

STATEMENT OF SERVICES

All Saints Child Care Center

**All Saints Catholic Church
3213 E. Grand
Wichita, KS 67218
Telephone: (316) 682-2205**

The All Saints Child Care Center (ASCCC) is a State licensed, non-profit organization. The Center is a ministry of the All Saints Catholic Church whose Pastor is Father H. Setter. The Center's Director is Gail Arnold.

The love and training of a child is a parent's most precious responsibility. Our Center was founded to assist in that endeavor. Our aim is to help prepare each child socially, emotionally, physically and mentally for school and life's adjustments. The children are taught to care for personal needs, share and be considerate of others. They are challenged with new learning experiences. The awareness of God will grow as the children are taught by teachers, who themselves are aware of the ever-increasing love of God.

Our hours are **6:30 AM to 6:00 PM Monday through Friday.**

ENROLLMENT INFORMATION

Enrollment is open to any child, provided the school can meet his/her needs, without discrimination in regards to race, color, religion, national origin, ancestry, physical handicap or sex, in accordance with Kansas Civil Rights Statutes. Children age 1 and walking alone to age 6 may be enrolled. During the summer months we have a summer school-age program which includes children through age 13.

Enrollment must be made in person, by a parent or legal guardian. The following forms must be completed, signed and returned before the child's first day of class:

1. ***Health Form***- The Health Form must be filled out and signed by a physician prior to the first day of attendance. This form must be kept up to date with any new immunizations or other pertinent information. Please note any food allergies. The Center will need a letter from the child's physician to make any food substitutions.
2. ***Authorization for Emergency Medical Care***- This form gives the Center Staff permission to obtain medical care for a child in the event of an emergency. It must be filled out in its entirety, signed by the Parent or Legal Guardian and witnessed (the witness cannot be a member of ASCCC Staff). Please note any drug allergies that your child may have in the proper space. If there are no allergies that you are aware of, write *NONE KNOWN*.
4. ***Parent's Agreement***
5. ***Proposed Schedule of Child Care***

FEES - Rate Change Effective November 1, 2008

Tuition - Rates are charged as follows:

Toddler I & II (age 1 and walking alone to 2 1/2)	\$125.00 per week
Toddler III (age 2 1/2 to 3)	\$120.00 per week
Pre-school Age (3 years and potty trained to 6)	\$115.00 per week
Summer School Age (1st grade to 13 years old)	Rate not determined at this time
.Drop-In (When space is available)	\$25.00/day

All Fees include breakfast, lunch and afternoon snack.

Fee Payments Fees must be paid at least a week in advance. They can be paid on Friday between 2:30 PM - 6:00 PM, but are due before 6:00 PM on Monday, the week of care. Fees can be paid by check, money order or cash. The child's name and itemization for any irregular amount must be noted on checks. Cash must be in the exact amount (change is not kept at the Center). *There will be a \$30 charge for any returned check. A \$5 a day late fee will be added to accounts when payments are not received before Monday at 6:00 PM. A late pickup fee will be charged for children who are left at the Center after 6:00 PM at the rate of \$15 for every 10 minutes or part thereof.*

Enrollment Fee A non-refundable enrollment fee of \$50.00 is to be paid when the enrollment packet is submitted. A child, who is re-enrolled, after more than 90 days out of the center, must pay a \$20.00 re-enrollment Fee.

Re-Enrollment Fee There is an annual re-enrollment fee of \$20.00 assessed to each child.

Vacation, Illness, and Absence A child who has been enrolled in the Center for 90 days is eligible for two weeks of sick/vacation time. A reduced rate of \$40.00 per week, for each child, is charged. The sick/vacation time is renewable 90 days after the yearly anniversary date and payment of re-enrollment Fee. Sick/vacation time cannot be carried over into a new year. **Sick/vacation weeks are available for families that are enrolled on a full time basis only.**

Holidays The Center will be closed on the following holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Friday after, and Christmas Day. Our rates are figured on a weekly basis; therefore, parents pay the regular rate for a holiday week.

