

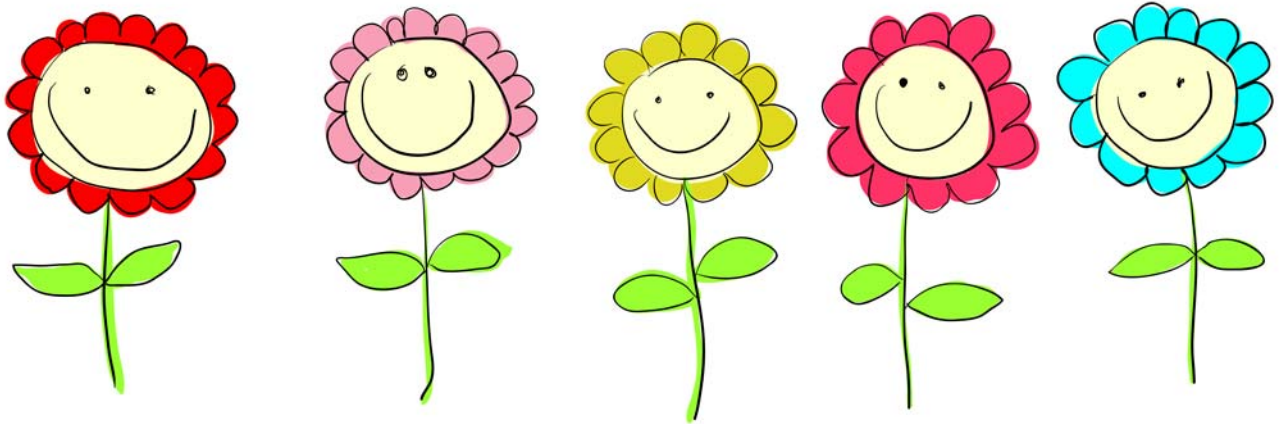
# St. Vincent's Child Care Center



Parent Handbook  
2009

Welcome to St. Vincent's Child Care Center. We appreciate your interest in the Center and hope this handbook will answer many of your questions about our service.

The Center was established by St. Vincent's to provide a quality child care facility intended to enable parents to fulfill both work and family responsibilities without sacrificing their family life or their professional goals.



The Center is based on the philosophy that each child is of unique value and flourishes best in a safe and nurturing environment, which equally promotes physical, social, emotional and cognitive development. Further, we intend this to be a place where there is lots of fun and laughter.

The Center is licensed by the State of Alabama Department of Human Resources. A copy of the regulations is available in the Manager's office. If a parent has concerns, he/she is encouraged to discuss these concerns with the Teacher or Manager.

## **WHO WE SERVE**

The Child Care Center is a benefit for full and part-time Associates of St. Vincent's Hospital as well as members of the community.

## **AGES OF CHILDREN**

The Center serves children six weeks to kindergarten age.

## **DAYS AND HOURS OF OPERATION**

The Center is open from 5:30 a.m. until 6:00 p.m. Although we are open for 12.5 hours, we recommend that children stay no longer than nine hours per day.

## **HOLIDAYS AND VACATIONS**

The Center is closed for the following holidays:

**New Year's Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day and the day after**  
**Christmas Eve at 1 p.m.**  
**Christmas Day**



## **HOW CHILDREN ARE GROUPED**

Because children develop at differing rates, the groups of children are defined by developmental tasks as well as by age. The groups are as follows:

**Infant I** – (1 Teacher 4 Children) Six weeks to One year.

**Infant II** – (1 Teacher 4 Children) Six weeks to One year.

Each infant group has a maximum of four babies.

**Toddler I** – (2 Teachers 9 Children – One to Two Years)

Children in this group have mastered walking and finger feeding themselves. They are taking one nap per day. They begin to sleep on a cot, eat seated at a table, and use a spoon. They are also beginning to talk and can spend a few minutes in a small group activity. Some of them begin to show an interest in toilet learning. This group is cared for by the Teacher and Teacher Assistant.

**Toddler II** – (2 Teachers 15 Children – Two to Three Years)

These children are beginning to talk conversationally and enjoy simple chants, rhymes, and songs. Some of them begin to show an interest in toilet learning. They love to run and climb. There is a maximum of 15 children in this group cared for by the Teacher and Teacher Assistant.

