecting and recognizing their feelings and the feelings of others around them.
 - Physically, by activities involving both fine and gross motor skills.
 - Socially, by encouraging interactive, cooperative play among children.
 - Intellectually, by providing active learning opportunities that stimulate children’s minds and help them develop positive decision-making skills.
- The most important influences on children are their families and their home environments. Therefore, parent and family involvement is an integral part of the quality care and education program for children here at Holy Family. It is our goal to make our Center a place where children and families feel welcome and able to communicate openly with all our staff.
- It is our goal to hire and maintain a well-qualified, caring staff. Staff also commits to further professional development as it relates to their specific positions.
- It is our goal to provide a safe and healthy environment for all children in our care.

WHO WE ARE

- ♥ Holy Family Daycare is a Christian Child Care Center serving children from 6 weeks to 12 years of age
- ♥ We are open Monday-Friday 6:00am-6:00pm
- ♥ We are licensed/regulated through Nebraska's Department of Health and Human Services (NE DHHS)
- ♥ We are a non-profit organization. Our federal tax number is 47-0411370
- ♥ Holy Family Daycare (HFD) admits and does not discriminate students of any race, color, sex, religion, national and ethnic origin or disability (except when the child's needs cannot be met by this facility) in administration of its educational/admission policies or any other center-administered programs.
- ♥ Holy Family Daycare will accommodate children with special needs consistent with the Americans with Disabilities Act. The center collaborates with service providers in children's natural environments.

COMMITMENT TO FAMILIES

Holy Family Daycare provides a safe and nurturing environment where children can grow and develop to their potential.

To all families, we pledge to:

- ♥ Provide communication, open access to the center and your child and provide frequent updates on your child. In addition, we will share information about accidents, problems and challenges.
- ♥ Welcome and respect each parent's ideas, talents and values as we spend time with you and your child at Holy Family Daycare. We will work to support parents by not being critical of families' lifestyles or values. We will respect cultural backgrounds.
- ♥ Appreciate your role. You are the most important person in your child's life. We will work to encourage and support that relationship and the relationship between your child and his/her siblings.
- ♥ Help your child communicate feelings and get along with other children and adults. Through conversations, modeling, puppetry, books/stories, and positive reinforcement, we will teach sharing, taking turns, manners, sharing feelings, etc.
- ♥ Provide safe and healthy opportunities to learn and have fun.
- ♥ Provide as much advanced notice as possible when programming, costs, schedules etc. change. We never want you to be surprised by the changes that happen at Holy Family Daycare.
- ♥ Help you be the best parent you can be by offering information on developmentally appropriate practices of early childhood including discipline, car safety, nutrition, behaviors, development, etc.
- ♥ Be a smiling face, a friendly place and a partner you can trust.

From all families, we expect:

- ♥ Open Communication - Jobs, email addresses, cell numbers, addresses etc. are important to keep current. Please let us know when these change. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Give us information about your child's routine activities and preferences, and

provide updates on problems and progress that your child is making, any new medications taken, etc. Read all communication from Holy Family Daycare including emails, tuition statements, etc. Good communication will help us work together in the best interest of your child.

♥ Agreement on Terms or Arrangements – Please read your parent handbook and contract to fully understand the expectations of the program and what parents are agreeing to.

♥ Respect - An early childhood teacher is not a “baby-sitter.” He/she is an important person in your child’s life and in yours, too. Please speak to and treat your child’s teachers and the administrative staff with respect. Sharing concerns or disagreements can be done with care and respect.

♥ Honesty and Trust - This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should still trust your child’s teachers to do the best for your child. You can show your trust by asking questions and not jumping to conclusions if you have a concern.

♥ Advanced Notice to Any Changes – Holy Family Daycare requires advanced notice if you are going to stop using services, change hours, etc. Advanced notice for schedule changes helps with staff coverage for the classrooms. Holy Family Daycare requires a written 2-week notice if your child will no longer need care, or will be changing the type of care needed.

♥ Pick Up on Time and Follow through on All Agreements - Teachers will count on you for the things you have agreed upon such as picking up your child no later than 6p.m. or providing diapers, formula or other supplies when they are needed.

♥ Do Not Send Sick, Hungry or Overly Tired Children - Please read this handbook and know in advance when you can and cannot bring a sick child. Never bring a child you know is not feeling well. Likewise, you shouldn’t expect your child’s teachers to cope with a child who arrives after a meal is served and without having eaten or who went to bed four hours late the night before. Make sure your child is healthy at drop-off time and be prompt when picking up your ill child during the day. Please respect and follow our illness policy. It is truly for the health of all children.

