



St. Mary School Daycare & Preschool

Sharing & Caring
515 Beall Avenue
Wooster, OH 44691
330-262-2752
www.stmarywooster.org

(Be sure to add us to your address book!)

Open Monday – Friday
For Children ages 3 years old – 6 years old

There are two separate programs in the St. Mary School Early Childhood Program
Academic Daycare 6:30 am – 5:30 pm with Preschool starting at 9:00 am

&

Preschool afternoons 12:30 pm – 3:00 pm

Operating during the School Year (August – June)

This handbook is for the **Academic Daycare**.

Philosophy

St. Mary School Daycare & Preschool strives to provide a warm, happy and creative atmosphere in which your child can develop socially and academically. We want to help you help your child build a positive self-esteem and to become resilient. Our goal is for everyone to walk in the door with a smile and leave with a smile!



Our Academic Daycare program incorporates preschool class as a part of the daily schedule.

This daily schedule is designed to have the proper discipline and curriculum to prepare your child for school. The curriculum includes science, math, phonics, Spanish, gym and activities to develop fine motor skills. The daily schedule of the Academic Daycare is also designed to be used as a Pre-Kindergarten program. Depending on the times your child will be attending, the Academic Daycare program offers breakfast, lunch, snack and a rest period.

Welcome

Thank you for your interest in the early childhood programs here at St. Mary School. We are proud to offer you a program that is specifically designed to help your child prepare for school!

If at any time you have questions regarding your child please contact us at 330-262-2752. Please note that the St. Mary Daycare & Preschool phone number is different from the St. Mary School elementary school number.

There is Orientation in August to provide the parent and child an opportunity to visit our classroom.

There is a Parent Meeting within the first two weeks of school to acquaint the parents with our program and to answer any questions. Please, NO CHILDREN at the parent meeting.

Parent teacher conferences will be held to assess your child's progress.

In accordance with policy set forth in Senate Bill 187, if we use parent volunteers in our program we may ask that volunteer to be fingerprinted.

School Checklist

There are several things you will need: Canvas bag with a full change of clothing Child must always be dressed in tennis shoes and clothes the child can manage In the winter – the child must have snowpants, boots, hat, gloves and coat SMALL blanket (receiving blanket size) if your child naps All adults must prominently wear ID at all times in the building.

Canvas School Bag

Your child will need a school bag with an extra set of clothing and a large plastic bag for situations where soiled clothing needs to be sent home. Please note, it is a sanitation regulation that we can not rinse soiled clothing, so please do not be offended if you get soiled clothing sent home in the plastic bag. School bags are to be hung on the hooks outside the Daycare & Preschool Main Room.

Dress Code

We do not require a uniform like the Elementary School – however, it is VERY important for your child to follow our simple dress code to insure that all playtime and gym activities are safe for your child.

- ✓ Your child should not wear sandals or any type of dress shoe, they should wear tennis shoes at all times.
- ✓ Your child should not wear dresses or skirts.
- ✓ Your child should wear clothing they can manage easily by themselves – elastic waist pants etc...

Outdoor Play

The children go outside daily, weather permitting. The children must be dressed in tennis shoes (no sandals) and appropriate play clothes. For winter/cold weather they must have a warm coat, hat, mittens, snow boots and snow pants. You may want to have duplicates of these items and leave them in the classroom on the child's hook. If the items will be transported back and forth the items **MUST** be brought into the classroom. Label, label, label!!! Label all items! There is a LOST & FOUND in the classroom, but we want to avoid using lost and found.

Note: If your child is too sick to go outside, they are too sick to attend our program.

Children will not go outside for recess if: it is raining or the temperature is below 20 degrees Fahrenheit or there is a wind-chill factor below 20 degrees Fahrenheit.

Snacks-Meals-Rest Period-Treats

The children are offered breakfast at 7:25am **the child MUST arrive on or before 7:25am to be served breakfast.** The children may not bring food from home for breakfast; we must comply with state requirements for items served. If you would like to donate or bring in breakfast items to be served please contact a staff member.

Lunch is at 12:05 pm, again if your child needs to pack a lunch for any reason please contact the Administrator, there is a State required hand-out regarding what must be served to the children while in the Daycare facility.

Rest period begins at 1:30 pm, if your child is not going to stay for rest period (in other words is attending half days) we ask that the child be picked up on or before 1:30 so it does not disturb the children who will be napping.