Notice of Withdrawal A two week written notice is required prior to withdrawal from ASCCC. A parent who fails to submit notice will be required to pay for the two weeks. In the event a child is dis-enrolled by ASCCC, parents will be given a one week advance notice.

Tax Records A computerized yearly tax statement will be provided to each family, after the first of each year.

ARRIVALS AND DEPARTURES

Children are to be brought in through the door at the southwest corner of the building. The child's arrival time must be noted on the sign-in sheet at the front desk. The parent or guardian must escort the child to his/her room. Children can *only* be picked up and signed out at the front desk. They will *only* be released to a parent or legal guardian; unless the parent or legal guardian has notified the office by phone or in writing (requests can be noted on the clipboard at the front desk to the right of the sign-in sheets). Office personnel will check ID on any unknown individual before releasing a child.

STAFF

The choice of ASCCC Staff members is based on their training and experience in child care. Every effort is made to hire employees who care about and enjoy being with children. Our employees are required to attend classes, workshops, and training sessions in child development throughout the year.

SCHEDULE

ASCCC opens at 6:30 AM and closes at 6:00 PM Monday through Friday.

6:30 - 7:45	Children go to their assigned classes for quiet play or rest time as needed by the child.
7:45 - 8:00	Children will be taken to the bathroom and wash hands for breakfast.
8:00 - 8:30	Breakfast is served. Children who arrive before 8:30 will be offered breakfast. Children are not to bring their own breakfast.
8:30 - 8:45	Breakfast clean-up.
8:45 - 10:45	Free-play, circle time, outdoor play and other planned activities. The individual teacher sets the schedule.
10:45 - 11:00	Bathroom and wash-up for lunch.
11:00 - 11:30	Lunch is served.
11:30 - 11:45	Lunch clean-up
11:45 - 12:15	Cooking, free-play or other planned activities.
12:15 - 12:30	Bathroom, brush teeth and get mats out for nap.
12:30 - 3:00	Rest time. Kindergarten and older rest from 1:30 to 3:00.
3:00 - 3:15	Bathroom and wash-up for snack.
3:15 - 3:30	Snack
3:30 - closing	Outdoor play, indoor free-play or other planned activity.

A hot lunch is served. Our meals are planned according to the Kansas State Department of Education Child & Adult Care Food Program guidelines. The weekly menus will be posted at the beginning of each week on the entryway bulletin board. An appropriate portion of food is placed on each child's plate and he/she is encouraged to taste each item. Substitutions can be made for foods that trigger allergic reactions with a letter from the child's doctor

DENTAL CARE

The children brush their teeth after breakfast and lunch. Each child is to bring a toothbrush and cover from home. No toothpaste is used.

REST TIME

Individual cots and sheets are provided for the toddlers and mats for the pre-school age children. Each child is to bring a small light-weight blanket and travel size pillow (optional) from home. A small stuffed animal is also permissible. The sheets are laundered weekly.

The children are required to lie quietly on their cots for a good portion of the rest period. A child, who cannot sleep or awakens early, will be allowed to look at books or be given a quiet activity until the other children are up.

PLANNED ACTIVITIES

The activities that are planned for the children are chosen to enhance the development of various needed skills. Dramatic play, science, cooking, art, singing, story time, outdoor play and free indoor center time are scheduled to develop large and fine motor, manipulative, cognitive and listening skills.

CURRICULUM

Center-wide weekly themes are scheduled based on holidays, seasons, nursery rhymes, plants, animals and other subjects of interest to children. The teachers plan age-appropriate activities to go along with the weekly themes. These activities, plus others, involve the alphabet, numbers, colors, and printing (for older children). It is the desire of ASCCC staff to provide a balanced year-round program that will stimulate learning and offer a variety of new experiences that will prepare the children academically for kindergarten.

