



**ST. ALOYSIUS**  
CHILD CARE CENTER

## Parent Handbook

### **Mission Statement**

*As a ministry of St. Aloysius Parish, the St. Aloysius Child Care Center focuses on the wellbeing of the whole child by providing a loving “home away from home,” and a quality-learning environment, thereby, strengthening the family unit as a basis of the faith community.*

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Baton Rouge, LA  
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(225) 343-1338

<https://www.aloyiusccc.org>

Fed Tax ID or EIN # 72-1078794

**This handbook has been compiled to develop an awareness of the expectations the Center has of our children and parents. Parents, please familiarize yourself with its contents. SACCC may change any of its policies and procedures and apply them as circumstances dictate. If you have any question about a particular policy or procedure, please contact the Director.**

**Children and Parents must accept and abide by St. Aloysius Child Care Center’s policies and procedures as a condition of admission to--and remaining at--St. Aloysius Child Care Center.**



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## **WELCOME**

Welcome to St. Aloysius Child Care Center! In 1986, St. Aloysius Church established its Child Care Center (SACCC) ministry. Since the beginning, more than 1,000 families of St. Aloysius Parish and the surrounding community have been beneficiaries of our ministry.

We believe that every child is unique, so we strive to create an atmosphere that respects each child's individual development and needs. We give each child an environment in which to explore and learn about the world around them. As you enter the "family" of St. Aloysius Child Care, you become a part of a special experience in the life of your child.

Thank you for trusting St. Aloysius Child Care Center with the care of your young child. We look forward to getting to know your family better and to sharing the experiences and excitement of the next few years with you.

## **INTRODUCTION**

Our St. Aloysius Child Care Center is owned and operated by St. Aloysius Catholic Church, represented by its Pastor, and administered by the Director of the Child Care Center employed by the Pastor.

St. Aloysius Child Care Center offers full-time childcare to children ages six weeks up to four years of age. Each daily schedule includes outdoor play (*weather permitting*). Daily class schedules are posted in each classroom. The Center is open 7:00 am to 5:30 pm Monday – Friday (*excepting published holidays*).

Our Child Care Center believes in a developmentally appropriate approach to early childhood care and education. Our goal is to provide our children with a warm, responsive, appropriate, consistent, loving, and caring environment during the early years of their lives. We believe in providing a childcare setting that gives a child a secure base for exploration of the world around him/her, comfort in times of stress, and a source of stimulation and joy.

## **MISSION STATEMENT**

As a ministry of St. Aloysius Catholic Church, our St. Aloysius Child Care Center focuses on the wellbeing of the whole child by providing a loving "home away from home," and a quality-learning environment, thereby, strengthening the family unit as a basis of the faith community.

## **PURPOSE**



St. Aloysius Child Care Center was established as a ministry of our Church parish to assist the registered active Catholic families of our Church parish with two working parents and/or single parents by providing their children with quality early childhood care and education in a nurturing environment grounded in the Catholic faith. Unlike many other day care operations in the community which are ‘for profit’ businesses, our operation is entirely ‘not for profit.’ Fees paid to the Child Care Center for services provided are not tax-deductible and do not constitute Church Support.

### **PHILOSOPHY**

We believe that an early childhood care and education program should focus on each child’s individual development and needs. We believe that an early childhood program should provide a child with a secure, responsive, and caring environment. It is important that a child feel good about himself or herself physically, emotionally, intellectually, and spiritually. We believe that SACCC provides a warm, positive, understanding, safe, secure, and loving, place for a child to play and learn. We believe that children learn through play and through exposure to a variety of experiences. Because children are individuals with unique and special needs, we promote individual growth and development.

Each child in our care can expect to be shown every day that they are loved and that they are an important part of God’s world. We believe children learn what they live. The Center will maintain a Catholic-Christian approach in its program and caregiving. A child’s relationship with God is directly related to the relationships formed with his/her parents and caregivers.

***Remember, play is a child’s work!***

### **GOALS**

The goals of the St. Aloysius Child Care Center are:

1. To provide a loving, nurturing atmosphere of exceptional quality childcare and excellence in developmental curriculum.
2. To provide for the social, emotional, spiritual, and physical needs of the children entrusted to our care;
3. To provide safe, secure, clean, and enriching facilities;
4. To foster effective communication among parents, administrators, teachers, and staff.
5. To encourage parental involvement at all levels of Center activities.

### **HOURS OF OPERATION**



The center is open Monday through Friday from 7:00 am until 5:30 pm (*excepting published holidays and any additional unanticipated closures. See our annual holiday schedule published at our website*)

### **ADMISSIONS**

The Center serves children ages six weeks through four years of age. Application forms can be obtained from administration or online at our website [ccc.aloysius.org](http://ccc.aloysius.org). Completed application forms should be returned to the Director.

### **ADMISSION ELIGIBILITY**

Other than children of employees of St. Aloysius Child Care Center, St. Aloysius Church, and St. Aloysius School, children of registered households of St. Aloysius Church Parish, two working parents or a single parent, who are also active in the practice of their Catholic faith in all three (3) phases of 'Total Stewardship' at St. Aloysius Church by their *Stewardship through Prayer, Offering and Ministry*, receive priority for admission to--and continuance at--St. Aloysius Child Care Center.

***Stewardship through Prayer*** includes regular participation in the faith life of St. Aloysius Catholic Church through prayer and worship (minimally, Sunday and Holy Day Mass participation)

***Stewardship through Offering*** includes regular, consistent (weekly, bi-weekly, or monthly), and identifiable contributions (financial tithing) to St. Aloysius Sunday Church support and/or building fund collections using stewardship envelopes, automatic bank draft, or bank-by-mail, according to a household's financial ability.

***Stewardship through Ministry*** includes active and identifiable involvement in a Church parish ministry of service, identified in the Church Ministries Directory (see 'Get Involved' at the Church website: [www.aloysius.org](http://www.aloysius.org))

All things being equal regarding the St. Aloysius Catholic Church member registration and stewardship participation, a family enrolled in St. Aloysius Child Care Center will have priority for admission to the St. Aloysius School Pre-K program over a family not enrolled in the Center. No priority or guarantee is made to any parishioner regarding admission to the St. Aloysius School Kindergarten program.

'St. Aloysius Parishioners' is further defined as a household registered with the Church in which at least one parent is actively involved in the practice of his/her Catholic faith.

'Parish boundaries': A map of the geographical boundaries of St. Aloysius Catholic Church Parish may be found at the Church website: [www.aloysius.org](http://www.aloysius.org)



NOTE: Prior to submitting an admission application, it is the family’s responsibility to insure that Church records of stewardship involvement are accurate and current. Each new family application as well as each new sibling application is checked against Church records, including the **duration** of Church membership and **duration** of consistent stewardship of ministry involvement and tithing/offering records.