We provide each child with a cot. You may send in a SMALL blanket for your child's comfort on the cot. The blanket must come to school in a plastic bag (such as a Wal-Mart bag). The blanket will be sent home weekly to be laundered as per the guidelines set forth in the Ohio Department of Jobs and Family Services Child Care Manual.

All children are offered snacks. **We do ask the parents to donate snacks and juice.** All snacks being served in our program must be prepared commercially or in an inspected kitchen. What this means for the parent/guardian is simply that you must purchase a snack from a grocery store or other inspected facility.

Snack Suggestions

Fruit	Any fruit is a great snack.
Cheese	Already chunked cheeses and string cheese is easy to give to the children.
Crackers	Graham crackers, crackers and peanut butter, Ritz, Saltines, Animal Crackers, Teddy Grahams, cheese crackers, Goldfish, Triscuits...
Cookies	Peanut butter or oatmeal.
Juice	Must be 100% juice. The non-frozen juice concentrate is the easiest for us to store in the room.

Parent Access and Participation

All parents/guardians are required to wear one of our ID Tags to enter the building. If you need additional tags for any reason they are \$3.00 per tag. Any person picking up your child shall carry a picture ID (driver's license or state ID) and will need an ID tag.

The parent/guardian of a child enrolled in our center shall be permitted unlimited access to the center during the hours of operation for the purpose of contacting the child, evaluating care provided, evaluating the premises or for other purposes approved by the principal. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun.

Teachers are available to discuss a child's progress or needs at anytime. If the parent(s) desires a private or lengthy discussion an appointment can be made. If parent(s) have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. The child's teacher – Mrs. Steffen, Mrs. Gajda or Mrs. McKeown
2. Administrator – Mrs. Hostetler.
3. Pastor – Father Steve

Please feel free to bring up concerns as they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realize that you are trusting us with your little ones and we want our relationship to be a good relationship.

Daycare parents/guardians are invited to join us for lunch! Please let the staff know at least a day in advance so we can make sure we can accommodate all adults for lunch. Lunch begins at 12:05 pm and an adult lunch is \$1.75.

Arrival and Dismissal

The only entrance you may use is the Main entrance off the parking lot. **Never park your car along the rope. Never park your car along the sidewalk in front of the school. You must park in a parking spot.**

Each child must be accompanied into the classroom and only be left when a teacher is made aware of their presence. The parent/guardian/adult must write in the time of arrival in the Daycare Sign-in/Sign-out book. Students must be picked up PROMPTLY at the end of the session.

We must have prior WRITTEN notification in order to release a child to someone other than a parent or guardian. Any person picking up your child must have a picture ID (driver's license or state ID) and will need an ID Tag.

Please call and let us know if your child will not be attending.

Parent Bulletin Board

There is a bulletin board in the lobby, which will be posted with information regarding both the Academic Daycare and the Preschool program. Please familiarize yourself with this bulletin board.

Daycare Monthly tuition and Registration

Tuition is due on or before the first of each month. Advanced payments are always acceptable.

The following schedule may help you to make sure monthly payments are on time:

August/September Payment	Due @ Orientation held in August
October Payment	Oct. 1 st
November Payment	Nov. 1 st
December Payment	December 1 st
January Payment 1 st	Pay prior to break – or mail in postmarked no later than Jan.
February Payment	Feb. 1 st
March Payment	March 1 st
April Payment	April 1 st
May/June Payment	May 1 st

After the first of each month you will automatically be issued a reminder and assessed an additional \$10.00 statement fee.

Payments can be made - by placing them in the box in the Daycare Preschool Main Room
mailing them to : 515 Beall Avenue, Wooster, OH 44691
dropping them off in the School Office
(Payments should NEVER be made in the Church office)

Make payments payable to: St. Mary's Sharing & Caring

All returned checks would accrue a \$15.00 fee. Arrangements for payment by money order may be required.

Before your child enters our program you will be asked to sign a contract. If at any time during the year your needs change, we can draw up a new contract. Unless a child is ill for an extended length of time, absent days do not alter tuition.

There will be a late charge of \$1.00 for each minute a parent/guardian is late for pick-up. After three violations, fees for late pick-up will be doubled. In cases of car-pooling, each family will be assessed the late pick-up fee.

If you are contracted for a half-day and your child needs to stay beyond the 5 hours, the fee for the additional half-day is \$13.00. Parent/guardian must receive advance authorization from our staff to make sure we can accommodate your child for the additional time. You may also request authorization for your child to attend on a day that your child does not normally attend our program; the fee is \$26.00 for the extra day.