RELIGIOUS TRAINING

There is no formal religious training done at the Center. Group prayers are said before meals and religious holidays (Christmas and Easter) are celebrated.

SPECIAL OCCASIONS

Birthdays are special occasions for young children. Parents are encouraged to bring cookies or cupcakes for the class in honor of their child's birthday. Milk or juice will be provided by the Center. The classes celebrate Christmas, Valentine's Day, Easter and Halloween. Children are encouraged to dress-up for the Halloween party, however, Power Ranger disguises and those that are scary are discouraged. Parents who wish to bring homemade cookies and treats can "sign-up" on the sheets provided for that purpose. Parents can obtain the number of children in their child's class from the front desk.

DRESS

The children are to wear comfortable play clothes. It is better for the child and teacher, if the clothes are easy for the child to manage when going to the bathroom. On hot days, shorts, halters, and tank tops are permissible. Shoes must be worn at all times. **Tennis shoes are required for playground use. Flip-flops, Clogs, Sandals, and Crocs are not allowed in the center or on the playground.** The children will play outside year-round, unless the weather is inclement, so parents are asked to dress their children accordingly. Sweaters, coats, hats, and mittens are to be worn, if needed. Each child is to have a spare set of clothes at the Center in case of accidental soiling. It is important that the child's name be written on clothing to aid in the identification of lost items.

CLOTHING AND OTHER POSSESSIONS

Each child is to bring the following items on the first day of care:

1. Toothbrush and cover (will need to be periodically replaced).
2. Extra set of clothes (some will need 2)
3. Small blanket for nap time (labeled with child's name)
4. Pillows are optional, but please keep them small (travel size).
5. Two large boxes of Kleenex.

Note: All children, even those who are potty trained, need to have extra clothes in case of accidents, such as spilt milk or paint. This clothing should be placed in a zip-lock bag and be marked with the child's name. We request that children do not bring money, candy, food or their own toys to the center. The center will not be responsible for lost or damaged articles.

TODDLERS

Parents are required to furnish wipes and disposable diapers (one per each hour of Center time) for a child who is not yet potty trained. An "Authorization to Administer Medication" sheet must be filled out by the parent, before a teacher can apply any powders or ointments.

The children's diapers and clothing will be changed whenever wet or soiled. The teacher will place any dirty clothing in a plastic bag, labeled with the child's name, and send it home with the child.

Bottles and formula must be provided by the parents of children who are still using them. Only plastic bottles with nipple covers are allowed. The children will not be allowed to have a bottle during nap time due to the possibility of choking and tooth decay.

Diapers, medications, bottles and clothing are to be labeled with the child's name. Bottles must be dated.

The Staff of ASCCC will make every effort to partner with parents in the potty training process. It is recognized that there is no set age in which children will exhibit signs of potty training readiness; therefore, the approach is gentle. The Toddler II room has an adjoining child-size toilet area and the children are encouraged to use the facilities every 90 minutes (earlier if they show a need). The teachers exhibit a positive attitude and praise successes. Accidents are not punished. Parents are given a daily report on the potty training effort.

SICKNESS

Children are not to be brought to the Center with a temperature of 100 degrees or more, diarrhea, a contagious rash, and discharge from eyes, red eyes, sore throat, strep, cold, sinus infection, swollen glands, a childhood disease, or head lice. A child may *NOT* remain at the center if he/she is sick. The ASCCC Staff will do a daily health check of the children and any child who is sick or becomes ill during the day must be picked up by a parent. Once the parent is called, the child will be placed on a cot in an isolated area. The parent is expected to pick up the child as soon as possible. If unable to pickup within 30 -45 minutes please arrange to have someone as a back up. Parents will need to let the Center know who will be picking up in the event that a parent is unable to do so. The child is not to return to the Center for at least 24 hours. The fever must be normal (without medication) and any antibiotic prescribed must be taken for a 24 hour period. *Parents must leave emergency numbers and inform the office of any change.*

In the event of an illness or accident that requires emergency treatment, 911 will be called and a parent will be notified. If the parent cannot get to the Center before the emergency squad leaves for the hospital, the child's Teacher or Center Director will accompany the child.