New children will be admitted to the St. Aloysius Child Care Center based on availability and according to the following prioritized criteria for Infants through PreK 4:

1. Children (baptized Catholics) whose single parent is, or two working parents are, active Catholic St. Aloysius Church parishioners, based on the additional prioritized criteria, residing:
  - a. *Within* the parish boundaries *with* siblings presently enrolled
  - b. *Outside* of the parish boundaries *with* siblings presently enrolled
  - c. *Within* the parish boundaries *without* siblings presently enrolled
  - d. *Outside* of the parish boundaries *without* siblings presently enrolled
2. Children (baptized Catholics) whose single parent is, or two working parents are, Catholic St. Aloysius Church parishioners, but are not active, residing:
  - a. *Within* the parish boundaries *with* siblings presently enrolled
  - b. *Outside* of the parish boundaries *with* siblings presently enrolled
  - c. *Within* the parish boundaries *without* siblings presently enrolled
  - d. *Outside* of the parish boundaries *without* siblings presently enrolled
3. Children (baptized Catholics) whose single parent, or two working parents are, active Catholics, registered at another parish:
  - a. *With* siblings presently enrolled
  - b. *Without* siblings presently enrolled
4. Children of non-Catholic families, who consent to their children’s participation in the Center’s Catholic religious formation program.

Upon acceptance to the Center, the parent or guardian must pay a registration fee and complete the required forms. A pre-enrollment visit, and Center tour will be scheduled at the time of acceptance to the Center. Each child must have a current health form on file and Immunization Record in the Center office upon enrollment.

### **NON-DISCRIMINATION POLICY**

The Center does not discriminate based on race, creed, sex, nationality, ethnic origin, special needs, or disabilities in the administration of Center programs.

### **FEES & FINANCIAL POLICIES**



Fees are due on the first of the month and are considered late after the fifth of the month. Families have the option of pre-paying fees by the year, however there is no discount for pre-paying a full-year's fees. **Pre-paid fees do NOT constitute an obligation on the part of our Child Care Center for continuance at our Center. If a child is dismissed by the Center, pre-paid fees will be reimbursed on a *pro rata* basis.**

The Center has an auto-draft program in place. **St. Aloysius Child Care Center requires all parents to pay fees *via* ACH Debit. Fees will be automatically debited from the parent's account every month.** Please see the Center bookkeeper for information on this program. Tuition will be deducted based upon the start the child provided during the application process. For infants, that is the first full month after the child turns six weeks or pro-rated based on the day the child begins the program, whichever comes first.

All checks or money orders in payment of registration fees, supplies/maintenance fees, and late charges must be made payable to St. Aloysius **Child Care Center**, and should be brought to the bookkeeper at the Center's office, or given to a Center administrator.

A **late charge of \$50.00** per child will be charged for fees not paid by the fifth of the month. The Director will bring all matters of delinquent fees to the Church Business Manager. Any escalated matters of unpaid fees may result in a child's dismissal from the Center.

A **\$ 100.00 registration fee** per child is due upon acceptance to the Center. The registration fee is non-refundable.

**Supplies/Maintenance fee** has been eliminated and is included in tuition.

Two weeks' notice is required in the case of withdrawal of a child from the Center. A partial refund of monthly or pre-paid fees will then be made at the time of withdrawal. Withdrawal without two weeks' notice may result in no refund of fees. *(Fees are calculated based on expenses owing to personnel work schedules—normally established with personnel two weeks in advance---and benefits, which are directly impacted by the number of children in any given classroom)*

Families experiencing extreme financial hardship may be considered for assistance. Any request for reduced tuition or special programs from the Child Care Center must be made in writing and brought to the Business Manager of St. Aloysius Catholic Church. Financial information on the family requesting financial assistance will be required before a decision is made to grant reduced tuition, and such information will be treated as confidential.





The Center **Tax ID number** is 72-1078794.

### TUITION RATES

Classroom	Parishioner Rate	Community Rate
Infant	\$925/mo.	\$1025/mo.
Toddler 1	\$895/mo.	\$995/mo.
Toddler 2	\$865/mo.	\$965/mo.
Preschool (PreK 3 & PreK 4)	\$835/mo.	\$935/mo.

*\*Rates posted at aloysiusccc.org will take precedence to those listed above*

### LATE PICK-UP FEE

There is a **late fee of \$2.00 per minute** per child for children left at the Center after 5:30 p.m. Parents who are consistently tardy may be asked to withdraw their children from the Center.

### NEXT STEPS AFTER ADMISSION

#### SO, YOUR CHILD IS ADMITTED – WHAT’S NEXT?

1. After receiving a letter of acceptance into the Center, parents are asked to complete several forms. These forms provide the Center information regarding the child as well as legal authorization to the Center staff to care for the child.
2. A pre-admission meeting is scheduled with the Director or Assistant Director to discuss paperwork, policies and procedures, and other important information. During this meeting, parents or guardians will be informed of sign-in and out procedures, given the opportunity to meet the staff, and offered a tour of the Center. Details regarding Center policies and topics such as “*what to bring to the center for your child*” may also be discussed in this meeting.
3. It is suggested that parents or guardians bring supplies to the Center before the child’s first day. This makes the first day easier for parents or guardians and the child.
4. On the child’s first day at the Center, the parent or guardian should bring the child to the child’s teacher/caregiver or to the staff in charge of the classroom at the time of arrival. The parent or guardian should sign the child into the Center by writing the time the child arrived on the sign-in sheet. Any additional supplies brought in should be placed in the child’s cubby or given to the teacher.



5. At pick up time, the parent or guardian must sign the child out of the Center. Only authorized persons may pick up a child from the Center. Staff will ask for an ID from persons unknown to them. The parent, guardian, or authorized person must sign their full name and the time leaving with the child. Parents/guardians are required to sign using their full first and last names as required by licensing regulations.
6. The parent, guardian, or authorized person should check the child's cubby for items to be taken home. Blankets and any other naptime items are to be taken home every Friday for washing.
7. Only adults are allowed to open doors and gates at the Center. DO NOT LET YOUR CHILD OR ANY CHILD OPEN A DOOR OR GATE AT THE CENTER.

***\*\*\*Note: Since teachers arrive at and depart from the Center at varying times, your child may need to be dropped off or picked up in a classroom that is not your child's regular room.***

### **TRANSITIONS FOR PARENTS AND CHILDREN**

#### *Transition from Home to Center*

Before leaving your child at the Center, please be sure you understand everything about your child's care. Be sure to read the Parent Handbook and plan a visit to the Center. Ask every question you might have about the Center, the policies, state regulations, and the staff. Any anxiety or reservation in the parent or guardian may affect the child's feelings about being at the Center.

Bring a familiar object – blanket, stuffed animal, or soft doll – to leave in the child's cubby for the day.

You may bring pictures of the family for the child to look at throughout the day.

If needed, call the Center during the day to ask about your child's day or message via Brightwheel.

A room parent from your child's class may contact you upon our child entering the Center. The room parent will welcome you and will offer to answer questions that you may have about the Center.

#### *Transition from the Infant Room to toddler/two-year-old classes*



Children leaving the infant class are offered an orientation to meet the teachers of the Toddler/Two-Year-Old where they are informed of the expectations and procedures of the Toddler/Two-Year-Old Class. When possible, the staff visits the infant room to “get to know” the children who will be entering their next class.

**\*\*\*Note: Families of St. Aloysius Child Care Center are given information about class rotation and placement prior to the move to an older classroom. Class rotations typically occur in August.**

#### *Transition from Toddler/two-year-old class to the Three-year Old Class*

Children leaving the toddler/two-year-old class are offered an orientation to meet the teachers of the three-year old class where they explain the expectations and procedures of the three-year old class.