We use a tuition-based system to calculate our fees. Tuition is as follows:

Full Time 5 days per week \$4338.00 9 payments of \$482.00

	4 days per week	\$3843.00	9 payments of \$427.00
	3 days per week	\$2997.00	9 payments of \$333.00
	2 days per week	\$2106.00	9 payments of \$234.00
Half Time	5 days per week	\$2871.00	9 payments of \$319.00
	4 days per week	\$2340.00	9 payments of \$260.00
	3 days per week	\$1881.00	9 payments of \$209.00
	2 days per week	\$1350.00	9 payments of \$150.00

Please note, the tuition is a yearly fee that is simply divided into 9 equal payments. You may feel that when we are on break you are paying for days that we are not in session. This is not the case, the tuition is calculated **based on the number of days we are in session** and the final yearly amount is simply divided into monthly payments to help you to budget for your tuition fees.

Registration

There is a \$35.00 fee paid upon registration. This is a non-refundable fee that secures placement in the program.

Discipline

The purpose of discipline is to promote and encourage self-control. The staff at St. Mary School Daycare & Preschool feels that discipline and respect go hand-in-hand. Parents and staff need to work together to advance the growth and welfare of the children.

The staff at St. Mary School Daycare & Preschool never condones physical punishment.

Discipline Policy

Purpose: To teach self-control and to promote learning in a safe environment. All discipline is consequence based.

Time-Out

Time-Out is the most severe form of discipline we can administer. Time-Out is to be used for the following reasons:

- Harming Self
- Harming Others
- Damaging other's property
- Saying hurtful or disrespectful words

When one of these infractions occurs there is no discussion of the incident. The teacher response should be similar to: "I am sorry you chose to behave in such a manner. 'Infraction' is not acceptable behavior. Time-Out for you." Be factual, not emotional. Be quiet and firm, not loud. Use eye level, close conversation when possible.

Time-Out will be in a chair. Take the child to the Time-Out chair and say: "When you are ready to talk to me about 'infraction' let me know." When child shows control and/or is ready to talk Time-Out can be discontinued. Time-Out is 1 minute per year of age. The end of Time-Out is when the adult begins talk with the child. A timer shall be used to be aware of the length

of time. The date, name of the child, the infraction and the length of Time-Out will be recorded in the book kept by the time out chair.

If a child is unwilling to talk about behavior, at the end of Time-Out repeat “No ‘infraction’! If you do this again, you will return to Time-Out. Ask for help, use words to get help.”

The staff will not approach a parent/guardian about Time-Out unless it is repetitive or the child’s behavior was extreme. The parents will need to check the Time-Out book. If you wish to find out more about the incident please ask to speak to a staff member out of earshot of your child please.

All other discipline is to be in direct response to the problem.

EXAMPLE: running Teacher says, “You may not run in the room. I need for you to sit and play now!”

In all discipline actions: Avoid power struggles.
 Try to understand the child’s situation.
 Do not humiliate or intimidate child.

Quiet Time

Quiet Time Area is the area next to the book center. There is a carpet and a few pillows. The child may have a book in the quiet area. The child may elect to go to the Quiet Area on their own or the teacher may instruct them to go to the Quiet Area. This may last from 10 – 15 minutes depending on the child. A quiet discussion of the behavior between child and teacher should end this time.

It is very important that other teachers do not interfere with discipline between a teacher and a child. Do not interfere with any teacher/child discipline action unless the teacher involved asks for help or advice. We must support each other and form a united team for the sake of the child.

Discipline should be quick and meaningful. No action should take longer than a few minutes or the learning experience will be lost.

This discipline policy applies to all staff and parents while they are at the center.

Our classroom also uses a form of “encouraging good behavior” discipline. This is the stoplight you will see in our classroom. Each child has a clothes pin with their name on it. The child will put their name on green and it will remain on green as long as their behavior does not warrant the clothes pin being moved. The children are encouraged to remain on green and are praised accordingly for their good decision making. On occasion and at different times of the day the children are also offered an additional reward of choosing a small “prize” from our prize barrel, when they have made the appropriate decisions to remain on green. If the child has made a behavior choice that is not appropriate, such as refusing to follow teacher directions or not playing nicely with the other children, the child will move their clothes pin off of green. The

children start on green everyday as it is assumed that each child will be on green all day unless they have made a behavior choice that requires them to move the clothes pin.