A parent is to notify the Center immediately if a child acquires a communicable disease such as pink eye, strep, childhood illness, or head lice. Contagious illnesses (classroom and date of exposure) will be posted on the front door in order to inform parents.

MEDICINE

In order for medication to be given to a child during the day, a parent must fill out an "Authorization for Dispensing Medications to Children" form. These forms can be picked up at the front desk. Prescription medicine must be labeled by the pharmacy with the child's name, as well as the Doctor and dosage amount. The child's name is to be written on over-the-counter medication. A medicine dropper or spoon is to be included with the medication and both should be placed in a zip lock bag. Toddler medications and forms are to be given to the Toddler's teacher. Preschool medicines are to be left with the attendant at the front desk. Medications will be administered by the child's Teacher or other designated Staff person at 12:30 pm, unless Doctor's orders state otherwise. This process must be followed for prescription and over-the-counter medications, as well as diaper ointment, teething medication and sunscreen *Medication cannot be given to reduce fever.*

INSURANCE

The safety of the children is a major goal of ASCCC Board and Staff. The employees are made aware of playground safety rules and are expected to be diligent in supervisory duties. Inspections and maintenance of the Center are on-going. In spite of the constant effort to prevent accidents, they still can happen. Most accidents are due to the natural play of children. Parents are responsible for any medical bills that may result from accidental injury, and should seek compensation from their insurance provider.

DISMISSAL OF A CHILD

The Staff of ASCCC makes every effort to give quality care to each child. If, however, it is decided that the best interests of the child or Center would be served by removal of a child from care, the Center reserves the right to do so. If possible, the parents will be given a five day notice before termination is effective and referrals to other organizations or agencies.

DISCIPLINE

Positive reinforcement of acceptable behavior is used to encourage proper classroom conduct. The children are rewarded with verbal praise, stickers and other desirable consequences. There are occasions when unacceptable behavior such as teacher disregard, childhood disagreements or dangerous aggressive play needs disciplinary attention. *Verbal reminders and "time outs" are the only corrective measures used at ASCCC.* Generally the children are given two verbal reminders before "time out" is assigned. During "time out" the child is placed in an area that is removed from where the other children are playing but still under the watchful eye of the Teacher or other Staff person. The child is required to sit one minute for each year of age. Before returning to play, the reason for the "time out" will be discussed with the child as well as the desired behavioral changes.

RECORDS

ASCCC keeps a file on each child enrolled. The paperwork completed during the enrollment process is kept in the file along with any other pertinent information. The files are kept in the Director's office and only ASCCC Staff members, Department of Health and Environment licensing nurses and Child Care Association personnel (for assessment purposes) have access to them. Parents are permitted to have copies of their child's paperwork. Children's files are kept for five years.

INCLEMENT WEATHER

ASCCC will be open year-round, except for designated holidays, unless the severity of the weather makes it impossible for Staff and Parents to get to the Center. The Director will make the decision regarding closure due to inclement weather. Parents will be notified if the Center will close early due to inclement weather conditions. Local TV and radio stations will be notified.

EMERGENCY POLICIES

ASCCC has written policies regarding steps to be taken in crises situations. The Center has a basement and all Staff and children go there for protection in response to tornado warnings. The Center is equipped with fire alarms and extinguishers and an evacuation plan is posted in each room. Tornado and fire drills are practiced monthly. A security system is activated during business hours to limit those entering the Center. Panic buttons that alert the Police are located throughout the Center in the event of need.

PARENT/CENTER RELATIONSHIP

Parents are welcome to visit the Center at any time. A Parent/Teacher meeting can be arranged by request.

This institution is an equal opportunity provider.