



"planting seeds of faith and knowledge"

Parent Handbook

(revised 2017)

Welcome to St. John's CCDC

Dear Parents,

I would like to welcome you to St. John's Community Child Development Center (CCDC). This handbook contains important information about St. John's CCDC to prepare parents, guardians, and their children for a successful experience in our program.

Our main goal is to meet the needs of the children and families and at the same time share the love of Christ at our Lutheran School. If you have any questions, concerns or suggestions please feel free to speak with classroom teachers, the administrative staff, or the Pastor so we can best meet your needs. I can be reached by phone at 801-364-4874 or email at chaney@stjohnsccdc.org.

Chaney Zinn
CCDC Executive Director

MISSION STATEMENT

"Planting Seeds of Faith and Knowledge"

SCRIPTURAL FOUNDATION

"And [Jesus] took a little child, and set him in the midst of them. And when he had taken him in his arms, He said to them, 'Whoever receives one of these little children in My name receives Me; and whoever receives Me, receives not Me but Him who sent Me.'"

Mark 9:36-37

VISIONS AND GOALS

Our vision here at St. John's CCDC is simple; the directors, teachers and staff want to do their part in *"planting seeds of faith and knowledge"*.

The first years of life are extremely important in a child's development. Self-concept begins to grow in the earliest years as children begin to identify themselves as unique individuals in God's world through discovery and play. Their everyday activities become fundamental for later development. At St. John's CCDC, each child is encouraged to grow and be guided in developing a healthy sense of self-worth as a child of God.

St. John's CCDC provides a stable and secure environment to nurture spiritual, intellectual, and emotional development, as well as cultivate physical, social, and creative skills in partnership with parents.

It is our goal to emphasize quality in stimulating, inventive, and developmentally appropriate activities and encourages social interaction to foster independence, positive attitudes, and life skills.

Hours of Operation

Center Hours

Monday -Friday
7:00 a.m. -6:00 p.m.

Office Hours

Monday -Friday
8:30 a.m. -4:00 p.m.

Attendance Options

Full-time	Monday-Friday	Full days
Part-time options	Tuesday/Thursday	Full days
	Monday, Wednesday, Friday	Full days
Pre-K Only	Monday-Friday	Half Days
Pre-K only	Tuesday/Thursday	Half days
Pre-K Only	Monday, Wednesday, Friday	Half Days

**A child may not be in our care for more than 10 hours a day. Please see our drop-off's and pick up's policies **

Locations, Contacts, and Communications

St. John's CCDC currently has three locations for your convenience.

Location	Address	Office phone	Cell phone
Liberty Park	475 E Herbert Av, SLC 84111	801-364-4874	801-821-3671
Sugarhouse	1955 E Stratford Av, SLC 84106	801-410-8976	801-664-2767
Murray	4995 S Atwood Blvd, Murray 84107	801-266-3386	801-386-2763

Cell Phone: St. John's CCDC locations have a cell phone for you so you can contact that location via text. Please feel free to text us if you are calling in sick, need an update, or have a question.

Kaymbu: We use a computer program called Kaymbu to communicate and connect parents to their child's day at St. John's CCDC. You will receive via text and email: photos, quick reminders, daily sheets, and assessments.

Alphabetical Index of Topics

Attendance (Holidays, Snow-days, Withdrawals, schedule changes) -----	15-17
Caregiver to Child Ratios -----	17-18
Classrooms (Program info, Discipline, Transitions) -----	5-9
Children with special Needs-----	9
Confidentiality -----	23-24
Communication-----	26
Curriculum -----	10
Diapering & Hand washing -----	29
Drop off & Pick up -----	18
Emergency Plans & Injuries -----	30
Extracurricular Activities -----	11
Food (Snacks & Lunches) -----	29-30
Fundraisers -----	14
Gifts and Bonuses-----	25
Health & Wellness -----	27-30
Illness -----	27
Immunizations -----	28
Key Fobs -----	12-13
Lost Child Policy and Procedure-----	20-21
Media (Movies & computers) -----	24
Non-Discrimination Statement-----	12
Offsite activities -----	20
Parent Teacher Conferences -----	11
Parties -----	25
Payment Requirements -----	14-15
Personal belongings -----	24-25
Playground Safety -----	19-20
Policies and Procedures -----	12-30
Staff babysitting -----	26
Staff Requirements -----	10
Supervision -----	17-23
School age Program/Camp Wild-Life-----	11
Restroom use -----	22-23
Rest time -----	23
Transportation -----	21-22
Toys -----	25
Volunteer Hours -----	13
Waitlist / Acceptance Letters / Registration-----	12

Our Programs

To enhance the “quality of experience” for the younger children in our center and to ensure a sense of attachment and routine, we ask that children be **dropped off no later than 10:00 a.m.** Children have a difficult time when dropped off during our lunch or nap transitions. Your teachers understand that occasionally “things come up”, in which case we ask for a phone call to inform us that your child will be arriving late.

The following program ages are only guidelines. Development, availability, scheduling and teacher/director recommendation will also be taken into consideration. Please see the director for current tuition rates.



Infants (6weeks-12months)

State regulations prohibit St. John's CCDC from providing school food to any child under the age of 12 months. All lunches and snacks must be provided by the parents in the Infant class. We will follow safety guidelines on storing, heating and serving all foods. Please see the Infant welcome packet for information on needed supplies, policy on bottles, wipes, and milk.

We provide a label system for our infant room that follows state regulations. **All** personal items, bottles with lids and food need to be labeled with your child's name and sent in a standard sized lunch box with your child's name clearly marked on the outside. Bottles must be labeled with date and the “time of prep” (**time of prep:** is the time you enter the center). The teachers will print out labels that have your child's first name and last initial, and lines for date and time to be filled in. Per state regulations we will offer the infants a bottle every three hours or when they are hungry.

Parents need to supply all disposable diapers and wipes. As a facility, we strongly recommend disposable diapers for sanitary reasons. The teachers will make an effort to remind you whenever your baby is running low on these items, but it is solely the parent's responsibility to keep them stocked. **We charge \$1.00 per diaper whenever one is borrowed from the classroom or another child,** please make a daily diaper check upon pick-up.



Toddlers (12-24months)

During the many exciting stages of development in the first couple years of life, our Toddler class is making huge steps towards independence. The Toddler class provides stimulation in a more scheduled environment for children who are exploring all their newly discovered skills.

Our Toddler class begins to participate in chapel, art, story time, and other school-wide activities. Monthly lesson plans are posted in the classroom. The children go outside twice daily, weather permitting, so you'll need to send your child in sturdy shoes that will stay on and protect their feet.

As children grow and develop they require fewer naps during the day, helping to develop better sleep habits such as sleeping through the night. Toddlers have one scheduled nap directly after lunch roughly from 12:15-2/2:30pm. However, we allow all children to sleep when they are tired regardless of time.