#### *Transition from the Center to Pre-K at St. Aloysius School*

Children leaving the Center to enroll in the Pre-K program at St. Aloysius School are offered orientation information in late January prior to the February application day of the school. This orientation information serves to help families become familiar with the application process of the school.

Children moving to Pre-K visit the “big school” and cafeteria. They meet the Pre-K teachers in the spring before they are enrolled in the school.

### **WHAT TO BRING ON YOUR CHILD’S FIRST DAY AT THE CENTER**

1. On your child’s first day at the Center, bring all forms necessary to complete your child’s registration. These forms include the Registration Form, Health Form, Immunization Records, Child Information Sheet, Emergency Information Sheet, and Permission Form.
2. Infants should bring diapers, wipes, and two sets of extra clothing, labeled bottles, extra formula, an extra pacifier (if applicable), and a small, insulated bottle bag labeled with the child’s name. ***Only children in the infant classrooms are allowed to have pacifiers.***
3. An extra set of clothing including socks, shoes and underwear should be placed in your child’s cubby. Please label all clothing with your child’s name and place in a Ziploc bag, also labeled with your child’s name. Check clothing in your child’s cubby as seasons change.
4. Parents, except those with children in the infant and one-year-old classes, should provide their child with an all-in-one mat as well as a kindermat for your child to lay on during nap



time, St. Aloysius Child Care Center will provide infants with beds and one-year-old classes will be provided with cots. Therefore, parents of children in the one-year-old classes will only have to provide an all-in-one mat. You may also bring a small stuffed comfort toy for your child to have at naptime. No other toys from home are allowed at the Center.

5. You are responsible for bringing diapers and wipes if your child is not toilet trained. You may bring a large supply of these items to be stored at the Center. Your child's classroom staff will notify you when your supplies are low.
6. Due to limited space, children are not allowed to bring backpacks or other bags unless they are attending the PreK 4 class. Parents are required to provide their PreK 4 child with a backpack of the description that is requested by the PreK 4 classroom staff. Cubbies are available for each child. Clothing items and blankets should be placed in the cubby.

Infant bags should contain only supplies to be left at the center. If your child is going home with a different person at the end of the day, overnight supplies can be left in one of the center offices, please be sure bag is labeled.

7. During the months of June and July, a swimsuit, water shoes, little swimmers (if applicable) should be left at the Center in your child's cubby for splash days.

### **DRESS CODE**

**Children should wear clothing and shoes that are appropriate for play and creative exploration.** If the weather permits (above freezing, no severe weather warnings, and no air quality warnings) We will take the children outside to play, so keep this in mind and dress children appropriately. Label all clothing and belongings (including shoes and socks) with your child's name. Each child should have at least one set of weather appropriate extra clothing left in the cubbies. Infants and toddlers should have two or more sets of clothing in the cubby. We will mark any unmarked clothing. In the event of a potty accident if a change of clothing is not provided for the child by the parent, the parent will be contacted and asked to bring the child a change of clothing.

Pacifiers attached to strings or ribbons shall not be placed around children's necks or attached to children's clothing. ***Only children in the infant classrooms are allowed to have pacifiers.***

We will have a splash day at least once a week for each class during the summer session. You will be asked to leave a swimsuit and water shoes in your child's cubby during the summer. Only sprinklers, buckets, and sand and water tables are used on splash day. No pools over the depth of 2 feet shall be used on splash days.



**\*\*\*Note: St. Aloysius Child Care Center is not responsible for any lost, damaged, torn, stained, broken, or soiled clothing or personal items.**

### **STATE LICENSING POLICIES & REGULATIONS**

First and foremost, St. Aloysius Child Care Center is bound by, and must adhere to, policies dictated by state regulatory agencies governing all childcare facilities. These policies include:

- Bulletin 137 of Title 28 (Louisiana Department of Education Early Learning Center Licensing Regulations)
- Title 51 - PUBLIC HEALTH—SANITARY CODE
- Fire Marshall Basic Requirements for Daycare Facilities

No policy or activity in conflict with licensing policies and regulations will be allowed at SACCC. Parents forfeit the privilege of their children attending our Center if they do not support all the efforts, measures, and actions of Center administration and personnel to be in compliance at all times with licensing policies and regulations.

### **COMPLAINT PROCEDURES & POLICIES**

We recognize that there may be legitimate concerns from a parent/guardian pertaining to matters of our Child Care Center. Our Director is ultimately responsible for the orderly operation of the Center. If a parent/guardian feels that there is a problem concerning a staff member or the facility, he/she should respectfully express their concerns to the Director, preferably in person or in a telephone conversation. Acknowledgment/replies to complaints will not be given by email or in text messages. Grievances shall not be aired on social media for any reason. Grievances shall not be shared on any type of media, public or private pages, including--but not limited to--Facebook, Instagram, GroupMe, etc. This includes grievances involving children, parents, or staff, of St. Aloysius Child Care Center or St. Aloysius Church. Such airing of grievances, which frequently results in harmful—even libelous---speculation, gossip, and detraction---does a serious and unwarranted disservice and injustice to our St. Aloysius Parish family. SACCC reserves the right to immediately dismiss a family from our Center if **our Center Administration** deems that circumstances warrant the dismissal.

St. Aloysius Child Care Center is licensed to operate by the State of Louisiana through the Department of Education – Early Childhood Division - Bureau of Licensing. Parents with any significant unresolved licensing complaints may call or write:

Early Childhood Licensing Division  
Louisiana Department of Education  
P.O. Box 4249



Baton Rouge, LA 70821  
Phone: (225) 342-9905  
FAX: (225) 342-2498

### **CONFIDENTIALITY & PRIVACY POLICIES**

Children's records shall be the property of the Center and shall be kept in the Center's office. The Director shall supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized access. Children's record shall be held in confidence. No SACCC employee may disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person. The Center will obtain written, informed consent from the authorized parent or guardian prior to releasing any information or photographs/video from which a child might be identified, except to authorized Church, state and federal agencies.

***\*\*\*Note: St. Aloysius Child Care Center parents are not allowed to take photos or videos of any child other than their own without consent from the Director. In the interests of our children's and staff's safety, security, and protection, our Child Care Center is under video surveillance. Monitors are located in the Director's office. For privacy reasons, video is not available to parents or guardians.***

The HR Policies incumbent on Church and Child Care Center personnel relating to U.S. Department of Labor and employment law pertaining to privacy rights prevent them from commenting, discussing, or otherwise communicating with parents, guardians, or each other, about internal Child Care Center personnel matters. Please do not make inquiries of any Child Care Center staff about internal personnel matters.

### **OPEN DOOR, VISITORS, & SECURITY POLICIES**

Our Child Care Center is at all times--when children are in our care--a 'closed' campus facility. That is to say, doors and gates are always closed and locked. The front doors under the canopied entrance on Mimosa Street is the only facility entrance/exit point for Child Care Center staff, parents or guardians, children, and visitors.

At the time of a child's admission/acceptance to our Child Care Center, parents are assigned and provided with a unique **CONFIDENTIAL** keypad entrance code which under no circumstances is to be shared beyond one's immediate family/household. Violation of our important security protocols may subject a family to withdrawal from the Center.

