

St. Vincent de Paul
Catholic Elementary School

Child Care



**Parent Handbook
2022-2023 School Year**

14330 Eagle Run Drive
Omaha, NE 68164
402-452-2278

Coordinators:

Mrs. Anna Hammes / Ms. Linda Venticinque

Website: <http://www.svdP-school.org/St-Vincent-de-Paul-Child-Care>

Email: childcare@svdpomaha.org

Philosophy/Goals

The St. Vincent de Paul Child Care Program was created to provide onsite affordable child care to employees of the parish and school. The program provides a daily consistent schedule with a preschool program offered when children become 2.5 to 3 years of age. We pride ourselves in knowing each child as an individual. We hope to be thought of as a warm and loving place where your children can spend their days. We strive to work together with you to lay the groundwork to help your children reach their full potential.

State Regulations

The St. Vincent de Paul Child Care is state-licensed, inspected yearly and approved by state and local agencies. We are in compliance with all rules and regulations set forth by these agencies. If a parent wishes to review or request a copy of Child Care Licensing regulations, the State has provided the following contact information:

http://www.dhhs.ne.gov/Pages/reg_t391.aspx

Phone: 1-800-600-1289

Enrollment Eligibility

The SVdP child care was established for parish and school staff for the care of their children during work hours. Enrollment priority will be given to employees, after which any open positions will be filled in the following order.

- I. Children currently enrolled in the child care program who will be returning for another year in the SVdP preschool.
- II. Any other children enrolled in the SVdP preschool on a first-come basis (based on date of the return of the registration form and the deposit).
 - a. Full-time (M-F) enrollments will be given primary consideration.
 - b. Part-time (those using child care fewer than 5 days a week) will be given secondary consideration.

Hours

The child care hours of operation are 7:15 a.m. to 3:00 p.m., Monday-Friday, on school days and teacher inservice days. We offer extended hours to the families of preschoolers. This service is provided from 3:00-4:00 p.m. for those who need it on a consistent basis. An additional \$6.00/day will be charged for this service. Please indicate on the registration form if extended hours are needed, so staffing arrangements can be made.

This service may also be made available to those needing occasional extended care. One week's notice is necessary for staffing. The charge is \$9.00/day.

PLEASE NOTE: If pick-up extends beyond 3:00 p.m. or 4:00 p.m. (whichever time you signed up for when registering), a fee of \$12.00 is charged for every 5 minutes after the designated pick-up time.

Electronic Payment: If you are interested in paying electronically on the 15th of

each month, please complete the form on page 15 of this handbook and submit the form to Angela Garrett in the parish office. If you have questions, please contact Angela Garrett at garretta@svdpomaha.org or 402-496-7988.

Tuition will be charged for all days your child is registered and preschool is scheduled regardless of illness, vacation, or snow days. Tuition will not be charged when the child care is closed for holidays and breaks, and not an “extra” day.

When preschool is not scheduled but the child care is open, families will have the option to use our services for a full day’s rate of \$44.00 (and not an “extra” day) if space is available.

A \$200.00 non-refundable registration fee, per child, and registration form will be due annually prior to the school year for which service is needed. One hundred and fifty dollars of this fee may be applied to the December tuition.

If, at any time during the school year, a family wishes to change enrollment status (days or times needing child care services), and we are able to accommodate the request, a \$50.00 fee will be required.

Tuition is due to SVdP the 10th of each month by check or cash. A \$10.00 late fee will be applied to your charges if monthly payments are not received by the 15th.

Fees

Morning Tuition for those attending afternoon preschool is \$30.00/day.

Afternoon Tuition for those attending morning preschool is \$28.00/day.

Full Day Tuition for alternate days from preschool and “no school” days when the child care is open is \$44.00/day.

Early Morning Care (7:15-8:10 a.m.) for those attending morning preschool \$6.00/day

Extended Hours (3:00-4:00 p.m.) \$6.00/day, if enrolled regularly; \$9.00/day drop-in rate.

Drop-in Rates for use of service on days not formally enrolled in the program \$35.00/half day or \$50.00/full day (drop-in availability must be assessed by the coordinator and requires three working days advance notice).

“Extra” Days - When SVdP school is not open, “extra” days of childcare are occasionally offered. A list of days and instructions for signing up for the 2022-2023 school year can be found on page 10 of this handbook. Rates are \$55.00 for full days, and \$35.00 for early dismissal days.