The Toddlers class is where your child makes the switch to all solid food & sippy cups only. Finger food (food that can be picked up by small fingers) is the ideal lunch for a Toddler. Children will also be practicing how to feed **themselves** with appropriate child-sized utensils.

Infant and Toddler Guidance and Discipline

We know that all children need affection and engaging experiences as they grow. Infants from birth are learning if they can trust us. When they cry, do we come? Do we figure out what their needs are? Are we gentle and soothing? These things are the basis for building trust with an infant. When we comfort a crying baby, we teach them the most important lesson of the first year – the world is a good place and we can be trusted.

Guidance refers to what is done before a problem is present. Discipline is done after a problem occurs. Guidance techniques are a preventative measure; they guide children to maintain self-control without actual intervention. Although self-control begins to emerge later in the early childhood years, children under the age of three still depend on adults to help them maintain control, especially in situations where other children are present. With infants through the age of 24 months, we primarily use positive redirection. We will also be in communication with the family regarding any concerns that arise.



2 -Year-Olds

The two-year old's lesson plan is posted each week in the classroom. This lesson plan will let you know about projects the children will be working on during the week. The children love to get messy and discover different things so please send your child to school in "play clothes".

The Crickets enjoy circle time with music, stories, colors, calendar, and weather. Every child is encouraged to participate. Our teachers know and understand how difficult it can be for a child this young to sit for long periods of time; therefore, we limit group time. Jesus Time is where Bible stories are read and songs are sung to remind the children just how much God loves them. The class loves the activities and looks forward to these special group times every day.

Potty-training is an exciting experience that must begin at home. Your child's teacher will guide you in this process and reinforce potty-training. When your child shows interest and readiness, we can reinforce with positive techniques.

2-Year-Old Discipline

Children, at the age of two, love to explore and express their curiosity of the world around them. When a two-year-old is uncooperative, even defiant, they need adults who are gentle and firm to enforce reasonable limits, but to also understand the difficulty the child is having.

These are characteristics of a two-year-old: they are egocentric – they believe they are the center of the world. They have a lack of understanding and self-control. They often have good intentions, but lack implementation. It is important for us to show encouragement and appreciation of the good intention. Discipline with this age is a matter of planning, setting clear limits and expectations, positive redirection, and logical consequences done in a kind and caring manner.



3-4 Year Old's

The following are some of the skills our three year old's will be working on throughout the year:

Social and Emotional

- Developing self-control
- Expressing anger verbally
- Displaying affection
- Learning empathy
- Identifying own age and gender
- Sees himself or herself as part of a family and community

Small and Large Motor

- Jumping in place
- Going up and down stairs alternating feet
- Balancing on one foot
- Drawing self portraits
- Using scissors
- Distinguishing writing from non-writing

Independent Growth

- Learning to clean up upon request
- Dressing and changing independently
- Following multi-step directions
- Using restroom with minimal assistance

Academically

- Identifying and naming shapes
- Counting 1-10
- Identifying colors
- Recognizing own name in print

We want to constantly be communicating to you so you know what your child is learning daily.

Basic outlines of weekly lesson plans are displayed in each classroom.

At the end of the day your child's daily activities will be displayed on the classroom whiteboards. Please feel free to ask your teachers to clarify any of the day's plans so you can continue to work on things at home if needed.

You will also receive "Your Child's Daily News" either daily or weekly depending on which classroom your child is in. This will give you a snapshot of your child's day. A teacher's positive observation of your child will be noted and it may also contain special reminders from your teachers.

The different ways of communication will provide you with a starting point to discuss the school day with your child. It's important that you read all materials we send home. Please check your child's mailbox daily.



PRE-K (4-5 year old's)

Social and Emotional

- Playing cooperatively with other children

Independent Growth

- Demonstrating independent use of restroom

- Respecting others and their belongings
- Respecting teachers and adults
- Sharing and taking turns with others
- Showing good manners
- Managing personal belongings
- Using material appropriately

- Making simple decisions independently
- Dress themselves appropriately
- Lacing and tying shoes
- Cleaning up willingly
- Knowing own full name
- Knowing parents' first and last names
- Moving readily from one activity to another

Large Motor

- Skipping
- Hopping and standing on one foot
- Catching a bouncing ball
- Pedaling a tricycle

Small Motor

- Completing DAP puzzles
- Lacing ¼ inch diameter beads
- Cutting shapes on the line

Academics

- Counting from 1-20
- Counting 1:1 correspondingly
- Rhyming
- Recognizing and naming colors
- Recognizing more than and less than
- Predicting sequencing in a pattern
- Letter recognition
- Listening attentively to stories read
- Retelling or acting out a story

Academics cont.

- Sequencing beginning, middle, end
- Phonetic awareness (Letter sounds)
- Classification of like items
- Writing his/her first name
- Following left to right progression
- Holding a pencil/marker correctly
- Knowing left from right
- Recognizing numbers 1-10
- Identifying & recognizing name/shapes

Much like the 3-4-Year-Old class, we will constantly be communicating to the parents so you know what your child is learning on a daily basis; In addition to continuing some of the learning at home. Basic outlines of weekly lesson plans are displayed in each classroom.

At the end of the day, your child's daily activities will be displayed on the classroom whiteboards. Please feel free to ask your teachers to clarify any of the day's plans so you can continue to work on things at home if needed.

You will also receive "Your Child's Daily News" daily. This will give you a snapshot of your child's day and a teacher's positive observation of your child will be noted. It may also contain special reminders from your teachers. The different ways of communication will provide you with a starting point to discuss the school day with your child. It's important that you read all materials we send home and please check your child's mailbox daily.



Preschool Discipline

St. John's CCDC's discipline policy is one of peace. Peace is always the final goal of any discipline negotiation. When conflict arises, children will be asked to resolve their differences by talking together using conflict resolution skills. In the event the children are unable to resolve their own conflicts or in the event there is a safety issue, staff will intervene with safety being the priority. After stabilizing the environment, staff will address each child involved through conflict negotiation methods and eventually bring the conflict to a peaceful close. The school does not believe in corporal punishment. The child's personal rights will always be respected.

We also encourage the children to use self-discipline. They are offered choices and opportunities to make decisions, knowing what the logical consequences will be. Rest periods and calm down centers (centers for only one child) are used when a child is physically or emotionally out of control and needs time to calm down.

Pre-K Transition Plan to next school

It is important to us that your child has a smooth transition into their next school.

St. John's partners with our sister school Redeemer Lutheran School from the beginning of the school year to bring exposure to elementary school. Our students have elementary school buddies that they meet, and correspond with throughout the year.

As part of our spring lesson plans in the Pre-K and/or Kindergarten class, we will take a field trip to the elementary school. As part of this field trip we will shadow our elementary school buddies in either their first grade or kindergarten class.