**Preschool 1-** (1 Teacher 8 children- 3 to 4 year olds)

There is a maximum of 8 children in this group with a Teacher and afternoon Teacher Assistant. These children are beginning to mature in both self-confidence and self-control. This classroom is more structured and includes an introduction to the alphabet along with counting activities. They are beginning to master self help skills in preparation for Preschool 2.

**Preschool 2** – (2 Teachers 15 Children – Four to Five year olds)

There is a maximum of 15 children in this group with a Teacher and Teacher Assistant. These children have matured in both self-confidence and self-control. They are introduced to the sounds and shapes of the letters of the alphabet. They can do more complex counting activities. Their maturity is also reflected in their more complex use of art materials and blocks and also in their dramatic play.

**TUITION AND FEES**

All payments to St. Vincent's Child Care Center must be made by check or money order. The fees are as follows:

**APPLICATION FEE** - \$35.00 (non-refundable) It is paid at time of enrollment or placement on the waiting list. It does not guarantee placement in a classroom.

**Supply Fee**- A yearly supply fee of \$150 per child is due by September 30th of each year.

## **WEEKLY TUITION -**

### **STV Associates**

Infants	\$160 per week
Toddlers	\$150 per week
Preschool	\$140 per week

### **Part -Time STV**

Infants	\$124 per week (3 day)
	\$88 per week (2 day)
Toddlers	\$116 per week (3 day)
	\$82 per week (2 day)
Preschool	\$109 per week (3 day)
	\$78 per week (2 day)

### **Community**

Infants	\$200 per week
Toddlers	\$195 per week
Preschool	\$180 per week

### **Part-Time Community**

Infants	\$154 per week (3 day)
	\$108 per week (2 day)
Toddlers	\$150 per week (3 day)
	\$105 per week (2 day)
Preschool	\$142 per week (3 day)
	\$100 per week (2 day)

All fees should be made payable by check or money order to St. Vincent's Child Care Center and are due in full by the first of each week.

Tuition is due in full, whether or not children attend all five days. Absences due to illness or personal schedules are not eligible for discounts.

In the case of an extended illness, maternity leave, or other extenuating circumstances, the Center may accept partial payment in order to hold a child's space. Parents must apply for consideration with the Center Manager.

## **ENROLLMENT**

All enrollment forms must be completed prior to child's first day in the Center.

## **CURRICULUM**

St. Vincent's Child Care Center bases its curriculum on developmentally appropriate practice. Developmentally appropriate means providing activities, materials, environment, interactions, and experiences which are appropriate for the age and development of the particular child.

A full statement of the curriculum is available in the Manager's office.

## **DISCIPLINE**

The goal of St. Vincent's Child Care Center is the development of a self-disciplined child. Therefore, discipline here emphasizes appropriate limits, rules that are understandable to the children, and consistency.

We also try to prevent problems by arranging the environment to meet the developmental needs of the children. Such arrangements include the number of children assigned to each caregiver; having a wide selection of toys and duplicates of popular items; arranging the classroom so that children can be as independent as possible and will not have to wait for long periods; a daily schedule, which includes active and quiet play; and offering children a choice of challenging activities suited to their developmental level.

When correction is necessary, teachers use a kind, firm voice to redirect or restate the rule. No physical or harsh verbal punishment of children is tolerated. "Time out" is used frequently as a way for children to take a few minutes to refocus on appropriate behavior. In rare instances, when all resources are exhausted, it may be in the best interest of the child to seek services somewhere else.

## **DAILY CHECK IN AND CHECK OUT**

Parents must bring children into their classrooms each morning and come into the classroom to pick up the child in the evening. The parents, or other designated adult, must sign their child in and out each day. Children cannot leave the Center with anyone except the persons designated on the enrollment form.

## **DAILY SCHEDULES**

For children less than one year old, staff will attempt to follow the eating, sleeping and activity rhythms of each individual child. After one year, structured activity times are gradually introduced.

Each classroom has a posted daily schedule of activities.

## **ILLNESS**

Upon enrolling a child, each parent is given a copy of the Center's Sick Child Policy. All parents should read this carefully. Children who appear ill cannot be admitted to the Center. If a child becomes ill at the Center, he or she will be separated from the group. Parents will be called to pick up the sick child.