Unexpected Drop-in Rates - If advance notice is not given and there is space available, the following rates apply: \$45.00 for a half-day and \$55.00 for a full day.

Daily Release from Child Care

Parents/guardians must notify the coordinator if their child/children is(are) to be picked-up by someone other than the parent/guardian. This person will be required to provide photo id before the child/children is(are) released to them.

Sign In/Out Book

All children attending the child care will be signed in and out by a staff member. This is a state regulation as well as our reference for billing. In addition, if you visit your child(ren) during the day, please note your arrival and departure times in the sign-in book. Visits should be limited. Such visits can disrupt the daily routine and exacerbate separation issues your child or other children are experiencing.

Morning Drop-Off

Morning drop-off begins at 7:15 a.m. Child care attendees must be accompanied to the Child Care by an adult or older sibling. Parents who park in the lot before 7:30 a.m. are asked not to park in spots designated for school staff. Please see the map on page 16.

Afternoon Hours Pick Up

Please use the doorbell located outside the child care door. This prompts a light to flash in the child care room. If the door is not answered, please knock on the door and/or call 402-452-2278.

Parents/guardians must notify the coordinator if their child/children is(are) to be picked up by someone other than the parent/guardian. This person will be required to provide photo id before the child/children is(are) released to them.

Yearly Calendar

The SVdP Child Care has been functioning as an employee child care for more than 20 years. As such, we adhere to the school calendar. The child care is closed when teaching staff is not required to work except for dates provided to parents in the extra days sign-up. Dates and events to be aware of when finding alternate care for your preschoolers are as follows:

DATES AND EVENTS	STATUS
First day of K-8 School	First day child care available for preschool students
Labor Day	Closed

Spree Day (First Friday in October)	Closed
School day following Teacher Conferences	Closed
Thanksgiving Break	Wednesday-Friday Closed
Christmas Break	Closed
Easter Break	Thursday/Friday before; Monday/Tuesday after Closed
Last Day of School	Last day of child care for preschool students

These days are based on the current calendar, and may differ from one year to the next.

School Closing

School closings in the event of severe weather will be announced on local TV stations. A closing of Omaha Catholic Schools includes St. Vincent de Paul.

- **2-Hour Late Start:** if the Omaha Catholic Schools Office calls for a 2-hour late start, St. Vincent de Paul will follow that directive. Morning Preschool will not be held. A standard hot lunch menu of Chicken Nuggets, Corn, Fruit, and Animal Crackers will be served. There will be no alternate sandwich or salad available.
- **Early Release:** If the Omaha Catholic Schools Office calls for an early release, St. Vincent de Paul School will follow that directive. In this situation, the After School Care and Child Care programs will also close. In any situation, parents always have the option to pick up their child/children early.

If school closes during the day for reasons unrelated to weather, parents are expected to pick up students. They may not be left at school until the regular dismissal time.

Daily Schedule

TIME	SCHEDULED ACTIVITY
7:15-9:00 a.m.	Arrival and open play time, morning prayer, attendance, hand washing, breakfast, Morning prayer, attendance, hand washing, breakfast, Circle time – calendar, weather, songs, “brain power,” games and stories
9:00-9:30 a.m.	Centers or gym play
9:30-11:00 a.m.	Play time, worksheets, art projects, hands-on experiments and play
11:00-11:10 a.m.	Hand washing and morning preschool pick up
11:10-11:40 a.m.	Lunch
11:40-12:00 noon	Restroom break and washing
12:00-12:30 p.m.	Afternoon preschool drop-off
12:30-2:15 p.m.	All children will rest for at least 45 minutes while teachers rotate lunch breaks.

2:15-2:30 p.m.	Clean up rest mats, set up snack
2:30-3:00 p.m.	Snack
3:00-4:00 p.m.	Outside, gym, games or free play

Food

The child care provides breakfast between 7:15 and 8:30 a.m. each day. This includes a rotation of cereal, bagels with cream cheese, yogurt, granola bars, toast, pancakes, waffles, bananas, and applesauce, with juice or milk.