Our hope is this transition plan diminishes some of the anxieties that come with moving into the next school.

Children with Special Needs

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. St. John's although limited by our building will make reasonable accommodations to care for children with special needs. These accommodations include but are not limited to equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. First, we will assess the situation with the child's parents to gain an understanding of the child's development and the way our teachers and staff can support with help from other professionals. We ask that with the help of community teams that the family with a special needs child has a (IFSP) Individualized Family Service Plan.

We ask that this plan includes:

- Current developmental information, including a detailed account of a child's abilities and emerging skills.
- Desired developmental outcomes for the child on which team members agree
- Desired developmental outcomes for the family on which the team members agree
- A listing of resources and services necessary to meet the unique needs of the child and family and a description of the environment in which these services will be provided
- Specific development objectives that allow team members to see what progress is made
- For children 30-36 months, a transition plan to support the children as they move to preschool or other appropriate services.

In addition, we will work with the child's family and their health care providers to come up with an (IHP) Individualized Health Plan for the child. This plan will detail all the accommodations needed for feeding, explains medications and any other health procedures to help us prevent a medical crisis. This plan will also include all emergency contacts. You may also provide us with an IEP (individual Education plan) this plan has procedures to better teach your child.

Special Needs children are evaluated individually prior to enrollment. We are happy to welcome any child if it is mutually determined that we can meet their needs.

St. John's CCDC's Curriculum: Reggio Emilia Approach

Our teaching methods are based on the Reggio Emilia Approach. **The Reggio Emilia Approach was developed in Italy during WWII and is an innovative, progressive, and inspiring approach to early childhood education.** It values the child as *strong, capable, and resilient*, rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it. Children learn best through interactions with their physical and social environment. This philosophy keeps the focus on the environment and teaches that children learn best through “hands on” experiences as well as through play while encouraging free choice and child-initiated exploration. The teachers continually adapt and expand the curriculum to respond to the individual needs and interests of the students.

The Reggio Emilia approach which is based upon the following set of principles:

1. [Children](#) must have some control over the direction of their learning
2. Children must be able to learn through experiences of touching, moving, listening, seeing, and hearing
3. Children have a [relationship](#) with other children and with material items in the world that they must be allowed to explore
4. Children must have endless ways and opportunities to express themselves

Through these curriculums, St. John's CCDC will provide a wide variety of learning experiences for children which will enrich their social, emotional, intellectual, spiritual, and physical development in a warm Christian atmosphere. Our programs focus on developing the “whole child”. Each child is unique and our programs are designed to meet the varied interests and developmental needs.

Classroom centers are arranged with guidelines of the Developmentally Appropriate Practices (DAP) to provide children with an excellent means to create, explore, discover and learn about the world around them in their own special way.

Our curriculum includes, but is not limited to the following:

- Christian values (forgiveness)
- Chapel, Bible stories, songs, and prayers
- Math skills (counting, sorting, numbers)
- Individualized learning (independence)
- Language skills (English, Spanish, Sign)
- Music (instruments, beats, and signing)
- Science (plants and animals)
- Creative art (painting and sculpture)
- Physical play (run, jump, balance)
- Letter recognition and reading skills
- Dramatic play
- Free choice activities

Staff requirements

We take pride in providing the children with the best care possible at St. John's CCDC.

The following is required for each staff member:

- CPR and First Aid Certification
- Current Childcare Food Handlers Permit

- Annual Background Check
- Personal Health Evaluation
- 20 hours of Early Childhood Education annually

Parent Teacher Conferences

We encourage parents to attend two regularly scheduled conferences per year. Parents or teachers may request additional conferences to be scheduled with the classroom teachers or director.

Communication between both teacher and parent is crucial so together we may work to benefit every child. Sometimes, our program may not fit the needs of every child. If the behavior, developmental or physical needs of the child exceeds our resources, we will meet with the parents to discuss alternatives such as outside intervention.

Extracurricular Activities

St. John's CCDC offers a variety of extracurricular activities and we are always adding more. Free of charge we have magicians, animal exhibits, monthly field trips, monthly puppet shows, and more. For an additional monthly charge, we have Stretch N Grow, Dance, and preschool yoga. You are welcome to pick one, all, or none.

School-age Program:



Camp Wild-Life (summer camp and after-school care)

It is our goal to inspire young conservationists and connect our campers to nature through discovery, education, science, and fun.

Our summer and school year camp are for ages: 5-12. We encourage and promote hands on learning by playing in our great outdoors, science experiments, fun activities, a variety of lessons and homework help. We have weekly field trips and tons of fun making it an experience that is hard to forget.

<https://campwildlife.org>

ST. JOHN'S CCDC'S POLICIES AND PROCEDURES

Nondiscrimination Policy

Nondiscrimination in services, admission to the center, and the provision of services and referrals of families shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Waitlist, Acceptance letters, & Registration

Due to the high demand for quality child care, we maintain a **waiting list** with the following priorities; 1) Siblings of current students 2) Church members 3) current waitlist. The current waitlist is maintained by schedule availability, birthdates, and the "trickle effect" of current students. It is not always on a first come first serve basis.

Once a spot becomes available for a student St. John's Registrar will mail out an **acceptance letter** that is signed by the Registrar and a director. This letter will have the date the letter was issued, the schedule your child will attend, the room they will be starting in, the date they will start, and a list of the required forms and fees needed for registration. All the signed/completed forms and fees must be returned to the registrar prior to the start date. These forms can be found on our website or in the CCDC office.

The required **Registration documents** are:

- A copy of your child's immunization records
- The child transition form
- Tuition Agreement / EFT form

Upon enrollment, a non-refundable new student registration fee of \$300.00 (\$150 will be applied toward your first month of tuition). Once all forms and fees have been turned in you are officially enrolled in St. John's CCDC. We will offer a spot to another child on the waitlist if we do not receive all fees and forms by the date stated on the acceptance letter.

Annual Registration for enrolled students

Every fall we will do annual registration for currently enrolled students. This fee helps to pay for consumable supplies such as latex gloves, toilet paper, paper towels, soap, and cleaning products in addition to ensuring your spot for the up and coming year. The annual registration fee of **\$75** will be applied to your account at this time.

Key Fobs

Families will be issued a key fob(s) upon enrollment. The fob(s) must be returned when the child leaves the program.

Families will be charged for replacement key fob(s) based on the following sliding scale:

Key Fob(s)

- 1st occurrence lost key fob fee \$ 10.00
- 2nd occurrence lost key/fob fee \$25.00

St. John's CCDC will charge \$25.00 on the final statement if the key fob(s) are not returned.