Under normal circumstances, **parents or guardians of children at the Center** are welcome to visit the Center at any time during regular hours of operation. They may only visit classrooms in which their own children are present. If visiting *at other than a regular or drop off time*, it



may be wise to call ahead to make sure circumstances are still ‘normal.’ At any given time, our Center is subject to licensing or regulatory agency directions restricting access to our Center classrooms due to special temporary circumstances, i.e. owing to health, safety, or security alerts.

Any **visitors who are not parents or guardians of children at our Center** are required to state the purpose of their visit upon admittance to the Center when signing the visitor log and if unfamiliar to Center personnel, to present a government-issued photo identification. Any visitors without evidence of a satisfactory/approved criminal background check on-file, such as delivery/maintenance personnel/contractors, will be accompanied/supervised at all times by a staff member of the Child Care Center or Church.

Prior to any **outside therapeutic professionals or extracurricular personnel** being present in the Center, they must provide documentation of a satisfactory/approved criminal background check and government-issued picture identification.

Owing to HR policies and state regulatory agency protocols, parents or guardians are not permitted to visit or hold a conference/consultation with classroom staff while they are supervising/caring for children. If a parent or guardian wishes to schedule a conference/consultation with the Director or classroom staff, please call the Child Care Center office to arrange a meeting.

By state licensing regulations, classroom staff are not permitted to answer calls or reply to text messages while they are supervising/caring for children. Parent/classroom staff communications (*while classroom staff are on campus*) must be conducted *via* Center landline phone or Brightwheel.

### **ALCOHOL & TOBACCO FREE POLICY**

St. Aloysius Child Care Center, in line with licensing protocols, prohibits the use of alcohol and tobacco in any form inside the Center. This extends to possession or recent use of alcohol, liquor, and/or tobacco in any form or similar substances that may directly or indirectly place a child at harm. No administrator, teacher, parent, volunteer, or visitor shall possess or be under the influence of these or any ‘depressant’ or similar substance causing sedation or drowsiness inside the Center.

St. Aloysius Child Care Center also recognizes the hazards caused by second-hand smoke exposure and tobacco use on the health of our children, visitors, and staff. Our ‘tobacco-free’ environment applies to all employees and visitors at St. Aloysius Child Care Center premises, indoor and outdoor, including parking lot. The sale or use of all tobacco products and smoking



devices are prohibited. This policy shall be applicable to tobacco in all forms including, but not limited to: smoking tobacco of any kind, oral tobacco products (*dips, chewable tobacco, orbs, etc.*) and any form of smoking devices (*i.e. e-cigarettes, vapes, etc.*).

The list above is not intended to be exhaustive; good judgment should always be used. Failure to respect and comply with this policy could result in consequences up to and including a family's removal from the Center

### **CHILD DROP-OFF/PICK-UP POLICY**

#### **Drop off procedures:**

All children must be brought to their assigned classroom, signed in, and the person dropping the child off must make the classroom staff-in-charge aware that he/she is dropping the child off. To avoid disturbances during valuable instruction time, we ask that parents/guardians drop off ***no later than 9:30 a.m.*** If a child will be arriving later due to a doctor's appointment, a parent is required to notify his/her classroom staff and administration, as well as provide a doctor's note.

#### **Pick-up procedures:**

Parents or authorized persons picking children up from the Center must sign the child out of the Center with the staff-on-duty at the time

1. Only those persons listed on the **PICK-UP PERMISSION & EMERGENCY CONTACT FORM** can pick up a child up from the Center. If anyone other than those authorized on that form is to pick up a child, written permission must be given to the Center by the registering parent/guardian. Written permission must include the person's full name, date, and name of child to be picked up and signature of authorized parent or guardian.
2. Every child enrolled in the Center must have an **EMERGENCY CONTACT FORM** on file. It is the parent/guardian's responsibility to inform the Center of any changes on this form.

When classroom staff are outdoors with children at pick-up time, please do not ask them to leave the group of children to go indoors to assist with toileting for your child.

Older children and siblings are not allowed in the classrooms. Older children should stay outside of the room by the door until the younger child is checked in/out. This allows the older child to be properly supervised while the parent is in the classroom. All children, when on SACCC





campus, are required to follow the rules of the Center. This includes not opening gates or doors, and not climbing or jumping on playground equipment.

## **BEHAVIORAL POLICIES**

### **DISCIPLINE**

We will use a firm positive approach to discipline, stressing consistency. Each child shall be shown love, fairness, and honesty. We will make suggestions more often than commands in redirecting a youngster's energies. We will let the child know that we disapprove of the action, not the child. Wherever possible, redirection of a child's attention or playtime will be used to encourage cooperation and positive relationships among children. Time out shall not be used. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline or bully another child. No cruel, severe, unusual, or unnecessary punishment will be used for disciplinary reasons. No child may be restrained by devices such as highchairs or feeding tables for disciplinary purposes. Active playtime will not be withheld for disciplinary purposes. No corporal punishment, which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position will be used. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children will not be allowed. The threat of a prohibited action even if there is no intent to follow through with the threat or threats will not be used. Discussions about families or specific children will be held in the proper place and time. These discussions will not be held in front of children. If a child is having excessive problems with behavior, he/she will be taken aside, talked with, and given a quiet time to think out the problem. If the inappropriate behavior persists, a parent-staff conference will be scheduled to discuss the situation. A conference will be held with the parents of the child to develop a behavior management plan or referrals may be offered. Communication will be maintained with the parents about the child's behaviors. Our staff is prepared to work with children whose behavior or development is not within what is considered normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from the Center. We ask that parents inform our staff of any changes in your child's routine. This will enable our staff to better understand your little one.

Any suspected abuse and/or neglect of a child enrolled in our Center will be reported in accordance with Louisiana Revised Statute 14:403. Abuse or neglect can be reported by calling Child Protection – 855-4LA-KIDS (452-5437)

### **BITING POLICY**



Children biting children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. For other children, biting is a persistent and chronic problem. Children may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When a child is bitten:

- a. The child is separated from the biter.
- b. The bitten child is comforted.
- c. First aid is administered – the area is cleaned with soap and water – ice is applied.
- d. An incident/accident report is written on the child that was bitten and the parents are notified.

For the biter:

- a. The biter is immediately removed from the situation and is told, “*Biting hurts, and we don’t bite our friends.*” Caring attention is focused on the bitten child.
- b. The biter is redirected to another area of play.
- c. A caregiver shadows the biter.
- d. An unusual/illness behavior report is written on the biter and the parents are notified.

For the staff and parents:

- a. In cases of repeated acts of biting, the staff will meet with the Director and/or Assistant Director for advice, support, and strategy planning.
- b. Biting activity in the room will be charted.
- c. Children who are biting or children who tend to be bitten will be shadowed.
- d. A conference will be held with the parents of the biter to develop a behavior management plan.
- e. Communication will be maintained with the parents of the biter. If it is deemed in the best interest of the child, the Center, and the other children, the family may be asked to withdraw from the Center.