♥ Payment on Time – Holy Family Daycare is here to provide a safe, fun and educational experience for your child. Unfortunately, as costs to employee quality staff, food, materials and equipment rise, we must increase tuition and fees to accommodate these increases. Please make arrangements to ensure your child’s tuition is paid. Holy Family Daycare relies on this timely “paycheck” the same way parents rely on their paychecks.

♥ Attachments – Please understand and support your child’s feelings and attachment to his/her teachers. Children who spend hours every day with their teachers will come to love that person. That love doesn’t diminish the love your child has for you. It is not a competition with teachers for your child’s affection. In fact, research shows that loving and secure attachments help children’s future relationships.

CLASSROOMS

Holy Family Daycare has three classrooms.

- Infant Room – Ladybugs –provides care for infants 6 weeks to 18 months old.
- Toddler Room – Bumble Bees –provides care for toddlers 18 months to 3 years old.
- Preschool Room - Frogs – provides care for children ages 3 – 12.

INFANT CARE

Holy Family Daycare’s infant room cares for children ages 6 weeks-18 months. The number of infants enrolled is based on available staffing and the best interest of the children currently enrolled in the infant room.

Infants are cared for with close communication with their parents. We believe that parents set the stage for how their infants should be cared for.

FORMULA

Parents are responsible for providing their infant with formula. We will notify you when your supply is running low and request that you bring more. If we run completely out and need to purchase it, you will be billed for the cost.

BREAST MILK

Infants requiring breast milk to be stored must follow appropriate guidelines provided by Child Care Licensing. All breast milk must be refrigerated and clearly labeled with the following information:

1. Child’s Name
2. Date Received to Daycare
3. Date Expressed
4. Date Frozen (if applicable)

Unfrozen breast milk is to be brought to daycare and taken home daily. Our child care licensing regulations require that unfrozen breast milk must be discarded after 48 hours, so all unfrozen breast milk being brought to daycare must have been expressed no earlier than the day before being brought to daycare.

Holy Family Daycare will store frozen breast milk if we have room and if properly labeled in individual bags. Our child care licensing regulations require that we utilize breast milk that has been frozen for less than 3 months. If we have not used the breast milk within the 3 month limit we will send the breast milk home.

Once frozen breast milk is thawed it is advised to be discarded within 24 hours, and therefore should not be brought back to daycare the next day.

Holy Family Daycare will provide labels for parents to utilize to help with labeling breast milk. Please ask Director if you would like to utilize these labels.

FEEDING SCHEDULES

At Holy Family Daycare, we feed infants on demand unless otherwise instructed by a healthcare professional. Please do not ask that we hold a child's food as we are not able to do so. Infants that are old enough to receive table food will be fed on the same schedule as the older children (breakfast, lunch, and two snacks) unless otherwise arranged between parents and daycare staff.

MEALS

Once your child is ready for baby food we ask parents to keep an open line of communication as to what they have begun introducing to their child. We ask that parents start to introduce their child to new foods, and to update their list of approved foods on their child's infant resume. We also ask parents to set up a schedule for when they would like their child to be fed baby food, and what type. We provide Gerber Stage 1 and 2 Baby Food Fruits and Vegetables.

Once you have started your child on table food please let your teachers know as we can begin feeding them table food as well. Holy Family Daycare provides daily lunches from Holy Family Schools during the school year and lunches are prepared at the Daycare during the summer months/non-school days. Unless a physician's note explaining allergies to specific foods, no outside foods may be brought into the daycare. Children will also be served 1% milk at lunchtime as required by state regulations.

DAILY LOGS

Each day, the infant room teachers will fill out a daily log about your child's day, i.e. what they ate, when they slept, etc. You are welcome to take this log home with you each day. If there is additional information you would like recorded on these logs, please speak with the teachers and Director.

SAFE SLEEP POLICY

Due to new regulations and research regarding safe sleep for infants, our policy at Holy Family Daycare is:

Infants under one year of age must sleep in their cribs with nothing in the crib except for a fitted mattress sheet. Parents may bring in sleep sacks for their infants to sleep in if they choose.

We recommend that you do not bring blankets or soft items to daycare if at all avoidable. If the child must have the items here at daycare, please know that they cannot have them while sleeping in their cribs.