Family/Custodial Situations – Relationship with the School

St. Mary School Daycare & Preschool is finding an increasing number of families experiencing transitions in custodial relationships. Our procedures are as follows:

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents.

In families experiencing separation of parents or divorce, all information will be sent home with the child. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents. Since this situation frequently impacts the child's behavior, we ask that you inform the Administrator.

In cases of divorce and a decree involving a clear custody situation, the Director is to be informed and provided with a copy of the entire decree. Unless decree states otherwise, all communications will be sent home with the child for the custodial parent.

In cases of joint custody, it is assumed that the one copy of communications being sent home with the child will be shared by and between the parents. If an additional copy of information needs to be sent home, it must be requested of the Administrator.

Regarding parent conferences in all custody situations, general procedure is that one conference appointment is scheduled to be attended jointly, if both parents wish to attend.

Schedule

A sample of daily activities for Academic Daycare will be:

6:30 am – 7:30 am	Conversation and playtime
7:25 am	Sign-In for breakfast – Child MUST arrive on or before 7:25 to be served breakfast
8:15 am – 8:45 am	Building time (blocks, legos, books)
8:45 am – 9:00 am	Clean-up and bathroom
9:00 am	Begin Preschool
9:30 am – 11:15	Daily curriculum will vary according to the monthly calendar
11:15 am – 12:00 pm	Recess – Weather permitting recess will be outside
12:00 pm – 12:05 pm	Bathroom and wash hands
12:05 pm – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Afternoon Session – includes an activity and naptime
3:00 pm – 3:20 pm	Bathroom and return to the Daycare & Preschool Main Room
3:20 pm – 4:30 pm	Recess – Weather permitting recess will be outside
4:30 pm – 4:40 pm	Snack
4:40 pm – 5:30 pm	Free-play time – occasional video

Toys

Toys from home are not allowed in the classroom, except of course on “Show & Tell” days.

Birthday Invitations

We do not allow birthday party invitations to be delivered in the classroom unless they are inclusive.

Food in the Classroom

Food or drink from home or a restaurant may not be brought into the classroom.

Roster

A roster is available upon request.

Safety of the Children

Michelle Hostetler, Pam Gajda, Denise McKeown, Becky Steffen and Kathy Fowler have all completed courses in Child First Aid, Communicable Diseases and Child CPR.

A staff member is in charge of a child or group of children at all times and shall be responsible for their safety. No child shall ever be alone or unsupervised.

The person responsible for bringing the child to school MUST be sure that a staff member is aware of the child's arrival and departure.

We have a phone in the Main Room office that is separate from the Elementary school phone. Please call 330-262-2752 to reach the Daycare & Preschool.

We participate in fire drills each month. We participate in tornado drills. We participate in lock-down drills.

Medical, Dental and General Emergency plans are posted in each room. Tornado and Fire Safety Station diagrams are also posted in each room.

It is our policy that our staff will not transport the children. In the case of an emergency the child will be transported by an Emergency Squad or parent/guardian.

All children in our program must have a signed Emergency Transportation Authorization form on file authorizing the child to be transported to Wooster Community Hospital. If the parent or guardian refuses to authorize transportation we reserve the right to not allow the child to participate in our program.

We do not participate in swimming or water activities.

When any event necessitates the completion of an “Incident Report” it shall be completed the day of the incident and a copy will be given to the parent/guardian.

Use of aerosols shall be prohibited when the children are in the room.

All staff members are obligated to immediately notify Children’s Services if abuse or neglect is suspected – 330-345-5340.

We have two evacuation sites: 1) St. Mary Church, and 2) First Presbyterian Church(across the street from McDonald’s). Please acquaint yourself with both sites. Depending on the crisis, one of these locations will be used.

All parents/guardians/adults are required to wear one of our ID Tags whenever they enter the building. If you need additional tags for any reason they are \$3.00 per tag.

Management of Communicable Diseases

For the management of suspected illness our staff is guided by (1) the Ohio Department of Health and Ohio Department of Job and Family Services Handbook and (2) a Communicable Disease Chart. The Chart is on display in the Daycare & Preschool Main Room.

A staff member will immediately telephone parent/guardian when the child exhibits signs of illness.

Parents will be notified by a sign near the sign in book if the children have been exposed to a communicable illness. We will also send a written note within 12 hours of being notified that a child was in the center with a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms without medication. If they are not symptom free a doctor’s note will be required stating that the child is not contagious.