## **SCRATCHING ISSUES**



1. Your child's fingernails must be trimmed on a regular basis. Teachers will regularly check fingernails to be sure they are a safe length. If your child is involved in a serious scratching incident that is the result of uncut fingernails, you will be asked to pick your child up from the Center. Your child will not be allowed back at the Center until his/her nails are trimmed.
2. If it is deemed in the best interest of the child, the Center, and the other children, the family may be asked to withdraw from the Center.

## **SAFETY / HEALTH / IMMUNIZATION POLICIES**

### **EVACUATION PLANS**

Fire drills are practiced monthly; tornado drills are practiced quarterly.

For emergencies which do not require evacuation of the building but instead require that we "shelter in place," the children will be brought into the bathrooms and hallways at the Center. If we are advised to evacuate instead of shelter-in-place, we will follow the evacuation route for St. Aloysius Child Care Center.

If the Center closes for an emergency or weather-related reason, to the best of our ability, you will be notified by phone, email, Brightwheel, Facebook, radio and/or television. The Child Care Center will close when St. Aloysius School closes. When the announcement is made that St. Aloysius, School is closing due to bad weather or other emergency conditions, the Center will also be closed.

### **IMMUNIZATION POLICIES**

1. The state requires that each child enrolled at the Center have an immunization record signed by a Physician or Designee. This form is due at the time of admittance. It is the parent's responsibility to keep this form current and to update all immunizations records in the Center office. The schedule set by the State Health Department will be used as a guide.
2. If for some reason your child cannot receive an immunization on schedule, a note from the doctor stating that fact must be on file in the Center office. A note excusing a child from an immunization is in effect for thirty days. After thirty days, the child must either have the immunization, or another note explaining why the immunization was not given. The parent may be required to fill out and sign an exemption form. During an outbreak, children that are exempt from immunizations will not be allowed to attend the Center.

### **ILLNESS POLICIES**

1. Every morning, each child will be checked by a staff member for signs of illness, bruises, or other injuries. If an injury is noted, the parent will be asked to explain how the injury happened. If a child has an illness or infection - fever, rash, diarrhea, etc. - he/she will not be allowed to stay at the Center.
2. Occasionally a child will become ill while at the Center. Staff and parents understand the risk of contracting an illness from other children in a group situation. If your child becomes ill during Center hours, you will be contacted and will be expected to come for your child within 30 minutes. Your child may be sent home if he/she:
  - a. Is running a fever of or above 100°F
  - b. Has two or more loose bowel movements or any that cannot be contained in a diaper,
  - c. Exhibits an unusual skin change such as rash, spots, swelling
  - d. Has a contagious disease,
  - e. Is vomiting
  - f. Is congested
  - g. Has Conjunctivitis or Pink Eye
  - h. Has swollen glands or sore throat
  - i. Has a persistent cough or unusual breathing (one that disturbs sleep or does not seem to be controlled by medication)
  - j. Has lice, ticks or fleas
  - k. Is unusually lethargic
3. Children who become ill while at the Center will be taken to the sick room. Parents should go to the classroom to pick up their child's items that need to go home. Parents should then read and sign their unusual/illness behavior form. Parents should then sign their child out from the Center and proceed to the sick room to pick up your child.
4. If a child is sent home from the Center with one of the above conditions, he/she must be free from symptoms of illness including fever without medication for 24 hours. A doctor's release stating the type of illness and that the child is no longer contagious is required upon returning to the Center.
5. Tuition refunds will not be given for those days when the child is ill.
6. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, the Center will try to reach the persons listed on the child's emergency information sheet. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

7. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:
- a. Blood not contained in an adhesive strip
  - b. Head injury
  - c. Human bite that breaks the skin
  - d. Any animal bites
  - e. An impaled object
  - f. Broken or dislodged teeth
  - g. Allergic reaction
  - h. Skin changes e.g. rash, spots, swelling etc.
  - i. Unusual breathing
  - j. Dehydration
  - k. Any temperature reading over 100 F axillary
  - l. Any injury or illness requiring professional medical attention

If a child should suffer a minor injury at the Center, a staff member will administer basic first aid and the parent will be notified at pickup with an accident/incident report. For injuries above the neck a parent will be notified immediately by phone or Brightwheel. When picking up their child, parents are required to read and sign an accident/incident form involving their child. This accident/incident form is to remain at the Center and will be placed in the child's file.

According to the Department of Health, a child with illnesses or symptoms, including but not limited to the following, shall be excluded from the Center based on the potential contagiousness of the disease:

<b>Illness/Symptom</b>	<b>Excluded Until</b>
Meningococcal Disease	Well and proof of non-carriage
Hib Disease (Haemophilus influenza)	Well and proof of non-carriage
Hepatitis A	One week after the illness started and/or fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior and immune status is deemed appropriate by qualified persons including child's physician and center director.

### **Procedure for Incidents involving Blood Exposure**

When a bite or injury occurring in the childcare center involves a break in the skin and potential blood exposure, the Center will follow the guidelines set forth by the Department of Health.



### HANDWASHING

All parents, guardians, children, and staff are asked to wash their hands when arriving at the Center. Caregivers, parents, or guardians should assist younger children with hand washing.

### DIAPER CHANGING POLICY

St. Aloysius Child Care Center will provide for children who are two years of age and younger a diaper changing table. Our staff shall disinfect their table area after each use by washing to remove visible soil followed by wiping with a disinfecting solution. All diapers will be disposed of in an appropriate receptacle.

### NOSE SANITATION POLICY

Children's noses shall be blown or wiped with disposable tissues that are discarded in an appropriate, plastic-lined garbage receptacle.

### MEDICATION POLICY

At St. Aloysius Child Care Center, certified staff will only administer medication for life threatening conditions such as Epi Pens, Nebulizer, Inhalers, Insulin and Benadryl. Therefore, if a child needs to be administered medication after being well enough to return to the Center, parents are to administer the medication at home. If a parent administers medication before arriving to the Center, the parent is to notify office personnel and their child's teacher.

- A. All medication shall be updated **as changes occur, or at least every three months by the parent.**
- B. All medication sent to the center shall be in its **original container**, shall not have an expired date, and shall be clearly labeled with the child's name to ensure that medication is for individual use only. *St. Aloysius Child Care Center will not administer expired medication.*
- C. The provider shall follow any special directions as indicated on the medication bottle, i.e., before or after meals, with food or milk, refrigerate, etc.
- D. If medication label reads "to consult physician," **a written physician authorization with child's name, date, medication name and dosage must be on file to administer the medication in addition to the parental authorization.**



E. Medication administration records shall be maintained verifying that the medication was given according to parent's authorization, which includes:

- Date
- Time
- Dosage administered
- Signature (not initials) of the staff member who gave the medication
- Phone contact (date and time) with the parent prior to giving medication.

F. **When parents administer** medication to their own children on the childcare premises, the following information shall be documented:

- Date
- Child's name
- Time administered
- Medication name
- Dosage administered
- Name of person administering medication

***Note\*\*\*A parent administering medication to his/her child on Child Care Center premises must wait 30 minutes with his/her child to monitor for any abnormal reactions.***

G. The provider shall not apply topical ointments/sprays/creams (i.e., sunscreen, insect repellent, diaper rash ointment, etc.) **without a written one-time authorization signed and dated from the parent**, unless changes occur.