Staff will put sleeping infants under the age of 12 months on their backs when placed in their crib or pack-n-plays unless there is a medical reason for the child to sleep in a different position. A written note from the infant's physician indicating that the child should sleep in a different position must be submitted to the Director. This includes swings. Infant sleeping position statements and waivers are available in the infant classroom.

State regulations have also prohibited amber teething necklaces from being worn at all times while attending daycare. This includes wearing them as bracelets or anklets. This can cause a choking hazard to other children at the center as well as a suffocation hazard for the child wearing the necklace. The necklace will be taken off once the child arrives. Please do not bring them with your child to daycare.

INFANT/TODDLER CARE

DIAPERING

Holy Family Daycare requires parents to provide diapers, wipes, and any preferred creams or powders for their children as needed. We have space to store a supply of diapers and wipes for your child/ren at the daycare. When your child runs low on any of these items, you will receive a note to let you know. In the event that your child runs out of these items and we need to purchase them, you will be billed \$1 for each diaper.

TOILET TRAINING

Holy Family Daycare will assist with potty training in the toddler room. Potty training will be coordinated with parents and we will follow the parents lead in making decisions regarding potty training. Holy Family Daycare will not potty train your child for you. We believe that it is a joint effort and we must follow the same expectations at home as well as at daycare. Please try in your own home for two weeks before asking daycare staff to start potty training your child. In the event parents or providers believe that a child is not ready for potty training, an agreement will be reached to either stop potty training or work together to meet the needs of each child.

DAILY SCHEDULES

Each room has their own individual schedule and any changes made to the schedule need to be pre-approved by the Director. No changes surrounding mealtimes will be approved due to us coinciding meals from the school. Individual rooms are expected to have flexibility but need to stay on schedule the best they can, especially during mealtimes. Each classroom schedule must include the following things:

- Indoor and Outdoor play
- Napping and rest periods
- Opportunities for individual and group play
- Opportunities for children to read and explore books
- Daily reading with children of developmentally appropriate literature
- Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior

Daily schedules need to be posted in each classroom. Preferably, these schedules will include pictures so that the children that are not able to read can still understand the schedules.

DROP OFF AND PICK UP TIMES

When children are dropped off/picked up they are to be clocked in and out every day on the computer using specified passcode. This is will help Holy Family Daycare accurately keep permanent record of when child attended daycare.

For the safety of all:

- At pick up, parents must make sure the teacher(s) see and acknowledge them and their child when leaving.
- Parents are asked to refrain from using cell phones during pick-up and drop-off times.
- Parents must inform the teacher when someone else is picking up their child.

Persons picking up children from Holy Family Daycare must be approved by the parent in writing. At the time of enrollment, the child enrollment application includes persons approved for pick up and emergency contacts. In the event that these persons change during a child's enrollment at Holy Family Daycare, parents must notify the Daycare in writing.

Individuals unfamiliar to Holy Family Daycare employees will be asked for photo identification prior to the children being released to them. In the event that the child is attempted to be picked up by someone not approved by the parents, the child will not be released and the parents and Director will be notified immediately.

Holy Family Daycare will not release a child to anyone, including the parent, who cannot safely care for the child. If staff members are concerned for the safety or wellbeing of a child because an adult's behavior appears unsafe, they will take the following steps:

- Remove the child from the immediate environment; comfort and reassure the child of his/her safety
- Share their concern with the person, reminding the person of our safe departure policy
- Call another person on the Authorized Person's List to pick-up the child
- Call the police, if needed
- Report potential abuse or neglect to the appropriate authorities, if needed
- If a person, including the parent, appears to be under the influence of drugs/alcohol and takes the child against staff recommendations, Holy Family Daycare will contact the police. This is considered a crime in progress.

During drop off and pick up times, parents are expected to take their child to their assigned classroom unless the class is outside of their classroom. During the early morning hours the 3-5+ year olds will stay downstairs to socialize with the younger children and to eat Breakfast. At 8 o'clock a.m., the 3-5+ year olds go upstairs to their classroom where they will spend most of their day.

At the end of the day, as attendance numbers decrease, the 3-5+ year olds consolidate again downstairs. Parents will be responsible for collecting any belongings from their assigned classroom before exiting the building.

BRINGING THINGS FROM HOME

Play clothes are the appropriate dress for the center. An extra change of clothing is appreciated for children of all ages in case unexpected accidents or messy activities occur. When the weather allows, children will play outside. Please dress children accordingly.