Parent Volunteer Hours

Parent involvement plays a very important role in the success of your child's education and development. Children learn best from example. By volunteering you are demonstrating your dedication to your school and community. Being active in your child's classroom is a wonderful way to serve and network with other parents thus building a strong community centered on Christ.

Each family is obligated to complete 20 volunteer hours from September through July of each year (August is a make-up month). Hours will be prorated at 2 hours per month for mid-year enrollment. This is a mandatory school policy required for admission.

It is your responsibility to fill out and return:

1. Parent talent survey
2. **Completed Volunteer Hours Forms.** These forms are blue that are in the school office.

Teachers can always direct a parent as to how to fulfill volunteer hours as well.

There will be a variety of opportunities that will be offered to you:

- | | |
|--|---|
| ✓ Art Gala | ✓ Office work |
| ✓ Fundraisers and events | ✓ Holiday parties |
| ✓ Classroom activities | ✓ Cooking for staff meetings |
| ✓ Share your hobbies, career, talents, etc. | ✓ Purchasing new toys or classroom supplies |
| ✓ Arrange for special field trips or visitors | ✓ Washing and sanitizing toys or laundry |
| ✓ General cleaning building and grounds maintenance and repair | ✓ Teacher appreciation |

There are a few instances where you will not get volunteer hours, including:

- ✗ Food brought to potlucks and other gatherings (except for staff meetings)
- ✗ Donation of used toys or used items
- ✗ Art Gala donations
- ✗ Failure to submit volunteer forms or submitting incomplete forms

The fee for incomplete hours is \$12.00 per hour. Your account will not be charged for the number of incomplete hours until the end of the summer (August) each year or upon your child's withdrawal. The CCDC prefers completing volunteer hours to charging, so please see any of our staff members for opportunities.

Fundraisers

St. John's CCDC is a nonprofit child development center. This means we strongly rely on fundraisers to improve our school. A couple of these fundraisers include:

- Art Gala 

The Art Gala Benefit started in 1999 and is St. John's CCDC's main fundraiser event of the year. This upscale event includes appetizers, drinks and live music. The children's art work is collected throughout the year and framed with a portrait and biography of each child. The Art Gala involves silent and live auctions in addition to several "take a chance" drawings. The most popular drawing is "Spirits for a Year" which is a large basket full of wine enough to last the whole year.

Tickets will be sold for this event and is for the parents, extended families, and community members. The money raised has gone to things such as:

- Child sized toilets
- New cubbies, cabinets, tables, and chairs
- Art supplies
- Fieldtrips
- Center expansion (infant rooms)
- Playground structure and expansion
- New carpet, books, and toys

In order for the Art Gala to succeed, be fun, and profitable, parent volunteers are strongly relied upon. Volunteering for the Art Gala is an exciting way to satisfy your volunteer hours while getting to know your teachers, other parents, and improving your child's experience at St. John's. The Art Gala creates many opportunities for friends and family to become involved. Please consider volunteering your time and talents!

- Parent's Night Out

Our teachers will volunteer their time on select Friday nights throughout the year to give parents a few hours of "play time" without their child (normally from 6:30-10:00pm). It's the perfect date night! The proceeds go directly to your child's classroom to aid the teachers in purchasing wanted items and art material for their classroom. Keep an eye on the bulletin board for more info.

Payment Requirements

We require all families to pay for their childcare via **Electronic Funds Transfer (EFT)**.

- **Electronic Funds Transfer (EFT)**. This method automatically deducts tuition payments from your checking or savings account. For your convenience tuition can be deducted when it is convenient for you. You can choose between once per month or bi-monthly. Forms are in the office.

Tuition agreement: All families are required to commit to a tuition agreement prior to enrollment. Tuition is calculated as an annual amount and is divided out to a monthly total. Tuition must be paid in full by the 1st or 15th of each month (dependent on the date you select) or a \$35 late fee

will be charged. Outstanding balances including late fees must be paid in full or other arrangements made by the 20th of each month or your childcare will be suspended.

Collections: St. John's CCDC reserves the right to turn your account over to collections for unpaid tuition and fees. You will be responsible for any lawyer or collection agency fees that accrue.

Statements: Monthly tuition statements will be emailed out by the first Monday of each month for your reference. Upon written request, you may choose to have it printed.

Discounted payment plan: This is offered to those who want to pay tuition in advance. If you choose to pay 6 months in advance you will receive a 2% discount. If you pay 12 months in advance you will receive a 4% discount.

Sibling discount: We are happy to offer a sibling discount. This discount is 10% off the oldest child's tuition.

Annual Tuition Increase

St. John's raises its tuition annually. This increase takes place every January. In addition to inflation, the biggest reason for the tuition increases is to further encourage stability and longevity of our wonderful staff here at St. John's CCDC. We promise to give as much notice as possible for the amount the increase will be.

Attendance

Once your child is enrolled in our program it is assumed that they will attend on a regular basis. If your child is going to be absent due to illness, vacation or other reasons please notify the class teacher and/or the CCDC office by 10:00 a.m. or as soon as possible so the teachers can better plan for the day. Tuition will not be refunded for days your child is absent from school.

Full-time and part-time tuition are based on yearly totals needed, not attendance, therefore parents are responsible for tuition whether their child attends or not. This includes sick days, holidays, unscheduled closures (snow days, power outages, hazards), and vacation days. Any family who wishes to take an extended leave from full-time childcare must notify the office in writing at least one month before the temporary withdrawal. If the family intends to return to fulltime childcare, the family is responsible for paying 50% of the tuition per month in order to hold their child's spot until they return. A spot can only be held in such a manner for 90 days. **Infant and toddler rooms are not eligible due to low teacher to student ratios. In order to hold a spot in these rooms you must pay the full tuition rate.**

St. John's uses a ProCare attendance tracker to record attendance. At minimum, twice a day, (10:00 a.m. and 3:00 p.m.) the office staff visits each classroom to check classroom attendance against our ProCare records. A \$5.00 fee is charged if a child isn't checked in or out.

In addition to our ProCare attendance tracker each teacher is required to keep attendance records in their individual classrooms. They are required and tested throughout the day to know the exact number of students in their care. The teachers are also required to take a student head count during all transitions.

If a child does not attend for two weeks and no written notification has been submitted to the office, St. John's CCDC reserves the right to fill the vacancy.

Changing Schedules

Any family wishing to reduce childcare from full-time to part-time may only do so as a permanent change and if the change is available. If a child gives up a fulltime spot the spot will be filled for the CCDC to continue to meet its budgetary needs.

Holding a spot

Any family holding a classroom spot while leaving for the summer must pay 50% of their child's tuition. The spot can only be held in such a manner for 90 days.

Infant and toddler rooms are not eligible due to low teacher to student ratios. To hold a spot in these rooms you must pay the full tuition rate.

Please note that "Holding a Spot" refers to having your child enrolled in our center but not yet attending our programs.