H. Parents must provide a plan of action for children that require emergency medication administration. This documentation must describe how to use the emergency medication or procedure and the signs and symptoms of when to use the medication shall be maintained in the child's health records. This plan of action shall be reviewed and updated every three months.

\*\*\*Note: All Non- prescription medication or over the counter products labeled "Keep out of the reach of children," must be signed in on a Medication Authorization Form and recommended by a licensed health care provider (physician, dentist, or nurse practitioner).

**Do not put medication in children's cubbies or in diaper bags. All medication must be kept in the medication cabinet located in the sick room.**

### **NAP TIME POLICY**



Appropriate sleeping arrangements shall be provided for each child. Children under the age of four shall have a daily rest time of at least 75 minutes per day. Children age four and older shall be offered the opportunity for quiet time.

- Parents, except those with children in the infant and one-year-old classes, should provide their child with an all-in-one mat as well as a kindermat for your child to lay on during nap time. St. Aloysius Child Care Center will provide infants with beds and one-year-old classes will be provided with cots. Therefore, parents of children in the one-year-old classes will only have to provide an all-in-one mat.
- All mats must be clearly labeled with child's name.
- Mats are to be sent home on Fridays to be washed and/or sent home immediately if soiled.
- In the event of lice or illness outbreaks, mats, along with coverings/blankets, will be sent home immediately to be washed.

### **INFANT 'SLEEP SAFE' POLICY**

1. All infants will be placed on their backs for sleeping. Written permission from the child's physician is required for any other sleeping position. A notice of exception to this requirement will be posted on or near the baby's crib and shall specify alternate sleep position.
2. Infants will not be placed in positioning devices for sleeping unless the child has a reason from the doctor authorizing the device.
3. All infants will be placed in safety-approved cribs with firm mattresses and well-fitting sheets.
4. Cribs will be free of toys and other soft bedding, including fluffy blankets, comforters, pillows, stuffed animals, and wedges with the child in the crib. Only a receiving blanket is allowed.
5. Nothing will be placed over the head or face of the infant. If a receiving blanket is used, the infant shall be placed with the feet to the foot of the mattress with only a light blanket tucked in along the sides and foot of the mattress. The blanket shall not come up higher than the child's chest.
6. The infant room will be maintained at a temperature not to exceed 75 degrees.
7. Staff will visually check on sleeping infants often.





8. Infants shall be allowed to sleep according to their individual schedules.

### **TOILETING POLICY**

The staff will assist in potty training your child. After consultation with the staff about the “readiness” of your child for potty training, we ask that you use a long weekend or long break from the Center, to begin the process at home. The next day after the long weekend or long time at home, bring your child to the Center in underwear. The staff will bring your child to the potty often to continue the pattern you began at home. You should expect some “accidents”. Please bring extra underwear and clothing until your child is well on his/her way to being potty trained.

At nap time, pull-ups will be allowed for extra protection. Pull ups may only be used at naptime and will not be used in place of diapers. Please convey a consistent message to your child that a pullup is considered “special sleeping underwear for big kids”.

### **FOOD / FOOD SAFETY POLICIES**

#### **MEALS**

An age-appropriate mid-morning, mid-afternoon snack and mid-day meal will be served to the children. All children eating table food will be offered meals and snacks from our kitchen. In some classrooms, morning snack can be as late as 10:00am. All children should be fed morning bottles/breakfast before coming to the Center.

Parents or guardians of infants are responsible for providing formula or breast milk, and baby food. Bottled formula shall be labeled with the child’s name or initials. Baby food supplied by the parent shall be in the original unopened container and labeled with the child’s name. Except for approved exemptions, no other food may be brought into the Center.

Infant bottles with formula premixed in the bottles must be transported to the Center on ice or in an insulated bag.

All water in infant bottles left at the Center to be mixed by the staff must be boiled or sterile water. If water other than boiled or sterile water is used to mix formula at the Center, we must have a note from the doctor giving us permission to use other than sterile water.

Parents must have authorization from a licensed health care provider (physician, dentist, nurse practitioner) to put cereal in bottles with infant formula.

### **FOOD/REFRESHMENTS FOR SPECIAL OCCASIONS**



Refreshments for special occasions such as birthday parties and holidays may be brought to the Center however, they are subject to guidelines outlined in this handbook and on the SACCC website. Please refer to the approved food items list provided on the St. Aloysius Child Care website. This list will be updated as needed. *No other food may be brought into the Center.*

### **ALLERGIES**

A parent must notify an administrator and their child's teacher with a statement from a licensed health care provider if their child has been diagnosed with allergies. Additional information regarding the severity of the allergy, and appropriate responses to allergic reactions from you and/or your health care provider would be appreciated. Allergy lists will be posted in every classroom and the kitchen with a list of students and what they are allergic to, to inform administrators, classroom and kitchen staff of this alert.

### **NUT-FREE FACILITY**

St. Aloysius Child Care Center is a “Nut Free Facility” and “Allergy Aware Zone”. In a typical year, several students in our facility have life-threatening allergies to peanuts and other tree nuts. *(We understand peanuts are classified as a legume, but for the purposes of this policy, it is considered a nut, and is governed by our nut-free policy).* These foods, even in trace amounts, may cause severe reactions. In some cases, even being in the vicinity of, or touching surfaces contaminated with, nuts may cause a serious reaction. As such, we have a firm policy at SACCC regarding food items which may and may not be brought into the facility. All food, including food only to be consumed by your child, must be nut-free. We understand this may be an inconvenience to many if your child is not allergic to nuts however, we must adhere to this policy to protect all our children. Additionally, any food brought into the facility to be shared must be produced in a nut-free facility. Homemade items are unfortunately not allowed to be brought into the facility (to be shared). We apologize for the inconvenience this may cause. To reiterate: **DO NOT BRING ANY PRODUCTS CONTAINING PEANUTS/TREE NUTS INTO THE FACILITY.** A list of approved, nut-free foods will be kept and updated on the SACCC website.

### **SPECIAL DIETS**

Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink other than infant food/formula may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).

Parents must provide a statement from a licensed health care provider (physician, dentist, nurse practitioner) informing the Center of a child's special dietary restrictions. The Center will make accommodations for the child's dietary restrictions whenever possible.

### **FIELD TRIPS AND TRANSPORTATION**

St. Aloysius Child Care Center does not provide transportation to or from the Center for children. The Center does not take field trips away from the campus of St. Aloysius Catholic Church, School, or Child Care Center. Children may be taken on walks or on “buggy rides” (*wagons holding up to six children pushed by staff*) around the St. Aloysius Church, School, or Child Care Center campus by Center staff during a child’s day at the Center.

### **TV/ SCREEN TIME**

We will show only “G” rated movies at the Center. If your child brings a movie to share with his/her friends, it must be rated “G”. There will be no TV for children under 24 months and TV time will be limited to no more than 30 minutes per day for older children.

### **SOCIAL MEDIA & PHOTOGRAPHY**

Social media is defined as online technology tools that enable people to communicate via the internet to share information. Some of the most popular social media outlets are, but are not limited to Facebook, GroupMe, Instagram, Tiktok, and Twitter. Due to the nature of social media, our policy is very clear and unequivocal.