- Dressing in layers is especially helpful in the spring and fall to accommodate temperature fluctuations.
- Shorts must be worn under dresses and skirts to promote modesty.
- Flip-flops are not appropriate for active play and are not allowed at Holy Family Daycare.
- Closed-toed shoes are recommended for outdoor play.
- All items must be labeled with each child's name or initials.
- Winter clothing should include snow pants and boots so children will be prepared for the outdoors.

Please do not bring toys or other items from home unless asked by the teacher to do so (i.e., special day, show-and-tell, etc.). **Guns are not allowed at Holy Family Daycare.** Holy Family Daycare is not responsible for lost or broken items.

Parents are not allowed to bring children with food (i.e. donuts or breakfast bars in the morning). Holy Family Daycare provides breakfast, snacks and lunch. Parents must drop children off by 7:40am to be served breakfast. Any child arriving with food is asked to finish the food with his/her parent outside the building before entering the center.

Children are encouraged to bring a water bottle to the daycare and leave in their classroom. Having access to water at all times helps children stay hydrated without disrupting the classroom activities.

Children are not allowed to have gum.

HEALTH AND WELLNESS

MORNING GERM PREVENTION

Children and staff wash their hands before and after meals, using the restroom, wiping noses, etc. In addition to the basic sanitation and hygiene routines, Holy Family Daycare asks staff and families to follow morning procedures to keep germs to a minimum. Details are as follows:

- Infant Room: Outdoor shoes must be removed before entering the room; this includes older sibling's shoes. Infants may wear shoes in the room if they are clean. Teachers will wash infant's hands when they come in.
- Parents must assist their children in washing hands before they enter their classrooms each morning.

MEAL TIMES

Breakfast is served from 7:00-7:40 each morning. Children not present prior to 7:40 will not be served breakfast. Due to food allergies and fairness to all children, we ask that children that are attending later than 7:40 will be served breakfast prior to arriving. We ask that no food is brought into daycare. Lunch is served at 11:30 each day. Children who are not present at 11:30 when lunch begins will not be served lunch (unless prior arrangements have been made). We also serve two snacks per day at 9:00 am and 3:00 pm.

All meals are served in compliance with the USDA guidelines. Snacks include a minimum of two food groups to be offered to each child. Lunch includes each of the 5 food groups. We serve children 18 months+ 1% milk. Our Infant Room is supplied with Vitamin D milk to serve.

If your child requires special accommodations, please speak with the Director so that arrangements can be made. A physician's note will be required to explain the food allergy and accommodations necessary for the safety of the child. Outside food will not be allowed into the daycare, unless the daycare cannot manage the food allergy of the child appropriately. This will be a discussion between the director and the parents.

ALLERGIES

Holy Family Daycare may not be equipped to address every type of allergy. If a child is severely allergic to something, for example strawberries, nuts or bee stings, and needs medication on the premises such as an epi-pen, the parent must provide the current, non-expired, medication in its original container, and a doctor's prescription.

If your child requires a modified diet, we must be notified of this in writing. A physician's written documentation of food allergies, symptoms and appropriate treatment and foods not permitted to eat is required. Holy Family Daycare must be equipped with current information to ensure each child's wellbeing in the event of a critical allergic reaction.

REST, SLEEP, AND QUIET TIME

Rest is important for young children to stay healthy. Rest time is scheduled from approximately 12:30-3:00 p.m. in the toddler room, 1:00-2:45pm in the preschool room, and as needed in the infant room. All children under 3 years-of-age are required to nap. Three and four-year-olds are encouraged to nap. Children that are not napping are required to have quiet time.

OUTSIDE PLAY

Research shows that children do not spend enough time outdoors in today's society. Too little of time outdoors can have lasting effects from behavioral problems to decreased immune systems. In our center we believe in getting children outside to play a couple times a day and as weather permits. Your child will be spending anywhere from 1 – 2 hours, or more if weather allows, outside. Please dress them according to the weather. All walking children must wear shoes to the daycare, and they must have backs on them so these children can participate in outside play. If the temperature is between 32 and 95 degrees, including wind chill & heat index, we will be spending some time outside, infants will be the exception to this policy.

The sun can be healthy but it can also be dangerous. Holy Family Daycare utilizes a Kids SPF 50 sunscreen. Sunscreen must be applied by Holy Family Daycare Staff before children go outside. If a child has an allergy or a parent would like for their child to use a specific sunscreen they may make special arrangements with the Director to bring in their own sunscreen.