Lunch is served at 11:10 a.m. Families may pack a nutritious cold lunch or purchase hot lunch from the school's program. If a cold lunch is sent, it must contain all four food groups, per State regulations. *Cost of lunch for children 3-5 years of age is \$2.70, served individually. Lunch money is paid directly to the school office. This is an additional charge above the child care tuition and is not managed by child care staff. Price per lunch is set by the budget committee and cafeteria staff and is subject to change each school year. The child care provides 1% milk for hot and cold lunches.*

The process for ordering hot lunch is as follows:

1. The menu is sent home in the Virtual Backpack once a month. It may also be accessed on the school website.
2. The menu has a "deposit slip" to assist in determining how much lunch money to place in the student(s) account.
3. Two payment methods are available to families. A check made out to SVdP clearly labeled as lunch money may be sent to school. An online payment may be made through the PowerSchool program.
4. Clearly label the envelope with the family name and the words "lunch money."
5. Visitors may purchase a hot lunch for \$4.50 (must be ordered by 8:45 a.m.)
6. The price of a lunch will be deducted from the family account after the student receives his/her lunch/milk.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

USDA is an equal opportunity provider and employer.

Lunch Account Balance – Parents will be able to access individual student lunch account balance and transaction information via PowerSchool. Doing so will allow parents to make deposits in a timely manner to avoid negative lunch balances.

In an effort to keep negative lunch balances at a minimum, we follow procedures outlined below:

1. Families with one or more children carrying a negative lunch account balance of any amount will receive emails on the first day of each school week. Those emails will not specify the amount owed but will alert parents to the need to make a deposit.
2. Families with one or more children with a negative balance of \$10.00 or more will be provided a written notice on the last day of each school week (will be sent home with children).
3. Families with one or more children with a negative balance of \$20.00 or more will be contacted by phone regarding arrangements necessary in order to continue providing lunches for affected child(ren). Students with a negative balance of \$20.00 or more may lose hot lunch privileges until accounts are current.
4. Students with a negative account balance at the end of the school year will have their report cards held back.

Snack is given at 2:30 p.m. Items served include crackers, pretzels, goldfish, apples, popcorn, raisins with water.

We are always considerate of allergies and eating habits. No child will ever be forced to eat, and child care staff will work with parents in dealing with health concerns or eating issues. Please clearly inform child care staff of any allergies to food. A notice will be posted in the child care kitchen as a constant reminder and warning to staff.

Birthday treats are welcome. Please avoid all nuts when purchasing or preparing treats. We ask that cake and cupcakes be avoided as they make a large mess. Please send only age-appropriate, nut-free, nutritious goodies. We prefer individually wrapped treats.

Illness

In an effort to maintain a healthy environment and to adhere to state regulations, children who are ill may not attend child care. Please keep your child(ren) home when suffering from any of the following conditions:

- Temperature of 101.0 or higher (100.0 under the arm)
- Vomiting
- Diarrhea (or 3 runny stools in 8 hours)
- Unusual rash
- Colored nasal discharge with low or high fever
- Raspy or croupy cough
- Wheezing and rapid breathing
- Pink or red eyes that are watering or matted

Children may re-enter the child care 24 hours after their symptoms resolve or with a note from a Doctor stating the child has been treated and is no longer contagious.

If your child will not attend, we appreciate information when a serious illness, such as strep or influenza, has been diagnosed. It is important for us to know how to respond to each illness so others can avoid infection.

If your child will not be attending for the day, please email us at childcare@svdpomaha.org, as soon as possible. You may also leave a message at 402-452-2278. This helps us in staffing for the day.

Medication During School Hours

By Nebraska State Law, no staff member of any school shall administer medication unless the school complies with the applicable requirements of the Medication Act. Essentially that Act:

- Requires school staff members who provide medication to demonstrate the ability to meet certain minimum competency standards in medication provision.
- Imposes certain restrictions regarding parental permission and health care provider input when medications are given.
- Requires a written record be kept of the medication provision.

The overall accountability for monitoring the therapeutic benefit of the medication, and accountability for monitoring side effects, contradictions, etc. related to the medication remains the responsibility of the parent.

In an effort to comply with the Act, the following guidelines will be used:

A Medication Authorization Form must accompany any and all medications brought to school, including cough drops.

1. For any and all Prescription Medications
 - A. Physician needs to complete section I of the *Physician Direction* section of the medication form.
 - B. Parent/guardian needs to complete section II A of the “Parent/Guardian Directions” section of the medication form.
 - C. If the student requires emergency inhaled medication to be kept on the person or in the student’s backpack, the Self -Administered Inhaled Medication Authorization must be completed by the physician and the parent/guardian.
2. For any and all Over-the-Counter medications (cough drops are an over-the-counter medication)
 - A. Parent/guardian needs to complete section II A & B of the *Parent/Guardian Directions* section of the medication form. Cough drops may be administered by teachers or TA’s.

