

St. Vincent de Paul  
Catholic Elementary School

**Extended Child Care**



**Parent Handbook  
2018-2019 School Year**

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

Coordinator: Ashley Jones  
email: [jonesashley@svdpomaha.org](mailto:jonesashley@svdpomaha.org)

## **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](http://www.dhhs.ne.gov/Pages/reg_t391.aspx)

Phone: 1-800-600-1289

## **Enrollment Eligibility**

The SVdP daycare 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 daycare 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 initial conversation of interest with the coordinator of the daycare and return of the registration form in a timely manner).
  - a. Full-time (M-F) enrollments will be given primary consideration.
  - b. Part-time (those using daycare less than 5 days a week) will be given secondary consideration.

## **Hours**

The childcare hours of operation are 7:15 a.m. to 4:00 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 4:00-6:00 p.m. for those who need it on a consistent basis. An additional \$8.00/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 \$10.00/day.

Extended care requires the daycare staff to rearrange hours so overtime does not accrue. Please be as consistent and informative as possible when requesting this service.

**PLEASE NOTE:** If pick-up extends beyond 4:00 p.m. (for staff) or 6:00 p.m. (for preschool parents), a fee of \$5 is charged for every 5 minutes after the designated pick-up time.

## **Fees**

**Morning Tuition** for those attending afternoon preschool is \$26.00/day.

**Afternoon Tuition** for those attending morning preschool is \$26.00/day.

**Full Day Tuition** for alternate days from preschool and "no school" days when the childcare is open is \$36.00/day.

**Post Afternoon Preschool Care** (3:00-4:00 p.m.) \$4.00/day

**Extended Hours** (4:00-6:00 p.m.) \$8.00/day, if enrolled regularly; \$10.00/day drop in rate.

**Drop in Rates** for use of service on days not formally enrolled in the program \$33.00/half day or \$43.00/full day (drop-in availability must be assessed by the coordinator and requires one week's advance notice).

Tuition is due to SVdP the 10<sup>th</sup> of each month by check or cash. A \$20.00 late fee will be applied to your charges if monthly payments are not received by the 15<sup>th</sup>.

**Electronic Payment:** If you are interested in paying electronically on the 15<sup>th</sup> of each month, please complete the form on page 12 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](mailto: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 childcare is closed for holidays and breaks.

When preschool is not scheduled but the childcare is open, families will have the option to use our services for a full day's rate of \$36.00 (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 May tuition.

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

### **Daily Release from Daycare**

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**

**Please sign your children in and out daily.**

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.

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 daycare for more than 20 years. As such, we adhere to the school calendar. The childcare is closed when teaching staff is not required to work. Dates and events to be aware of when finding alternate care for your preschoolers are as follows:

<b>DATES AND EVENTS</b>	<b>STATUS</b>
Summer Break	Closed
First day of K-8 School	First day childcare 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 childcare for preschool students

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

### **Daily Schedule**

<b>TIME</b>	<b>SCHEDULED ACTIVITY</b>
7:15-8:00 a.m.	Arrival and open play time
8:00-8:30 a.m.	Morning prayer, job chart, story, hand washing
8:30-9:00 a.m.	Breakfast
9:00-9:30 a.m.	Outside or gym play
9:30-10:00 a.m.	Circle time – calendar, weather bear, songs, “brain power” games, and stories
10:00-11:00 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 or movie
12:30-2:15 p.m.	Nap/rest time or quiet play in kitchen – All children will rest for at least 45 minutes while teachers rotate lunch breaks. Those who do not nap will play puzzles and games in the kitchen

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 daycare provides breakfast at 8:30 a.m. each day. This includes a rotation of Cheerios, Life, Rice Krispies, bagels with peanut-free WOW butter or cream cheese, cinnamon toast, yogurt, oatmeal with brown sugar, granola bars, 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. Cost of lunch for children 3-5 years of age is \$2.25, served individually. Lunch money is paid directly to the school office. This is an additional charge above the daycare tuition and is not managed by daycare staff. Price per lunch is set by the budget committee and cafeteria staff and is subject to change each school year. The daycare 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 \$4.10 (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](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](mailto: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 worse 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 worse will be contacted by phone regarding arrangements necessary in order to continue providing lunches for affected children. Students with a negative balance of -\$20.00 or worse 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.