EXCLUSION TO ILLNESS

Holy Family Daycare keeps the health and well-being of all children in mind when making decisions regarding exclusion of children. Parents will be notified to pick-up the child immediately when a child becomes ill. In such events, the child will be isolated from the other children until the parent arrives. Parents must pick-up their child within 1 hour of receiving the call.

Whenever a child visits a doctor with an illness, parents must bring a note from the doctor describing the illness and whether or not it is contagious. The Director will make the final determination whether or not a child may return to care. **This decision is not made by the doctor.**

Key criteria for exclusion of children who are ill:

When a child becomes ill but does not require immediate medical help, a determination will be made regarding whether the child should be sent home (i.e., should be temporarily "excluded" from child care). The caregiver/teacher should determine if the illness:

1. Prevents the child from participating comfortably in activities;
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;

3. Poses a risk of spread of harmful diseases to others.

Decisions regarding exclusion of children from care will be made by the Holy Family Daycare administration. If teachers are concerned about the health of a child, they are to contact the Director or Assistant Director.

Temporary exclusion is recommended when the child has any of the following conditions:

1. The illness prevents the child from participating comfortably in activities;
2. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
3. An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, misery from a cold, including matted, watery eyes, runny nose, deep, croupy, or constant cough or wheezing, difficult breathing, or having a quickly spreading rash;
4. Fever (temperature above 101°F [38.3°C] orally, or 100°F [37.8°C] or higher taken axillary [armpit] or measured by an equivalent method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). An unexplained temperature above 100°F (37.8°C) axillary (armpit) in a child younger than six months should be medically evaluated. Any infant younger than two months of age with any fever should get urgent medical attention.
5. Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, children with diarrhea should be excluded if the stool frequency exceeds two loose stools within one hour or three or more loose stools in a 24 hour period.
6. Blood or mucus in the stools not explained by dietary change, medication, or hard stools;
7. Vomiting in the previous twenty-four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated;
8. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness;
9. Mouth sores with drooling unless the child's primary care provider or local health department authority states that the child is noninfectious;
10. Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease;
11. Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return;
12. Impetigo, until treatment has been started;
13. Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until twenty-four hours after treatment has been started;
14. Head lice 24 hours after the first treatment, and no live lice and/or nits (eggs) are present;
15. Scabies, until after treatment has been given;
16. Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash);
17. Rubella, until six days after the rash appears;
18. Pertussis, until five days of appropriate antibiotic treatment;
19. Mumps, until five days after onset of parotid gland swelling;
20. Measles, until four days after onset of rash;
21. Hepatitis A virus infection, until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: immunization status of child care contacts should be confirmed; within a fourteen-day period of exposure, incompletely immunized or unimmunized contacts from one through forty years of age should receive the hepatitis A vaccine as post exposure

prophylaxis, unless contraindicated.) Other individuals may receive immune globulin. Consult with a primary care provider for dosage and recommendations;

22. Hand, Foot and Mouth, until all blisters are completely scabbed over; fever free
23. Conjunctivitis (i.e., Pink Eye), until twenty-four hours after treatment has been started;
24. Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

RETURNING TO CARE AFTER ILLNESS

Holy Family Daycare has the responsibility to keep illness to a minimum; therefore, Holy Family Daycare administration will make the final decision about when to send a child home.

Children must be kept home until they have been **symptom free without medication for 24 hours and feel well**. Children cannot be at Holy Family Daycare if they are taking medication to reduce fevers. This only masks the problem; the child is still ill and may be contagious.

Parents must notify Holy Family Daycare if their child is ill. Holy Family Daycare must also be notified immediately if a child has a communicable disease so all parents can be notified of the exposure.

In some conditions, doctors suggest an antibiotic be taken for 24 hours before they may return, in which case a doctor's note may be requested upon return at the Director's discretion. A doctor's note will not guarantee a child can return to care. Holy Family Daycare will make the final decision about when a child can return.

REPORTING CENTER ILLNESS

Holy Family Daycare follows the requirements of the Nebraska Department of Health and Human Services in reporting illnesses to families. We utilize a Health Alert sign at the door as well as our Procure messaging system to let you know when we've had specific illnesses in the center. We will also put general symptoms that we've observed on this alert so that you are able to observe your child for the symptoms that they have been exposed to. These include but are not limited to: Pink Eye, Influenza, Pneumonia, Hand, Foot and Mouth Disease, Impetigo, Chicken Pox, Whooping Cough, RSV and Strep.