CHILD AND STAFF EXCLUSION AND READMITTANCE CRITERIA

Your child should not attend if they are currently displaying one of the following conditions.

Your child will be sent home if they develop one of the following conditions while in our care.

The child will be isolated to a cot in the reading center of the Daycare & Preschool Main Room until a parent/guardian arrives to pick the child up. This cot will be sanitized after every use.

Exclusion	Readmittance
Axillary temperature of 100 degrees Fahrenheit hours in combination with any other signs of illness	Once fever has been resolved for 24
Diarrhea (more than three abnormally loose stools within a 24 hr period)	Diarrhea has ceased for 24 hours
Viral Meningitis	Must be under a physician’s care
Vomiting more than once during previous 24 hours or in combination with any other symptom	Vomiting has ceased for 24 hours
Severe coughing (causing the child to become red in the face or to make a whooping sound)	Once coughing has ceased
Sore throat or difficulty swallowing	Excluded until diagnosed – readmit with Dr. OK
Redness of the eye , obvious discharge, matted	

eyelashes, burning, itching OK	Excluded until diagnosed – readmit with Dr.
Rash – untreated skin patches, unusual spots or rashes OK	Excluded until diagnosed – readmit with Dr.
Yellow skin and yellow whites of the eyes Dr. OK	Excluded until diagnosed – readmit with Dr.
Unusually dark urine or grey or white stool OK	Excluded until diagnosed – readmit with Dr.
Difficult or rapid breathing Dr. OK	Excluded until diagnosed – readmit with Dr.
Stiff neck with an elevated temperature Dr. OK	Excluded until diagnosed – readmit with Dr.
Evidence of untreated lice , scabies or other parasitic infestation OK	Excluded until diagnosed – readmit with Dr.

Your child will not be sent home if they display one of the following conditions, but we will want to discuss the condition with parent/guardian: earache, headache, axillary temperature less than 100.1 degrees Fahrenheit, fussiness, runny nose or MILD cough.

Axillary Temperature (under the arm)
Normal Axillary temperature is 97.6 degrees Fahrenheit.
We use a digital thermometer to take an axillary temperature.

Administration of Medication, Food supplements and Modified Diets

We will administer medication, food supplements and modified diets provided that the parent/guardian returns a properly filled out “Administration of Medication” form. Parent/guardian also must notify the staff of any situation that requires a Medical Care Plan such as the use of an inhaler. We will administer all required medication with the proper completion of the “Medical Care Plan” form.

We discourage parents from packing lunches unless it is absolutely necessary. The hot lunches provided by the school cafeteria meet the state health requirements. **If a parent must pack a lunch for any reason they must contact the Administrator in advance, there is an Ohio Department of Jobs and Family Services handout that must be complied with.**

Delayed Operation and Cancellation

During severe weather the Daycare & Preschool closing will follow Wooster City Schools. These announcements will be made over WQKT radio (960 am or 104.5 fm) or local Cable Channel 9. DO NOT call the school. Even if we are open, if you feel conditions are hazardous you may choose to keep your child home. Preschool is not mandatory schooling. If we are open, please call and let us know if your child is not attending.

Field Trips

If/when our program goes on an outing the children will be transported by parent/guardian or will walk to our destination. Written permission is required from parent/guardian for child to participate in any field trip. Each child will be assigned to a specific staff member for the field trip and shall wear a tag that displays St. Mary Daycare & Preschool, address and phone number.

Non-discriminatory Statement

St. Mary School Daycare & Preschool will not discriminate on the basis of race, sex, national origin, religion, medical and/or handicapping condition. Handicapped children will be accepted if with reasonable accommodation on the part of St. Mary School the handicapped person could be accommodated.

Licensing and Ratios

St. Mary School Daycare & Preschool is licensed by the Department of Job and Family Services. The Ohio Job and Family Services Child Care Manual is available for review upon request. There is a toll free number for contacting the Ohio Job and Family Services Department listed on our license, which is posted in the Daycare & Preschool Main Room. We are licensed to have 41 children in our facility at a time.

St. Mary Daycare & Preschool will not exceed the following state required ratios:

1:12	3 year olds
1:14	4-5 year olds

Ratios for preschoolers 3 years and older may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and there is enough staff in the building to meet the regular required staff/child ratio if there is an emergency.

Maximum group sizes are as follows:

24	3 year olds
28	4-5 year olds

(School year calendar follows on page 12)

2007 - 2008 Calendar

School year calendar