Withdrawal

A one month written notice is required when a child will be leaving St. John's CCDC. The written notice must be submitted to your child's location director. This month's notice allows us to fill the open position in your child's class.

Additional Day Requests

All schedule changes must be made through the school director and your child's classroom teacher, in advance, on a first-come first-serve basis. Every effort will be made to accommodate your request. However, we are limited to licensing regulations of adult/child ratios. An additional day fee is charged each day your child attends that differs from their regular schedule. **There are no refunds on canceled additional day requests.**

St. John's CCDC is unable to provide drop-in-care for students who are not currently enrolled.

Holidays and scheduled days off

St. John's CCDC will provide all enrolled parents a yearly calendar via email, we can provide a printed calendar upon request. This calendar lists all the scheduled dates that we are closed. In the spring and fall the teachers attend an in-service that is sometimes TBD. Once this date is known we will give the parents at least one month's notice.

Snow Days and Unforeseen Closures

St. John's CCDC seldom closes due to snow or other unforeseen circumstance. Our snow day closure policy corresponds with other local private schools and/or the local school districts. Snow closure information will be available on our website, Facebook, and/or emails. Other hazardous conditions may call for a center closure such as gas leaks, power outages, or flood. In these situations, parents will be contacted to pick up their children.

Supervision

Safety and supervision is of utmost importance to St. John's CCDC teachers and staff. Staff persons are alert to the safety needs of their children, anticipate hazards, and take appropriate precautionary and preventative measures. Please help us ensure the safety and supervision of your child by reviewing the following policies often.

S.T.A.R. Program

St. John's CCDC is adopting a new safety S.T.A.R program. This program will ensure that our teachers are focused and students needs are addressed.

Stop- Stop and Focus

Think- Think of what you are doing (getting ready to go to recess)

Access- Access your students (shoes on, coats on, count how many)

Respond- Respond to the situation (find shoes, zip coats, check the bathrooms, continue)

Caregiver to Child ratios

Ages of Children	# of Caregivers	# of Children	Max Group Size
Birth – 23 months	1	4	8
2 years	1	7	14
3 years	1	12	24
4 years	1	15	30
5 years & School age	1	20	40

Mixed Age Groups Activities

At opening and closing we will have the infant and toddler groups combine in one of their classrooms and the preschool age groups combine in one of theirs. We also mix age groups occasionally during school events and field trips. When the different age groups combined St. John's adheres to the following mixed age group size and ratios.

Caregiver to Child Ratios for Mixed Age Groups

2 mixed ages

Ages of Children	# of Caregivers	# of Children	Max Group Size
2 & 3 years	1	10	19
3 & 4 years	1	14	27
4, 5 & School age	1	14	35

3 Mixed Ages

Ages of Children	# of Caregivers	# of Children	Max Group Size
2,3 & 4	1	11	23
3,4,5 & School age	1	16	31

4 Mixed Ages

Ages of Children	# of Caregivers	# of Children	Max Group Size
2,3,4,5 & School age	1	14	27

Drop-Off Procedure Policy

- **Drop off begins at 7:00 am:** It is our policy not to allow children to be in our care for more than 10 hours a day so please keep that in mind when dropping off so you know when to pick up. There is \$1 per minute fee after 10 hours.
- **Please park your vehicle and lock it:** Do not leave any valuable items visible. Please do not leave young siblings unattended in your vehicle. Children must remain with you at all times.
- **Sign in:** St. John's uses a ProCare, fingerprint scan system to track our student's attendance. Please sign your child in as soon as you enter the building. If for any reason the check-in computer is not working you must sign in on the office clipboard. There is a \$5 fee for not signing in.
- **Walk your child to their classroom or teacher on duty:** It is our policy to not leave children unattended. Please help your child put away their belongings and walk them to the teacher(s) on duty.

Pick-Up Procedure Policy

- **Pick up your child from their class:** Feel free to pick up your child anytime. All that we ask is if pick up during nap time please let your child's teacher know in advance. Remember to pick up your child from their class before signing out on our system. Please make some form of communication with your child's teacher during pick up so that they know your child is leaving.
- **Gather belongings:** Help your child gather their belongings. Be sure to check their cubby and mailbox for newsletters or other forms of important communications and their daily work. Check for bags of soiled clothing.
- **Sign out:** Please sign out only upon leaving the building. For the safety of all children, you will need to monitor any siblings and friends that accompany you into the center.

Late Pick-Up

St. John's CCDC closes at **6:00 p.m.** Our teacher's time is important to us and we want to get them home on time. If you are late picking up your child you will be charged a late pick-up fee. We charge a late fee of **\$1.00/min for the first 15 minutes, \$2.00/min for the second 15 minutes, then \$5.00/min up to an hour.** After your child has exceeded an ½ hour we will begin contacting your emergency contacts to come pick up your child. Please contact us via text or phone if you know you are going to be late. The person responsible for picking up the child is late after 6:00. It is the parent's responsibility to make sure the child is picked up on time.

Releasing Children

Only Parents are allowed access to your ProCare system for sign-ins and sign-outs. To comply with Utah State Licensing, all children must be signed in/out each day of attendance. Failure to do so will result in a \$5.00 fine. It is the parents' responsibility to inform all persons on the pick-up list of the sign in/out procedures and fees.

Persons signing children in/out must be at least 16 years of age and an authorized individual. Children will be released only to the authorized persons listed on the enrollment packet, or with written permission by the parent stating who and when the alternative adult will be picking up the child. All persons other than parents that pick-up or drop-off must sign in/out on the office clipboard.

We will ask for I.D. to verify the authorized person if we do not already know the individual.

Playground safety and Supervision

Our playground equipment is safe and meets licensing standards but safety doesn't stop there. We do the following in ensure your child a safe and supervised play.

- **Playground safety check:** First staff member on the playground needs to complete the playground safety check. We check for hazards or potential hazards before the students come out to play.
- **Sunscreen and water:** We ask that your child comes to school sunscreensed and ready for outside play. We also require parents to bring extra sunscreen and a water bottle (labeled with their child's name) to keep at school on daily basis. St. John's reapplies sunscreen throughout the day in addition to having water available to the students always.
- **Weather watch:** St. John's has a posted weather watch chart. We stick to these guidelines when it comes to outside play during unsure weather. We will go out on cold and hot days but for a limited amount of time. Please make sure your child dresses appropriately for the weather.
- **Maintain child-staff ratios at all times:** Our staff is constantly counting the children allowing us to maintain our ratios.
- **Keep a minimum of two staff members on playground at all times:** This allows for at least one staff member available for potty breaks and getting help when needed.