MEDICATION

Holy Family Daycare is happy to administer medication to your children when they're in need. We must feel comfortable and confident in administering this medication. Any medication given to a child may require a doctor's note. Please be advised that we must administer medication as directed on the bottle unless we have a specific note from a healthcare professional.

When you request that we administer medication to your child, you must fill out a Plan to Administer Medication Form. This form must be filled out completely and discussed with a Daycare staff member prior to leaving medication at the Center. Holy Family Staff must sign and agree to administer the medication prior to any medication being left in the building.

IMMUNIZATIONS

Immunizations are required for all enrolled children at Holy Family Daycare. Immunization records are due within 30 days of enrollment. Holy Family Daycare is required to report the immunization status of all enrolled children to the Nebraska Department of Health and Human Services by the 1st of November of each year. If your child is not up to date on their current vaccinations, they will not be enrolled at Holy Family Daycare until they are current.

INJURIES AT DAYCARE

Occasionally, children will receive accidental injuries while at daycare. All accidents at Holy Family Daycare are documented by an Accident/Injury Report. We require that the parent/caregiver picking up the child sign the incident report acknowledging that they're aware of the accident/injury and this form will be placed in the child's file. Parents may request a copy of this report.

In addition to the form, parents will be called each time there is bleeding. Parents will also be called any time a child is engaged in an incident where a child's private body parts are exposed. While we know that curiosity and exploration are a normal part of early childhood development, we want parents to know about the situation.

EMERGENCY AT DAYCARE

Holy Family Daycare staff will call 9-1-1 and begin First Aid/CPR for any life threatening emergencies. Staff will notify the parent or emergency contact person first on any situation that is urgent, but not life threatening. If the parent or emergency contact person is unavailable, staff will call 9-1-1. A continued effort to reach the parent(s) or emergency contact will be made.

Holy Family Daycare is required by the state of Nebraska to make a report any time a child is sent to the emergency room or visits a doctor or urgent care facility because of an injury received in child care.

SEAT BELT COMPLIANCE AND CAR SAFETY

Adults who transport children in vehicles must use safety seats and seatbelts in compliance with state laws. Failure to follow these standards will result in a call to another person on the Authorized Person's List to pick up the child. In addition, Nebraska law prohibits parents from leaving children 6 years of age or younger unattended in cars. Please keep this in mind at drop-off or pick-up times.

DISCIPLINE OF CHILDREN

The goal of discipline is to help children develop self-control and a sense of responsibility for their own actions. Children are respected as individuals and need the opportunity to make decisions concerning their behavior. Children will be guided and directed toward acceptable behavior. Teachers will set clear, consistent limits with realistic expectations for children and follow through with understandable, age-appropriate consequences. Teachers will intervene with discipline strategies as needed. Children will never be disciplined for toileting accidents, refusal to take medications or refusal to eat.

Holy Family Daycare may not be able to provide the best care for every child. If a child has repeated or continuous problems with behavior and/or on a daily basis for an extended period of time, the family may be required to seek assistance in assessing the child's additional needs they may have. The Director will assist the family in locating appropriate services. Repeated, unresolved discipline problems may require alternative childcare arrangements to best meet the needs of the child

When parents are not present, the responsibility for the discipline of children lies with Holy Family Daycare. When the parents are at Holy Family Daycare, they are expected to discipline their children. For the safety of all, Holy Family Daycare is a violence free zone. There is ZERO TOLERANCE for any inappropriate discipline/punishment and or behavior from an adult, including parents, teachers and staff.

ABUSE, NEGLECT, AND SEXUAL ABUSE OF CHILDREN

State law requires any person who suspects that a child has been abused or neglected to report it promptly to the Nebraska Department of Health and Human Services-Child and Family Services, or local law enforcement. This includes staff and parents.

Abuse is defined in three ways.

1. Physical abuse exists when a child has a non-accidental injury.
2. Emotional abuse exists when parents always put blame on a child or always reject the child.
3. Sexual abuse exists when an adult uses a child as any part of a sexual act.

Neglect is defined in two ways.

1. Emotional neglect is when the child suffers from the parents' not giving him/her chances for feeling loved, wanted, secure, and worthy.
2. Physical neglect is when a parent does not provide basic needs or a safe place to live.