- Pictures of children are not to be taken on personal cameras or phones unless permission has been granted by the Director.
- Always protect confidential information.
- Never post any confidential or personal information about a teacher, a child, or a family member associated with our Center, on any social media site, ever. This includes positive as well as negative comments.

The Center reserves the right to review sites and posts to ensure adherence to this policy. Violations of these policies can be serious and are grounds for the removal of a child and/or family from the Center.

### **SPECIAL ACTIVITIES**

Under normal conditions/circumstances, these are among the special activities conducted periodically for children at our Center:

**Happy Feet** – Story time with a soccer ball! On-site weekly soccer fitness program. For Girls and Boys beginning at age 2!



**Tumble time** – Once a week classes include fun, creative movement activities appropriate for each age level beginning at age 2! The activities, great for boys and girls, will enhance your child’s skills in listening, rhythm, and coordination.

**Mardi Gras beads** – collected year-round. The beads are used for the Krewe of Tots parade the week before Mardi Gras. These beads need to be handed directly to a teacher or administrator to secure them in a space inaccessible to young children.

**Holiday Food/Toy drive** - The Parental Involvement Committee coordinates a Food Drive in November in support of the Baton Rouge Food Bank and a Christmas toy drive to benefit a local charity in December. The Communications Committee will provide information on these projects to you.

**Picture Day** - A professional photographer will take individual pictures of the children in the fall. A professional photographer will take group or class pictures in the spring. These dates will be announced in the Center Updates. If a photograph release form was signed during registration, photographs or videos taken of the children by the staff or other authorized persons may be used in classroom photograph albums, the Parish newspaper, at the Center Open House, or for staff training purposes.

**Facebook** – we are on FACEBOOK, please “like” our page for information about the Center.

## **PARENT INVOLVEMENT**

### **COMMITTEE DESCRIPTIONS**

The St. Aloysius Child Care Center Director relies on active parent involvement to enhance the experience of the children entrusted to our care with special projects, ongoing improvements, recurring annual features and activities, to the extent allowed by the Pastor, Director, Child Care Center Policies, policies of the Roman Catholic Diocese of Baton Rouge, and state licensing authorities.

Parent involvement is exercised and organized under Committees, at the request of or with the approval of, the Director.

#### **1. FACILITIES COMMITTEE**

- a. With prior approval of Director, purchases supplies needed to complete projects prior to any scheduled project workdays.
- b. Periodically checks with Director to offer assistance on any ongoing facility related projects



- c. Serves as set-up and clean-up crew for fund-raising events and other Center-wide family fellowship activities.

## **2. PARENTAL INVOLVEMENT COMMITTEE**

- a. Coordinates the room parent program
- b. In conjunction with the Director or delegate, plans SACCC activities throughout the year such as, but not limited to, the Halloween/Pumpkin Carving, Parish Fair SACCC booth, Thanksgiving Baskets, Christmas Project/Santa Visit, Mardi Gras/Krewe of Tots, Staff Appreciation/Spring Picnic, etc.

## **3. SPIRITUALITY / EDUCATION COMMITTEE**

- a. Works with Director to suggest educational activities or ideas generated by parish education committee
- b. Assists Director to implement and/or suggest religious/spiritual activities throughout the Center
- c. Sends cards and notes to parents, friends, and staff – sympathy, baby congrats, thank you, birthday, etc.

## **4. COMMUNICATIONS COMMITTEE**

- a. Reports any relevant council information to the SACCC administration for inclusion in periodic parent newsletters.
- b. Assists with preparation and submission of *Aloysius Alive* articles pertaining to the Center's recent activities in accordance with set Church publication deadlines
- c. Assists with design and production of flyers or signs for events as needed

## **5. FISH FRY COMMITTEE**

- a. Coordinates all aspects of the annual SACCC fish fry lunch and dinner, or other fund-raising meal service events during the year.
- b. Reports monthly to council with progress, changes, and ideas
- c. Oversees and chairs the annual fish fry subcommittee

Parents may sign-up for service on one or more of the above committees by visiting the St. Aloysius Church website at this link: [Ministry Sign Up | St. Aloysius Church](#) From the members of each committee, the Director appoints Co-Chairs of each committee. The Co-Chairs of the five committees comprise a Parent Advisory Council, for the purpose of coordinating projects and other work of the committees and assisting and supporting our Child Care Center Director with needs identified by the Director.

## **ROOM PARENT PROGRAM**



The main purposes or goals of this program are to help form a peer group among the parents in each classroom; and to inform families about Center events and activities. The parishioner children in our Center could ultimately be together through eighth grade at St. Aloysius School. We are building relationships between families that could last for years. The room parents provide a link between families; encourage participation in the Parish, School and Center activities; and provide opportunities for interactions among the families. The SACCC Parent Advisory Council Asks for volunteers for room parents on the Parent Volunteer Sheet handed out each Fall.

Responsibilities include:

1. Welcoming new families to the Center. New families to the Center should receive a call or email from you shortly after they enroll at the Center. You should identify yourself as the room parent, explain your role, and share your contact information with the new family.
2. Assisting the teachers with special projects in the classroom. Teachers often need supplies that families can easily donate i.e., paper towel or toilet paper rolls, empty soda bottles, etc. Sometimes parents may be asked to help in the classroom with the project.
3. Attending Parental Involvement Committee meetings or coordinating with co-room parents to ensure at least one representative from each classroom is present at the meetings. This committee meets approximately four times a year or when needed to plan Center events. Please coordinate with the co-room parent(s) in your classroom to ensure that at least one room parent from your class will be present at the committee meetings. Upcoming events and activities are discussed and planned.
4. Assisting the Parental Involvement Committee with family participation in events such as Teacher Appreciation Week, the Parish Fair, Thanksgiving and Christmas projects, family picnics, and other events. Your job is to communicate with the parents about the events and to solicit their participation. You are a direct link to the parents with information about upcoming events.
5. Assisting the teachers with seasonal celebrations. Seasonal parties should be limited to celebrations for Halloween, Thanksgiving, Christmas, Valentine and Easter. The Center is a “nut-free” and “allergy aware” Center. No food containing peanuts/nuts or peanut/nut products is allowed at the Center. We recommend cookies, cookie cakes, muffins, fruit or vegetables, cheese and crackers, graham crackers, trail mix, goldfish, or yogurt for snacks at celebrations. Talk with administration about what is age appropriate and nutritious for children in the class.
6. Establishing an effective form of communication among the families in your class. Newsletter, email, notes in cubbies, and bulletin board notices are a few examples of ways to communicate. Every newsletter or other information distributed to the parents should be approved by the



director before being distributed and should include contact numbers for the room parents. The Center will make copies of any information you wish to distribute.

7. If throughout your communication with the families in your class, any questions about Center practices, policies or procedures should arise, you should encourage parents to contact the Director.

### **ROBERT MARTIN MAILLET MEMORIAL**

On September 2, 1998, Robert Maillet, a 16-month-old enrolled in Miss Hazel's class at the Center, and his parents, Karen and Denis, were killed in a plane crash off the coast of Nova Scotia. The family was on a trip to France for Robert's first visit to see his paternal grandparents. Roberts's maternal grandparents, Lillian and Henry Domingue, parishioners of St. Aloysius, established a fund in his memory. The Baton Rouge Area Foundation administers the fund. Grants from the fund are awarded yearly to organizations, which share the mission of the fund – to promote the nurturing and development of children. A fund has also been established with the Center. This fund serves as an endowment for the Center. Interest from the fund is used for educational development and enhancement at the Center. The magnolia tree near the concrete area in the front yard of the Center on Mimosa Street was planted in Robert's memory. A picture of Robert hangs in the lobby of the Center.