- **Communication:** Playground staff is required to constantly be communicating with one another and office staff. This includes communicating their observations, head counts, potential hazardous play (ex-running up the slide), etc...
- **Constant moving and scanning:** Our playground staff is required to be constantly moving and scanning the entire playground area. This is a good way to stay alert and let the children know we are monitoring them. Communicating with the students verbally helps our staff stay alert.
- **End of play inspection:** When recess is over the last teacher on the playground is required to do an end of play inspection. This inspection allows us to look for children hiding in play equipment, broken toys, and left belongings.
- **Bi-Annual Licensing inspections:** St. John's is required to have bi-annual playground licensing inspections. This allows us to keep up on changing rules and regulations.

Off-site activities

St. John's schedules frequent field trips to enhance your child's learning experiences. You will receive a two weeks' notice to any planned field trip. Permission slips are required for all off-site activities.

- Students will be supervised at all times.
- **Field trip tee-shirts** (only listing the name and phone number of our school) are placed on each child
- Teachers are required to do head counts during all transitions.
- St. John's doubles the teacher-to-student ratios. To do this, we need parent volunteers. If we do not get enough parent volunteers or substitute staff is not available St. John's reserves the right to cancel the activity.
- Transportation for the field trips may be by St. John's CCDC bus, walking, or public transportation.

The following items are required to accompany the teachers/staff on all off-site activities.

- St. John's "Off-site" backpack which contains: First Aid Kit, extra diapers, plastic trash bags, and diaper wipes;
- Black zipper pouch or binder (containing permission slips, emergency contact Forms for all children, Health Information, and Medication Information)
- Individual medications for children requiring medications (Epi pens).

Care will be provided for any child not obtaining a signed permission form. St. John's CCDC reserves the right to cancel any field trip, walk or outing due to weather, safety, or other concerns.

Lost Child Policy and Procedure

St. John's CCDC teachers and staff go through rigorous training to prevent a missing or lost child. They use the S.T.A.R safety procedure as well as an organized line with teacher leaders and followers (leader and caboose) during all transitions. They are trained to access areas before they enter and/or leave to make sure they have an accurate head count. If a teacher or staff is not comfortable with their training they are required to notify management and request more training before aiding children in transitions.

Transitions in this policy is defined as: Going to and from the classroom setting. This may include but is not limited to: bathroom breaks, playground, field trips, nature walks, etc.

St. John's CCDC will do the following to **prevent a child from getting lost or going missing**:

- St. John's CCDC teachers and staff will supervise children closely at all times
- St. John's CCDC teachers and staff will know their head count of the day at all times
- St. John's CCDC teachers and staff are responsible for the children that are signed in to the center.

If a child were to ever go missing St. John's CCDC teachers and staff would:

1. Immediately search the surrounding area
2. Request help from the people around them, this may include: St. John's CCDC teachers and staff, parents, and other staff (field trips)
 - a. If in a public building, St. John's CCDC teachers and staff must alert the staff of the situation and ask for their assistance in searching for the missing child
3. If at a location where it is possible to seal off exits request this immediately
4. People involved in the search will be given a description of the child and what the child is wearing

If the search is unsuccessful St. John's CCDC teachers and staff will:

1. Call the police, provide a description, and keep searching the area
2. Contact and notify the parent(s)
3. Fill out an incident report
4. Contact and notify upper management
5. Follow police instruction

If the search is successful St. John's CCDC teachers and staff will:

1. Contact and notify the parent(s) of the incident
2. Fill out incident report (have parents sign it)
3. Contact and notify upper management

A missing or lost child incident is a 'significant event', teacher and staff will be required to review policy and procedure to establish what went wrong and how it can be avoided in the future. St. John's CCDC teacher and staff does risk losing their position as a teacher in the event of a missing child incident.

Transportation

- The vehicle transporting children shall be enclosed, clean, and in safe operating condition
- Vehicle must have current registration and safety inspection
- All drivers shall have a current Driver's License and be cleared through St. John's Insurance company
- Each driver is responsible for ensuring the completion of all bus logs including a before and after safety checklist. This will ensure that keys are not left in the ignition; the vehicle remains locked during transportation; no child is left unattended in the bus.
- Vehicle must have a First Aid kit, bodily fluids kit, and a working cell phone.

- There shall be at least one (1) adult supervisor, other than the driver, when transporting preschool aged children. This supervisor must ensure all children remain seated and have a current first-aid and CPR certification.
- Teachers are required to have with them the “Off-site” backpack containing all required items.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be transported unless a parent or guardian has signed permission forms.
- The teacher or staff must conduct an inspection of the vehicle before locking it up.

Transportation Safety Rules for Children

- Each child must use the appropriate safety restraints when available
- No child is ever left unattended or placed under the supervision of someone other than a St. John’s teacher, staff or parent.
- “Inside voices” are to be used in vehicles.
- Hands, heads, and arms remain inside the vehicle and away from windows at all times.
- Children are to remain seated when the vehicle stops until an adult gives instructions.
- Children are to walk in an orderly manner, single file or with a parent.
- A child not following instructions given by an adult will be excluded from future field trips. A warning to the child and the child’s parents will precede exclusions.

Restroom use

St. John’s CCDC potty-trained students will be assisted in restrooms when needed. However, these students are encouraged to be independent in the restroom (pulling down their own pants, wiping, etc).

Please ask for a copy of our “Potty-Training Plan” if your child is not yet potty-trained.

St. John’s students 3 year of age and up who are potty-trained can use the restroom by themselves. However, they must follow St. John’s CCDC **restroom policy**:

- The student is required to ask the teacher(s) permission to use the restroom
- The student must use the restroom one child at a time
- The student must take a restroom Pass with them if the restroom is not located in the classroom
- The student must return in 5-minutes or the teacher will call for assistance

St. John’s CCDC **teachers and staff** are required to:

- Give each student requesting to go to the restroom a **5-minute restroom break** whenever possible (during field trips or on the playground the student may be asked to wait until the teachers can safely take the child to the bathroom)
- The teacher must **provide some sort of restroom pass or monitoring system** (writing down names) when the child leaves the classroom to use the restroom
- Once the child has left the classroom the teacher is **required to start a 5-minute timer** to monitor the amount of time the child is in the restroom. If the child exceeds the 5-minute time limit the teacher will call for assistance

- The teacher will **stand in the doorway to their classroom within eyesight of the restroom** to monitor all exits and people within the facility

Rest time

Utah State Licensing requires that all childcare programs that are open more than four hours a day provide children with an opportunity to rest. We have quiet time every afternoon in every classroom. Children are not required to sleep, but are asked to remain quiet while the other children who want or need to sleep can do so. St John's CCDC policy is to allow a non-resting child to get off their mat after 30 minutes of quiet time.

All children are supervised during rest time and a crib, rest mat, or cot is provided for each child. To help your child be more comfortable, please bring a standard crib sheet. Children may also like to have a blanket to snuggle up with, and if they have a special security item they are welcome to bring it. These special items need to be labeled and remain in the cubby during the day's activities. Space is limited – make sure the items fit easily into your child's cubby. To keep a healthy environment, we ask that you take home your child's sheets and blankets on a weekly basis to be laundered.