Examples include:

- Not having enough food or clothing
- Not following doctor's orders
- Not providing the supervision needed to keep the child safe
- Not having heat in the winter

For the protection of the children, Holy Family Daycare will call the hotline as directed by Nebraska State law when there is a suspicion of abuse or neglect.

Call the Abuse/Neglect Hotline at 1-800-652-1999

If the suspected abuse involves allegations of sexual abuse by an employee or volunteer of Holy Family Daycare, you must also contact the Chancellor of the Archdiocese of Omaha at (402) 558-3100.

ENROLLMENT AND TUITION FEES

REQUIRED ENROLLMENT DOCUMENTS

At the time of enrollment, the following documents are required:

1. Enrollment Application
 - a. Name of child
 - b. Birthdate of child
 - c. Enrollment date
 - d. Date care ceased if applicable
 - e. Parent or Guardian's home address and telephone number
 - f. Individuals to whom the child may be released by the center
 - g. Individuals who will take responsibility for the child in an emergency when the parent or guardian cannot be reached.
 - h. Consent to contact a physician in an emergency
 - i. Current health status
 - j. List of child's allergies and intolerance to food, insect bites, or stings or other factors that result in a medical reaction, and clear instructions in the event of an exposure to the factor
 - k. Must include documentation from a physician of a child is not to be served a meal that meets USDA requirements
2. Infant Resume (if applicable)
3. Immunization Record
4. Plans to administer medication
 - a. Written statement from a healthcare professional if prescription medication is to be given PRN or by a route other than oral, topical, inhalant, or instillation
 - b. Documentation as to the time and amount of medication given or applied
5. Documentation that the parent received a Parent Information Brochure
6. Written permissions when a child is taken off premises.
7. Parent handbook receipt

TUITION AND FEES

Tuition is based on enrollment not on attendance. Therefore the weekly tuition is due regardless of a child's attendance for a particular day or week. Our Part Time rate is for children that attend daycare for 30 hours or less each week. These children must follow a set schedule.

Holy Family Daycare's Director and Finance Board reviews the tuition rates every year. Holy Family Daycare is within the general range of other centers in the community. These decisions are based on a variety of factors including the rates within the community, costs/increases in food, materials and staff wages and benefits.

Infants: 6 weeks – 18 months

- Infants: \$155/week

Children: 18 months – Full time kindergarten

- Full-time: \$145/week
- Part-time:\$115/week

School Age Summer Break: Kindergarten-age 12

- Full Time: \$120/week

- Part time: \$90/week

Before/After School: Kindergarten and Above

- 4-5 Days: \$60/week
- 1-3 Days: \$40/week
- Non-School Day (If Enrolled in Before/After School): \$15/day. Please call ahead to inquire about availability.

Drop In Rates: based on staff and enrollment availability. Please call ahead to inquire about availability.

- Full Day: \$35
- Before/After School: \$15
- School Age – Early Out: \$25

Tuition includes the cost of breakfast, lunch, and two daily snacks except in the care of Infants. Parents of infants must provide any cereal, formula, or specific baby snacks their child requires. Holy Family Daycare does provide Stage 1, and Stage 2 Gerber Infant Food. During the school months, lunch is provided by Holy Family Schools. Breakfast and snacks are planned, prepared, and served at Holy Family Daycare. During the summer months, lunch is planned, prepared, and served at Holy Family Daycare.

MULTIPLE CHILD DISCOUNT

If our families have more than one child attending daycare full time, their youngest child will be charged full tuition, and their older children will receive a 10% discount.

ENROLLMENT FEE

At the time of enrollment, two weeks tuition is due. This enrollment fee holds a spot for your child. Once your child starts, this money will be applied to their first two weeks of childcare. In the event that you decide not to attend Holy Family Daycare, you will forfeit this money.

WAIT LIST

Due to increased enrollments, your child may be placed on a wait list. The center also keeps priority spots for current staff, Holy Family Schools staff, and Holy Family Parish members. Outside families will be accepted after these spots have been filled. You may pay a deposit and put your child on a waitlist until a spot opens up for your child. This deposit is nonrefundable.

RETURNED/NON-SUFFICIENT FUNDS CHECK FEE

A fee of \$30.00 will be charged for all returned checks for insufficient funds and closed accounts in addition to what your bank charges you.

LATE TUITION FEE

A late fee of \$20.00 will be charged if tuition is not paid by 6pm on the last Friday of the billing cycle. Children cannot move to the next classroom until their account is at a zero balance. For example, an infant child cannot start in the toddler classroom until their account is paid in full.