Only one medication is allowed per form. Changes in medication require completing a new form. Forms are kept on file for the school year. The medication must be sent in the original container. Pharmacy labels on prescription medication must have the same directives as the *Physician* and *Parent* forms. If needed, a spoon/cup for dispensing must accompany the medication. If your child requires daily prescription medication, sufficient medication for one week at a time may be sent to school. All medications are given through the health office. Students may **not** keep any medication on their person, in desks, lockers, or backpacks with the exception of the emergency inhalers or EpiPens, discussed earlier. Copies of the appropriate medication forms are found on the school website under Parent Links, Health Information, and Specific Needs Health Forms.

Parent Communication

Please be assured that our caregivers are professionals and strive to give your child the best care possible. We are happy to give you a detailed report on your child at the beginning or end of the day. A monthly newsletter outlining activities, educational themes, and birthdays will be emailed to parents.

Your input regarding how the program is running is always appreciated. Please confer with the coordinators if you have any concerns, all matters will be kept confidential. It is very helpful to put special daily instructions in writing. As parents, your ideas are very important to the success of our program.

Parental Concerns and Procedures:

A parent who has a question or concern regarding a situation involving a child is

urged to follow these procedures:

1. Contact the child's teacher to discuss the situation and work with the teacher to arrive at possible solutions. If the concern cannot be resolved with the teacher, the parent should then contact the child care coordinator to discuss the issue.
2. If resolution and reconciliation have not been achieved, the parent will then contact Diane Warneke (402-492-2111), the Director of the Child Care Program.

Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians. If, after going through the above procedures, a parent feels the program is not following Child Care Licensing Regulations, a complaint can be made to:

<http://www.dhhs.ne.gov/publichealth/pages/crlChildCareLicensingHowToFileAComplaint.aspx>

Phone: 1-800-600-1289

Suspension/Termination Conditions

If there is a concern regarding a child's behavior, the parent/guardian will be notified. If the undesirable behavior continues, a conference will be set up with the parent, coordinator, and principal/assistant principal. If the child's behavior seriously impacts the integrity of the program for other children, and/or jeopardizes the safety of the staff or other children, a recommendation to terminate care may be made. The parents would be notified that termination of care is being considered. If, after the child care staff tries agreed-upon strategies to help the child be more successful, the child's behavior does not improve in a reasonable period of time, parents will be notified and care will be terminated.

This decision will be made by the school administration.

Toys

Blankets and "stuffedies" are always welcome for rest time for older children. Please leave any other toys/items at home to avoid having to deal with playthings being lost or "borrowed" by a young child who does not quite understand sharing.

Center Procedures in the Event of Severe Weather, Natural Disasters, or Security Breaches

In order to enhance the safety of children attending the child care program, the building doors will be locked during child care hours. In addition, the doors to the child care area are locked at all times. If someone other than a parent will pick up a child, parents are asked to contact the child care coordinator in advance. If Douglas County is in a tornado warning area, the child care students and staff will move to the far west section of the child care area. All of the child care

rooms were designed, built, inspected and designated as shelter areas. If parents arrive to pick up their children, they will be welcomed, and advised to stay in the tornado shelter area.

In the event of a fire, the child care children and staff will exit the child care through the East door to the back door. Once outside, they will congregate near the west end of the soccer fields. If the East door of the child care is inaccessible, students and staff will exit the child care through the kitchen door.

In the event of a security breach, the child care students and staff will move to the far west section of the child care area. The exterior child care doors are always locked.

If the children and staff are not able to remain in the child care area due to unforeseen circumstances, parents will be notified by phone. If necessary, children will be taken to Champions Run Country Club to be picked up by parents.

Children with special needs will follow the same procedures.

SUPPLY LISTS – Please bring these items on the first day of child care or the Open House. All items should be labeled with the child's name.