All children allowed to rest when they are tired.

Confidentiality

It is our intention to respect the privacy of children, their parents, and staff while ensuring that they have access to high quality care and education in our setting.

We aim to ensure that all parents and teachers can share their information in confidence and that information only be used to enhance the welfare of their children.

We keep two kinds of records for children attending our setting:

1. Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- They are kept in your child's classroom and can be accessed, and contributed to, by staff, the child, and the child's parents.

2. Personal records

- These include registration and enrollment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file cabinet and are kept secure by the person in charge in an office.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Access to personal records

Only Parents or guardians may request access to any records held on their child and family.

- Any request to see the child's personal file by a parent or guardian must be made in writing to a director.

Custody Agreements

If there is a custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation

MEDIA: Movies & Computers

Here at St. John's CCDC we want our students to learn through play. That is why we limit computer time and Movie time to 20 minutes per week. On Friday's we show a rated G educational program at the school. The students must be over the age of 2. Infant and toddlers do not participate in movie day.

During the summer months, the school sometimes will attend a movie at a movie theater. This is considered a field trip and all field trip rules apply. Parents will be made aware of the movie two weeks in advance and sign a permission slip knowing that students will exceed the 20-minute maximum movie time, the rating, and means of transportation. If you do not wish your child to attend a movie please let your child's teacher know and accommodations will be made.

Clothing and personal belongings

Clothing and shoes should be comfortable. Keep in mind that your child is craving independence, so send them in clothes and shoes that they can negotiate. For example, if your child can not tie, they should be wearing Velcro shoes. Dressing your child for "success" (items they can put on and off themselves) will foster increased independence and self-confidence in your child. We recommend tennis shoes so your child can easily run with less risk of injury. Be sure to send a jacket and other outerwear appropriate for the season. The children go outside twice daily, weather and safety permitting. Outside play may be cancelled or shortened with temperatures below 25° F or above 105°, poor air quality, and other unsafe conditions. In this case, the children will play indoors, which is equipped for large & gross motor play.

Cubbies are assigned to each child where they can store personal belongings. **It is imperative that you label ALL your child's belongings** to prevent any mix-ups. St. John's CCDC is not responsible for any lost or missing items. Please, leave belongings that are fragile or that have sentimental value at home.

A complete change of extra clothing is required for each child at the center. This should include a shirt, pants, underwear, shoes, and socks. All items must fit inside a gallon Ziploc bag. You will be notified when clothes are soiled and extra clothing needs to be replenished. Please be diligent in maintaining these supplies. If it becomes necessary for your child to use the extra clothing, be sure to replace it the next day of attendance.

Toys

Our classrooms are fully equipped with everything your child needs to get through their academic day. Therefore, we ask that children leave their personal belongings (i.e. toys, stuffed animals, markers, etc.) at home. St. John's will not be responsible for lost, broken or missing items and toys from home.

Birthday and Holiday parties

On various holidays throughout the school year, we have classroom celebrations. These celebrations will be listed on weekly lesson plans and on our website. As we are a Christian school, we do celebrate religious holidays. There will be opportunities to help with entertainment, refreshments, and decorations for these events. Watch for information and sign-ups to get your volunteer hours.

Birthdays: Birthday treats will take the place of morning or afternoon snack. Utah State Licensing requires these treats to be **store bought and in their original container** so we can check the ingredients. **Consider sending a healthy snack** such as fruit for your child's birthday. Also, keep in mind that no birthday invitations may be passed out at St. John's unless all children in the class are invited. As you well know, children of these ages find it very upsetting to be "left out". This is the best way to avoid the birthday party "blues".

Gifts and Bonuses

Gifts: Accepting gifts while appropriate for teachers to occasionally accept gifts from parents or guardians of the children in their care, gifts or other benefits of value offered to them because of your employment or affiliation with St. John's CCDC should be refused where prohibited by law or whenever they are in excess of a nominal value.

Christmas Bonus: During the Christmas Season, to be fair to all teachers and staff we will collect money to go towards an annual teacher bonus. This money is divided out evenly and distributed considering years of employment with St. John's and part-time vs. full-time. These bonuses help us all say thank you and allow our teachers to feel appreciated for all their hard work throughout the year.

Communication

Communication is an invaluable tool between St. John's CCDC and parents. It enables parents to plan and prepare for upcoming events. St. John's promises to communicate every event, scheduled day off, unscheduled day off, etc. to parents at least three of the following seven ways:

- Parent board
- ProCare machine
- Kaymbu
- News-letters
- Website
- Fliers
- Email
- Social media

Please be aware and check for these communications often.

Staff Babysitting

Reasoning: Due to the liability, the school holds if our staff babysits for program families we have a **No Babysitting Policy**.

No babysitting Policy:

- Our Policy forbids babysitting by St. John's CCDC staff for program families
- We do not allow employees to solicit babysitting positions while on the job or in the event of termination of employment either by St. John's CCDC or by the employee
- We do not allow employees to take children off the school premises –even if the parents request the employee be added to the pickup list
- We do not allow employees to babysit enrolled children
- If a parent has a St. John's CCDC employee babysit they run the risk of being terminated from our program.

We realize this is not an ideal situation but St. John's CCDC wants to be around to continue to bring quality childcare and preschool to SLC families for years to come. We make all policies out of safety and concern for our employees, parents, students, and St. John's CCDC. To help out our families we have Parents' Night Out events throughout the year. You can also find local, background checked, babysitters on www.care.com.



HEALTH AND WELLNESS

The **Child Health History/Assessment** form (which must be completed annually or as conditions arise) and a **Utah School Immunization Record** for your child must be completed and returned prior to first day of enrollment. Utah State Licensing requires these forms be on file before a child can be admitted into the center.

Illness

Your child's health is of major importance to us. If your child has an infectious illness, please do not bring him/her to school. Not only will your child be uncomfortable, but it is also unfair to expose other children and teachers to the illness. Alternate care must be found if your child is ill.

A daily health check of each child is done upon arrival to the classroom. Children exhibiting any active symptoms of illness or infection will not be admitted. If symptoms appear during the school day, you will be contacted and asked to arrange for immediate pick up. Your child will be isolated from the other children and kept as comfortable as possible until you arrive. If you cannot be reached, the persons on your Emergency Contact List in your child's enrollment packet will be called to pick up your child.

Your child must be symptom free for 24 hours (one school day) without the use of fever reducers and medications.

Managing Illness:

- Please wash you and your child's hands upon arrival to school
- Please keep up to date on your child's immunizations
- Families should plan to pick up children promptly (within an hour) and keep them home when their child is too ill to remain in a group setting.