LATE PICK UP FEE

Due to the additional cost to the center, parents will be charged a \$5.00 per child late fee for the first minute they are late picking up their child, and \$1.00 per minute per child thereafter. Children need to be picked up, clocked out, and outside of the building by 6pm.

EXTRA ACTIVITY FEE

Occasionally we will do extra activities (Horn T Zoo, parties, etc.) with the children that will incur additional costs. These events will be planned at least a week in advance and you will be notified prior to being charged for the event. If at any time you do not want your child to participate please let staff know immediately. The cost will be fairly low and probably never more than \$10 per child.

PAYMENTS

All new enrollments are required to enroll in the Tuition Express program. Parents enrolled in automatic payments will have the option to have their account billed in full on the 25th of the month, or be billed for half of their tuition on the 10th and the other half on the 25th of the month. It will be automatically withdrawn from the bank account that parents set up. If the 10th, and/or the 25th fall on a weekend your automatic withdrawal will take effect on the following Monday.

Parents also have the option to pay online once their online account is set up.

If full payment of monthly tuition is not made by the last Friday of the billing cycle, your account will be charged \$20, and you will be responsible for setting up a payment plan with the Director. If the payment plan is not followed and/or your account accumulates to two months of unpaid tuition, your child/ren will be unenrolled, and will no longer be able to attend Holy Family Daycare. Your account will be sent to Provider's legal counsel for collections. You agree to pay all costs associated with collection of delinquent accounts.

CLOSINGS

We will be closed on the following days:

New Year's Day

Labor Day

Memorial Day

Thanksgiving and the Friday after

Independence Day

Christmas Day

If the holiday happens to fall on a Saturday, we will close on the Friday before. If it falls on a Sunday, we will close the following Monday.

These closed Holidays will be billed, however if we close around these holidays due to low need your account will be credited \$20/account. Holy Family Daycare will inquire on when your children will need care. Holy Family Daycare will notify parents as soon as possible if we are not going to be open due to low need; therefore it is important that all families notify Holy Family Daycare of their childcare needs as soon as possible. We ask that you keep the lines of communication open as to when you will need child care so that we can staff accurately.

Holy Family Daycare makes every effort to remain open during inclement weather, flu season, and the holidays when our families are in need of child care. We ask that if you will not be bringing your children to daycare due to inclement weather that you contact the center, or Director as soon as possible and let us know so that we can ensure the safety of our staff by not having them come to work if unnecessary. In the event that you are concerned that the daycare will be closed for inclement weather, please contact the center or the center Director. If Holy Family School closes due to inclement weather that affects the road conditions we may also close. There will not be any refunds for snow days. If Holy Family School closes due to wind chill only; we will remain open. You will be notified via school messenger and Facebook.

CONDITIONS FOR SUSPENDING AND TERMINATING CARE

The child care agreement between Holy Family Daycare and a family could be terminated or suspended for the following reasons:

1. Non-payment of tuition
2. Behaviors that endanger the safety of other children, daycare staff, or your child
3. Holy Family Daycare is unable to meet the needs of your child.

If parents/caregivers choose to terminate care with Holy Family Daycare, we require a two week, written notice so that enrollment and staffing changes can be made if necessary. Until we've received written notice of a suspension or termination of care, we will continue to bill you for the enrollment slot that your child holds. This applies to vacations, maternity leaves, winter and summer breaks.

PARENT GREIVIANCES/COMPLAINTS

Parents are considered our best critics and their input is valued. If parents approach an employee about something they are unhappy with, employees must report this to the Director.

Parents have the right to make complaints regarding the Daycare to the teacher or director, the pastor, then finance board, in that order. The pastor and finance board cannot handle any issue until the Director has been approached first. The licensing agency can also be notified per the parent information brochure. We would request that any complaints, concerns, or feedback be addressed with the Director immediately.

The Director can be reached the following ways:

Stephanie Carlson, Director
402-428-9070 (work)
402-276-0087 (cell)
lhfdaycare@gmail.com
stephaniejbcarlson@gmail.com

If the Director is unable to assist/address the concerns, the pastor can be reached the following ways:

Fr. James Novotny
Holy Family Parish
P.O. Box 68
103 E 3rd Street
Lindsay, NE 68644
402-428-2455 (rectory)

Nebraska Department of Health and Human Services, Children's Services Licensing can be reached the following ways:

Child Care Licensing 800-600-128
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986