*Copy of immunization records must be submitted for all children enrolled

****PLEASE LABEL ALL ITEMS****

INFANTS

- ☐ 2 Sleep sacks (At least one will be sent home daily for laundering)
- ☐ Diapers and wipes
- ☐ Nasal syringe (newborns)
- ☐ Bottles/sipper cups
- ☐ Formula or breast milk
- ☐ Jarred baby food and cereal
- ☐ Drool bibs (as needed)
- ☐ 2 Pacifiers (if used)
- ☐ Diaper Ointment
- ☐ 2-3 Burp cloths
- ☐ 2 Extra outfits for cubby
- ☐ Sunscreen labeled with the child's name

TODDLERS & PRESCHOOLERS

- ☐ Blanket and sheet or mat cover
- ☐ Rest time small "stuffedie" (if desired)
- ☐ Diapers/training pants/underpants
- ☐ 1 Extra outfit, including socks and underwear (more if potty training)
- ☐ 1 Pair of socks
- ☐ 2 boxes of tissue as a donation
- ☐ 1 container of baby wipes
- ☐ Sunscreen labeled with the child's name
- ☐ Water Bottle (Please send and take home daily to wash)

Meet The Child Care Staff

Anna Hammes, Coordinator

Anna loves working with children of all ages. Anna is married and has two daughters who attend SVdP.

Linda Venticinque, Coordinator

Linda is passionate about providing high-quality programs for children. Linda has a background in both childhood development and children's yoga and believes in creating a holistic learning environment for children to learn, play, and grow.

Kendall Lemkau, Child Care Helper. Kendall attended St. Vincent de Paul, as did her three sisters, and is a graduate of Madonna School. Kendall will be in the child care 2-3 days each week and is also working in the cafeteria. Kendall loves children and is a great support to the child care staff.

SVdP Child Care Special Sign-up Dates 2022-2023

Please note: This calendar is not the same as the calendar of extra days for the SVdP ASC program.
Children should bring a sack lunch on these days.

August

- 15 Monday 7:30 – 4:00
- 16 Tuesday 7:30 – 4:00 Early Dismissal
- 17 Wednesday 7:30 – 4:00 Early Dismissal

September

- 16 Friday 7:30 – 4:00 No School, Teacher Inservice

October

- 26 Wednesday 12:30 – 4:00 No Afternoon Preschool
- 27 Thursday 7:30 – 4:00 No School, Parent-Teacher Conferences

November

- 4 Friday 7:30 – 4:00 No School, Teacher Inservice

January

- 4 Wednesday 7:30 – 4:00 No School, Christmas Break
- 13 Friday 7:30 – 4:00 No School, Teacher Inservice

February

- 3 Friday 7:30 – 4:00 Early Dismissal
- 16 Thursday 7:30 – 4:00 Early Dismissal, Parent-Teacher Conferences
- 20 Monday 7:30 – 4:00 No School, Teacher Inservice

March

- 13 Monday 7:30 – 4:00 No School

May

- 1 Monday 7:30 – 4:00 No School, Teacher Work Day
- 19 Friday 7:30 – 4:00 No School, Teacher Work Day
- 24 Wednesday 10:00 – 4:00 Early Dismissal, Last Day of School
- 25 Thursday 7:30 – 4:00 No School, Teacher Inservice
- 26 Friday 7:30 – 4:00 No School

Sign-ups for the above dates will open at **8:00 am on Saturday, June 11, 2022** at the following site:

<https://www.signupgenius.com/go/409054FA8AC2F4-child3>

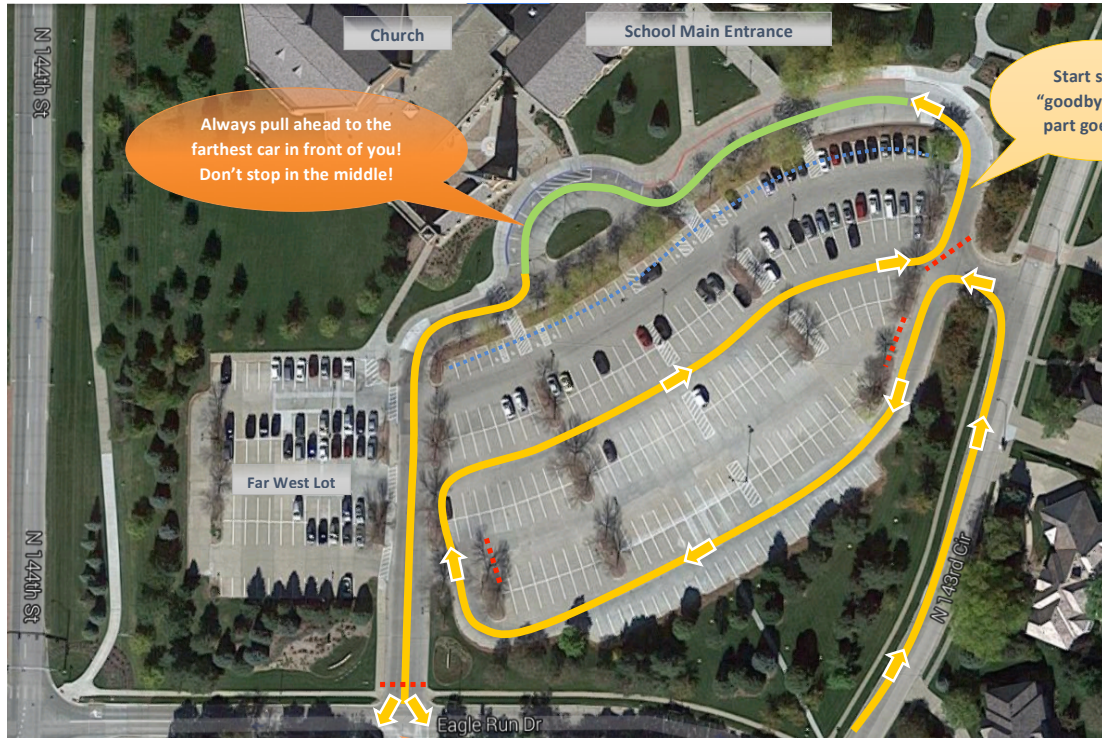
Once signed up, you will be charged for those days, unless you cancel your sign up at least two weeks beforehand. The fee for extra days is \$55 for full days, \$35 for half-days.

PARENT INFORMATION BROCHURE
FROM THE NEBRASKA DEPARTMENT OF PUBLIC HEALTH

Please click on the link below and read through the Expectation of Child Care Consumers information. **Please print and complete the form included in the brochure and return the form to child care by August 16, 2022.**

<http://dhhs.ne.gov/licensure/Documents/CRED-PAM-24ParentBrochure.pdf>

SVdP Morning Carpool Route



Always pull ahead to the farthest car in front of you! Don't stop in the middle!

Start saying "goodbye!" This part goes fast!

NO Left Turn "in" 7:30 to 8 am. Go to 143rd!

Key

- Follow This Line
- Drop Off Here
- Staff Parking Only
- Do Not Enter

**ST. VINCENT DE PAUL SCHOOL
TUITION PRE-AUTHORIZED CHECK PLAN AGREEMENT**

(This form is required only for new enrollment or change in banking information)
(This form is required only for new enrollment or change in banking information)
I (we) hereby authorize St. Vincent de Paul Parish (hereafter referred as Company) to initiate debit entries to checking account at depository indicated below (hereafter referred as Account). I understand the monthly amount withdrawn from Account will be for the entire amount due to Company. In addition, I authorize Company to promptly correct any amounts withdrawn from Account in error. I understand that a Company error can result in additional monies due to Company. This authority is to remain in full force and effect until Company has received written notification from Account holder of its termination in such time and in such a manner as to afford Company and Depository a reasonable opportunity to act on it.

This authorization is for MONTHLY withdrawals

BANK / FINANCIAL INSTITUTION INFORMATION (please type or print clearly):

Transit Number: _____

Bank Account Number: _____

Parent's Name: _____

Date: Depositor's Daytime Telephone: _____

CLEARLY PRINT OR TYPE THE
FINANCIAL INSTITUTION NAME AND ADDRESS ON THE LINES BELOW:

Signature of Depositor: _____

HANDBOOK ACKNOWLEDGEMENT

I have read and understand the contents of the St. Vincent de Paul Catholic Elementary School Child Care Parent Handbook. In consideration of acceptance into the Child Care Program, I agree to make timely payments of required fees and to adhere to, and cooperatively support, all rules and regulations of the program. I understand that my failure to meet the conditions of this agreement may result in my child being dismissed from the program.

I also understand that the program reserves the right to add to, modify or abolish any of the handbook provisions without notice, and that non-enforcement of any of the rules or regulations does not serve as a waiver of those rules in the future.

Student Last Name(s) _____
Please Print

Student(s) First Name(s) _____
Please Print

Student(s) First Name(s) _____
Please Print

Parent/Guardian Signature _____

Date _____

Please return this form to child care by August 16, 2022