Your child may be too ill if:

- If they have a fever of or above 101* If they have diarrhea and/or vomiting
- If they have unusually heavy nasal discharge or constant cough
- If they are unusually fussy or cranky, and generally out of sorts
- If they are unusually drowsy or tired
- If your child has any symptoms of a communicable disease (this may include but is not limited to: reddened and itchy eyes, sore throat, headache, spots or rash, abdominal pain, fever)
- Lice

*Please notify the school right away if your child does contract a communicable disease so that the school can notify the other parents in that specific classroom and or school. Letters go home informing parents of a disease if there are at least two diagnosed cases.

Your Child may attend if he or she...

- Is over a cold but a minor nasal drip remains
- Has been on antibiotics for over a 24-hr. period and fever is gone
- Has been exposed to a communicable disease but the school has been notified that the incubation period has lapsed and child isn't showing signs or symptoms.

Infectious disease exclusion

Children will be excluded from school if they show symptoms of:

- **Chicken Pox** – Children must stay home 7-10 days or until **all** pox have scabbed over.
- **Pink Eye** – Children can return after they have been on antibiotics for at least 24 hours.
- **Strep Throat**– Children must be on antibiotics for at least 24 hours before returning.
- **Severe Diarrhea** – Children can return when symptoms have not appeared for 24 hours.
- **Head Lice** – Children may not return until treated with proper medication and child is free of nits (eggs laid by lice). **A child may return to school only after the treatment and removal of all nits.** Outbreaks of Head Lice are spread by direct contact with infected personal belongings, especially headgear, clothing, brushes and combs. Please be aware that lice can survive for several days at room temperature in the crevices of overstuffed furniture and carpets. Persons will be re-infested with Head Lice if the nits and lice have not been destroyed in the home.

**If CDC (Centers for Disease Control) recommends SLC School District closes, St. John's will close also. **

Medication

If your child needs medication administered during the day you must do the following:

- Fill out a **Medication Release Form completely**
- Verbally review the form with the teacher
- Medication needs to be placed in the classrooms locked container or a preschool refrigerator in a sealed container.
- **Utah State Licensing requires all medication to be in the original container and labeled with the child's first and last name.**

Immunizations

To comply with Utah State Licensing, children enrolling in St. John's CCDC must present us with a **Utah School Immunization Record** updated with current immunizations required according to their age. This record must be kept up-to-date in the CCDC office. Frequent reminders will be sent out to help you stay up to date.

Utah State Licensing requires children to be excluded from school if they are not up-to-date on immunizations. If you and your family have decided to file an Immunization Exemption with the health department please provide us with a copy for our files.

Vision Screening

Children over the age of 3 years will have the opportunity to participate in annual vision screenings here at St. John's CCDC. Information will be sent home prior to each screening with details.

Diapering

- Diapering will take place only at our Diaper changing stations.
- Children will never be left unattended at the changing stations.
- Teachers must follow strict Diapering procedures
- Teachers must clean and sanitize the diaper changing surface between each diaper change
- Teacher must wash their hands before and after each diaper change
- If cloth diapers are used the parents must provide St. John's with a labeled leak-proof container
- Diaper will be checked/changed every two hours
- Diaper changes will be recorded on Kaymbu.

Hand Washing

Each child, parent and teacher are asked to wash their hands upon arrival. This is an important tool in keeping down illness in our school. Help your child make this a routine once they enter their classroom.

Children wash their hands several times throughout the day including after using the bathroom or having their diaper changed. They're also required to wash their hands before and after snack and lunch, before and after playing in sand and water tables, coming in from outside and any other time the teacher finds it necessary.

Our staff is required to wash their hands after each individual diaper change, after assisting a child in the bathroom, after using the bathroom, after contact with bodily fluids, before food preparation, after outside play and after cleaning. They will also be continually washing their hands throughout the day.

Food prep, snacks, and lunches

Nutrition is vital for proper growth and development of a child's body. Since nutritional habits are formed early in life, we will always serve satisfying and nutritious meals or snacks to our students.

- Food Prep: St. John's does not prep food on site. We may have a hot lunch program through Head Start that delivers dependent on the location your child attends.
- Student Allergies are posted in every classroom. **Please notify the school office in writing if your child has any food related allergies, food sensitivities or dietary needs. These needs change throughout the year. Help us stay updated.**

- Our teachers and staff will offer snacks or meals every three hours
- Lunch and snacks are served in your child's classroom.
- Each snack will consist of two nutritious food groups, such as grains and fruits, and a beverage. If you are interested in bringing a NUT-FREE snack for the class, or volunteering to prepare snack, please notify the classroom teacher one week in advance.
- The snack & lunch menus for preschool age students are posted on the Parent Bulletin Board near the entrance. Refer to the Infant/Toddler room for infant snack policies.
- When packing your child's cold lunch please make sure that food is cut to an appropriate size to avoid choking.
- Please label all lunches or food brought into the center with your child's name and place it in the appropriate fridge. See the office for details.
- Table manners, social skills, counting practice, pouring skills and nutritional values are just a few examples of learning that take place during meal time.

Emergency Plans

Fire and/or disaster drills are practiced on a regular basis. An evacuation plan is posted, and the staff is trained for emergencies. In the case of an evacuation you may find us at our safe shelter. All families will be contacted when permission is granted by officials with the location of our safe shelter. Please see our Disaster recovery plans for more information.

Injury

Any time your child is injured or causes injury, an **Accident/Incident Report** is sent home. If the injury is serious, 911 will be called and parents will be notified by phone immediately. If you cannot be reached, an emergency contact will be called. We may find it necessary to contact the physician or dentist on your child's enrollment packet as well as take your child to a hospital emergency room. The director or staff member in charge will make all decisions about the care of your child if you cannot be reached.

An **Emergency Assistance Authorization Form** was signed upon enrollment. You assume all responsibility for any expense that may result. St. John's CCDC it's teachers and staff thereof shall not be held liable for any injury that occurs at the center as a result of the steps taken to obtain emergency medical care for your child. It is to your child's benefit that you keep the center up-to-date on phone numbers, emergency numbers, and any other information that would aid in the assessment of your child upon injury.

If your child requires special care to prevent an injury we require an **Individual Health Plan (IHP)** to be filled out on the student. This is the parent's responsibility. If we do not have an **IHP** on file St. John's CCDC is not liable for any injury.

Reasons for filling out an IHP but not limited to:

- Life threatening Allergies
- Special instructions for Asthmatic students
- Special Care for already sustained injuries
- Special Care for individuals with special needs
- Special eating instructions or swallowing issues
- Special cleaning instructions for diapered children

***All staff members are trained in First Aid and CPR for infants, young children and adults.**

Reporting Child Abuse

By law, any staff member of St. John's CCDC who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, is required to immediate