Students with a negative lunch account balance will not be allowed to purchase a la carte items such as water, juice, fruit, vegetables, or “seconds.”

Snack is given at 2:30 p.m. Items served include crackers, pretzels, goldfish, apples, peanut-free WOW butter, popcorn, corn chips, raisins, grapes, with juice or milk.

We are always considerate of allergies and eating habits. No child will ever be forced to eat, and daycare staff will work with parents in dealing with health concerns or eating issues. Please clearly inform daycare staff of any allergies to food. A notice will be posted in the daycare 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. We prefer age-appropriate peanut-free nutritious goodies.

### **Illness**

In an effort to maintain a healthy environment and to adhere to state regulations, children who are ill may not attend childcare. 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 5 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 childcare 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 treat each illness so others can avoid infection.

If your child will not be attending for the day, you may leave a message for us at 402-452-2278 that morning. This helps us in staffing for the day.

### **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 coordinator 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 daycare 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 Childcare 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 childcare 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 naptime 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 childcare program, the building doors will be locked during childcare hours. In addition, the doors to the childcare area are locked at all times. If someone other than a parent will pick up a child, parents are asked to contact the daycare coordinator in advance. If Douglas County is in a tornado warning area, the daycare students and staff



will move to the far west section of the childcare area. All of the daycare 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 daycare children and staff will exit the daycare 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 daycare is inaccessible, students and staff will exit the daycare through the kitchen door.

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

If the children and staff are not able to remain in the childcare 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.

### **Items Needed on the First Day or at Open House**

Items to be provided by parents in August are as follows:

- Blanket for rest time if attending in the afternoon (will be kept at the center and sent home to wash bi-weekly)
- Small stuffed animal for comfort if desired (will “live” at the daycare and be sent home to wash periodically)
- Change of clothes including socks, underwear, pants, and shirt
- Medicines labeled with child’s name (Tylenol, Motrin, Benedryl, Epi Pen, ointments)
- Copy of immunization records and enrollment forms
- 2 boxes of tissue as donation to the center

For questions, concerns or grievances, please call or email the coordinator at: [jonesashley@svdpomaha.org](mailto:jonesashley@svdpomaha.org). For after hours, please use this email address.

### **Meet The Child Care Staff**

**Ashley Jones**, Coordinator. Ashley has 9 years of experience as a preschool teacher and over 14 years as a Sunday school teacher. She has two children attending St. Vincent de Paul elementary, a son in 8th grade and a daughter in 6th grade. This will be Ashley’s sixth year in the daycare; she has passion for working with children and is looking forward to this year!

**Janice Merritt** takes care of our babies. This is Janice’s sixth year in the daycare. She came to us with a lot of experience in the Catholic School system and working with children. She is a wife and has one son who is a student at

UNO. Janice enjoys spending time with the littles and with her natural nurturing personality, is perfect for the job!

**Karen McMahon** has 15 years experience with our toddlers. Karen is a busy mom with 4 children She has 2 children in college, a high school senior, and her youngest is in 8<sup>th</sup> grade at St. Patrick Elementary School. Karen is an expert potty trainer and has lots of energy to keep the up with the children!

**Taylor Wood** started with us 9 years ago. She is a graduate of SVdP and still devotes her time to the school and church. She is our lead preschool teacher. Taylor is married and has one son.

**Margy Wittmann** is our treasured part-time caregiver. Margy started 19 years ago and has been priceless in making this program work. Margy is a wife and mother of three grown children, and one grandson.

**Grace Grundy-Leonard** is starting her first year as a caregiver, working from 3-6:00 p.m. Grace was born in Cochabamba, Bolivia and is fluent in Spanish and English. Grace is the mother of three successful sons and has been married to her husband for 28 years.

**Kendall Lemkau, Daycare Helper.** Kendall attended St. Vincent de Paul, as did her three sisters, and is a graduate of Madonna School. As part of Madonna's work program, Kendall will be in the daycare 2-3 days each week and is also working in the cafeteria. Kendall loves children and is a great support to the daycare staff.

## HANDBOOK ACKNOWLEDGEMENT

I have read and understand the contents of the St. Vincent de Paul Catholic Elementary School Extended Child Care Handbook. In consideration of acceptance into the Extended 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 the school office by August 16, 2018**

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: \_\_\_\_\_