### **PARTNERSHIP BETWEEN THE HOME AND OUR CENTER, WITHDRAWAL FROM OUR CENTER, AND DISMISSAL FROM OUR CENTER**

The administration and staff of St. Aloysius Child Care Center recognize and respect the uniqueness of each child and family who choose this Center. **The key to a successful childcare experience for all stake holders is grounded in and built on a healthy partnership between the home and our SACCC.**

Very few of our local Catholic Church parishes provide the extent of childcare (*10 ½ hours daily on weekdays year-round*) offered by St. Aloysius Child Care Center, owing to the operational complexities of doing so. We are trying to help as much as possible, as many of our young households--with either a single parent or two working parents--as we are able, at the lowest cost to them, as possible. We strive to exceed the standards of care required by state licensing authorities and all the regulatory agencies to which we are subject. Even so, we are a very large 'group childcare' ministry, and may be unable to meet (1) all the individual/specialized needs of some children and (2) the expectations and demands of some parents. Our inability to resolve a concern to the satisfaction of any parent may be an indication that our Center is not the 'right fit' for a child, and the child's needs would be better served—and parental expectations better realized—at another daycare facility. Being served by this ministry of our Church parish is a privilege

enjoyed by a family, not a ‘right’ to which a family is entitled. Fees paid are essentially a reimbursement of operational expenses, but do not cover all the costs of operating our Center. In our increasingly consumer-minded society, it can be easy to confuse ‘*a ministry which one’s Church parish is not obliged to provide*’ with ‘*a product to which one is entitled and for which one is paying.*’ St. Aloysius Church leaders regularly assess the continued viability of all our ministries, considering our almost 10,000 registered members, in terms of the number of members being served by the ministry, the ministry’s ongoing alignment with the Church’s mission and vision statements, and the human and financial resources required to sustain the ministry.

Recognizing that our parents/guardians “are the natural and irreplaceable agents in child’s development” each member of our Center staff extends respect to and deserves respect from the families who make up our faith community.

Therefore, **it must be noted that in the rare case when this partnership is irreparably broken and after careful review by both our Pastor and our Center Director, our Center reserves the right to require a parent/guardian to withdraw his/her child.**

The following circumstances (*as perceived/determined by the Center Administration and/or Staff*) may result in a child’s/family’s dismissal from the Center:

- Unusual, extreme, or inappropriate behavior (*in the judgment of Child Care Center personnel*) on the part of a child--or parent/guardian/family of the child--may result in dismissal of a child from the Center.
- Failure by a child or a child’s parent//guardian/family to adhere to any and all of the policies and procedures of the Center as stated in this Parent Handbook may result in a child’s dismissal from the Center.
- Parents who are consistently tardy at pick-up time may be asked to withdraw their children from the Center. Such tardiness requires personnel to work beyond the Center’s normal closing time and the usual end of their workday.
- Failure to keep fees payment current may result in a child being asked to leave the Center (*See Fees and Financial Policies*).
- Violation or compromising safety/security protocols, i.e. confidentiality of door keypad access codes, may result in dismissal of a family from the Center.
- Airing of grievances/complaints, defaming the reputation--by any form of speculative remarks/comments—of our Center or any member of the Center or Church staffs--on any type of media, public or private pages, including--but not limited to--Facebook, Instagram, GroupMe, etc., may result in dismissal of a family from the Center.
- Any demand for a change of classroom staff; demanding termination of a Center staff member; any attempt (*perceived by Center staff*) to organize parents to demand a teacher or staff member be removed, may result in dismissal of a family from the Center.
- With the support of the Pastor, the Director’s decision about a child’s placement is a standing policy of the Center. If a parent continues to contest the original decision in an aggressive,





intimidating manner or threatens the Director or any staff member, the partnership will be considered broken, and the family may be dismissed from the Center.

- Egregiously disrespectful behavior and/or derogatory language, or a pattern of discourteous behavior, toward any staff member, will result in the dismissal of the family from the Center.
- The possession, use, or distribution of alcohol, liquor, or tobacco or similar substances inside the Center may result in the dismissal of a family from the Center.
- **Definite refusal to follow a policy of the Center which the parent agreed to follow through the signing of the *Parent Handbook Admissions Agreement*, or refusal to return the signed *Parent Handbook Admissions Agreement* as instructed by Center administration, will result in the dismissal of the family from the Center.**

### GRADUATION FROM OUR CENTER

Please note that choosing to remain at our Center in Pre-K4 is *not* an option for children who will be four years old on or before September 30, and application should be made for admission into a Pre-K class at St. Aloysius School. If our Child Care Center is able to continue to provide a Pre-K 4 classroom, it would be for four year olds who cannot be accommodated in the St. Aloysius School's Pre-K program. It is the competency of our Child Care Center and St. Aloysius School to make placement decisions.

**(SEE NEXT PAGE FOR PARENT HANDBOOK ADMISSIONS AGREEMENT FORM)**



**PARENT HANDBOOK ADMISSIONS AGREEMENT FORM**

Dear Parent(s)/Guardian(s),

Check off each statement below (*complete and submit a separate form for each child in your family*). Your signature confirms your agreement to comply with all the policies and procedures of St. Aloysius Child Care Center as detailed in the *Parent Handbook*. Thank you for your prompt response in returning one form for each child in your family whom we serve!

\_\_\_\_\_ 1. I [we] understand that enrollment of a child at St. Aloysius Child Care Center is built on a partnership between parents and the Center. To that end, we agree to abide by the policies and procedures of the Center.

\_\_\_\_\_ 2. I [we] have carefully read and comprehend the contents of the St. Aloysius Child Care Center Parent Handbook in its entirety, and will fully cooperate with and support the Center staff, and all the directions, instructions, counsel, and recommendations given to me.

\_\_\_\_\_ 3. If I decide that, at any time, I am unable to accept and comply with the directions, instructions, counsel, or recommendations given to me by the Center staff, or if the Center staff is unable to resolve my concerns to my satisfaction, I acknowledge that the Center may not be the ‘best fit’ for my child, and it is my right to withdraw my child from the Center.

\_\_\_\_\_ 4. If the Center staff determines that they are unable to meet the specific needs of my child--or my expectations as a parent--by their own assessment, I will cooperate fully with their request to withdraw my child from the Center.

\_\_\_\_\_ 5. I [we] have read, fully comprehend, and agree to abide by St. Aloysius Child Care Center’s Fees policy and procedures. I understand that I am responsible to make monthly payments on time and that if I fail to comply with any of my obligations, my child may be dismissed from the Center.

\_\_\_\_\_ 6. I [we] understand this handbook is subject to change. While it is the Director’s intent to implement changes through official notices, I understand that revised information may supersede, modify, or eliminate existing policies and that I am responsible for monitoring any changes, revisions and additions to the handbook.

Full Name of Child to Whom this Form Applies: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date