Children need to be free of fever, without fever reducing drugs, at least **24 hours** before returning to the Center.

When a communicable disease occurs in the Center, parents will be notified. Parents are urged to notify the Center when their child is known to have been exposed to a communicable disease outside the Center.

## **MEDICATION**

A parent must complete an Authorization to Administer Medication form in order for the Center personnel to administer medication. Licensing requires that any prescription must be in its original container and clearly labeled with the child's name and directions for administering the drug this includes sunscreen, bug spray and diaper rash cream. Over the counter medications will **not** be administered.

## **PARENT VISITS**

Parents are encouraged to visit the Center as frequently as they wish. We do request that parents try not to disturb regular nap times.

If you need to speak with a Teacher or the Director, having an appointment will assure that they can be available to you.

## **CLOTHING**

Children should wear washable, comfortable clothing each day. Each child must have a change of clothing, including socks and underwear, available at the Center at all times. It is most helpful if all items of clothing are clearly marked with the child's name.

## **FOOD AND MEALS**

Healthy, nutritious meals and snacks are part of the educational component of St. Vincent's Child Care Center. Children are encouraged, but not forced, to eat foods offered. Fruit juice, milk, and water are the drinks offered to the children.

Teachers eat with the older children, setting an example of desirable social conduct and providing unobtrusive information about nutrition.

Children are served a morning snack, hot lunch and afternoon snack each day. Weekly menus are made available to parents and posted in each classroom.

The Center does not provide breakfast. If your child needs to eat breakfast at the center, parents must provide it. Please allow yourself enough time each morning to prepare your child's breakfast before you leave the center. All food brought into the Center must be single use for the day it is brought. We can not store food in classrooms or cubbies. Milk, juice, cups, bowls, plates and utensils will be available each morning.

Only staff will have access to the kitchen. This is a Health Department regulation. Please do not take juice, milk or food items from the kitchen.

### **FORMULA, BABY FOOD AND DIAPERS**

The Center does not provide formula, baby food, diapers or wipes. Parents are responsible for providing an adequate supply of disposable diapers. The Center has storage space if parents wish to bring diapers by the bag. Diapers are checked every hour and are changed if soiled or wet.

Formula, bottles and baby food containers must be clearly marked with the child's name. Milk, mixed formula and baby food cannot be kept overnight for future use.

### **DAILY REPORTS**

Parents of children under two years of age will receive a written daily report of food and beverage consumed or appetite, time spent resting, diaper changes and general activity.

### **NAPS**

Children are given an opportunity to nap or rest each day. Preschoolers who do not sleep will be encouraged to rest quietly for a while and then offered quiet activities.

### **PERSONAL ITEMS**

From time to time children may want to bring a favorite toy or an interesting object to the Center. The Center cannot be responsible for these items.

### **NOTIFICATION OF CHANGES**

Parents are expected to notify the Center immediately of any change in name, address, phone number or place of spouse's employment so they can be contacted in case of an emergency.

### **RELEASE OF CHILDREN**

Children will be released only to parents and those adults who are listed on the Emergency Information Form. Identification will be checked before children are released. Parents are requested to inform the Center when someone other than themselves will be picking up a child.

## **EMERGENCY WEATHER**

The center will follow the guidelines of the Birmingham City School System.

## **WEATHER/FIRE EMERGENCIES**

St. Vincent's Child Care Center has an emergency weather procedure and a fire escape procedure with frequently unscheduled drills. Escape routes are posted in the halls. Copies of the procedures are available upon request.

## **EMERGENCIES AND ACCIDENTS**

In the case of an accident or illness requiring immediate emergency treatment, parents will be called immediately. In the event that a parent cannot be located, the child will be transported to St. Vincent's Hospital Emergency Department.

In the case of a minor accident, the parent will also be notified.

## **CHILD ABUSE**

St. Vincent's Child Care Center adheres to Alabama's Child Abuse and Neglect Reporting Law. Copies of this law are available in the Manager's office. This law requires all professionals who work with children to report suspected abuse or neglect.

## **WITHDRAWAL**

Parents are required to give the Center at least two weeks notice when withdrawal of a child from the program is planned.

