

**SACRED HEART EARLY
LEARNING CENTER
AFTER CARE**



Parent Handbook

MISSION

Walking With You To Meet Jesus

At Norfolk Catholic School, we accompany one another on our individual journeys of faith, inspiring and challenging one another to live out the gospel values in our everyday lives. We are partners in molding leaders that strive for excellence in everything we do and who are passionate about evangelizing others.

USE OF THE HANDBOOK

This handbook will provide you with the necessary philosophy, policies, and procedures found in our program. You are responsible for being aware and understanding of all of the information presented in this handbook. Additional information will be sent home via parent notes, posted flyers, and Pass a Note, as necessary.

OPERATED UNDER the guidelines of the Omaha Archdiocesan Board of Education and Norfolk Catholic Board of Education.
LICENSED BY the State of Nebraska Department of Health and Human Services.

ADMINISTRATION

Director - Kim Puntney
2301 Madison Ave.
Norfolk, NE 68701
(402)371 - 4584

Asst. Director - Kate Bamsey
2301 Madison Ave.
Norfolk, NE 68701
(402) 371-4584

Owner - Sacred Heart
Church of Norfolk
Fr. Dan Andrews
204 S. 5th Street
(402) 371 - 2621

HOURS OF OPERATION

Our program operates Monday through Friday, 6:00 a.m. to 6:00 p.m. We will provide care on early dismissal days. The daycare will be closed on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve closing at noon, and Christmas Day. If New Year's or Christmas fall on a Saturday or Sunday, the center will be closed either the Friday before or the Monday after.

TELEPHONE

The phone number for the Center is (402) 841-5465. Because our main focus is caring for your children, we will not always be able to answer the phone. Please feel free to leave a message and a staff member will return your call as soon as possible. In case of an emergency, you can reach the Director at (402) 841-6662 or Asst Director at (402)750-4684.

ENROLLMENT

Children who are currently enrolled at NC Elementary School are eligible to attend. To enroll in the program, the registration, family information, emergency contact information, and handbook forms must be filled out and the annual family enrollment fee of \$25.00 must be paid, it is non-refundable and non-transferable.

FEES

Our fees are: \$3.00/hour for preschool child, \$2.70/hour for the school age children. Families with multiple children rates will be as follows 1st child the normal rate listed above. 2nd and 3rd are \$2.70/hour and the 4th will be \$2.00/hour.

PAYMENT

We ask that accounts be paid weekly, this can be done by either cash, check, or automatic bank withdrawals. If an account is not paid after two weeks and no arrangements have been made your child will not be able to attend until payment is received. In the case where a check is returned a \$25 fee will be applied to your account.

LATE PICK-UP FEE

Due to the additional cost to the center, parents will be charged \$1.00/minute per child if they are late picking up their children after 6:00 p.m. and will be required to pay in cash at that time.

ILLNESS

Our primary concern is for health and well being of each and every child in our care and each and every staff member who cares for those children; therefore, we do not allow sick children or staff members to attend the daycare. Any child or staff member with any of the following conditions should not come to the Center.

- Fever (100 degrees or higher)
- Hand, foot & mouth disease
- Head Lice or nits
- Pink eye (red or mattering eyes)
- Diarrhea (3 loose BMs) or vomiting
- Other contagious illnesses
- Chicken pox
- Strep throat
- Measles
- Mumps
- Ringworm

Other conditions of concern will include the following, if a doctor has not evaluated the child: a continuous runny nose, continuous coughing, sore throat, or any type of unknown rash. The child may return when the illness has run its course or when the condition has cleared, but **must be symptom-free for at least 24 hours before returning to the center**. The final discretion whether or not to allow a child to attend the center will be up to the Director and/or staff members present at the time, even if a doctor's note is present. Parents will be called to pick up their child if the condition is present during the time the child is in attendance. If possible, the child will be removed from the areas with other children and will be allowed to rest with the Director while waiting to be picked up **within one hour of receiving the call** about the illness, so please have an emergency contact person in mind if you are unable to leave your workplace under these circumstances. If your child is diagnosed with any communicable illness, please notify the Director so that notification can be posted to alert families of potential illnesses and symptoms.

CLOTHING

Please be sure to dress your children appropriately according to the weather and for playing outdoors. We will play outside when the weather allows, so please dress appropriately for the season.

TOYS FROM HOME

Personal items from home, such as toys and any electronic gadgets, cannot be brought into the Center. Remember, Norfolk Catholic Afterschool Care is not responsible for the loss or breakage of any item brought into the Center.

DAILY PICK-UP

All children must be signed out of the facility by their parent or guardian when they are picked up at the center. If you don't stop and sign out your child(ren), they will be checked out at 6:00 p.m., and you will be charged until then. Children will only be released to immediate family members or to those authorized in writing on the Release Form. Parents will need to send a signed note if any changes need to be made on this form. Anyone unknown to staff members must show proper photo ID prior to the release of the child.

EMERGENCIES

In an emergency situation, the staff will follow procedures learned during CPR/First Aid training, which will include evaluating the situation, calling for emergency services if needed, contacting parents, and implementing CPR/First Aid procedures. In situations that require medical attention, staff members will call 911 first, and then notify the parents. Current emergency phone numbers are required for your

child's file. Please update your child's file with the Director any time you have changes. Fire and tornado drills will be practiced regularly to ensure your children are prepared for those types of emergencies.

EMERGENCY EVACUATIONS

In the event that the child care building needs to be evacuated, the staff will follow the procedure put into place by Norfolk Catholic administration. We evacuate the students using the intercom system and through walkie-talkies. No alarms or bells will sound. Teachers will escort their students to the designated exit. If students are in specials, teachers will meet them in the second driveway after crossing 24th Street. The evacuation destination is Our Savior Lutheran Church (2500 W. Norfolk Ave).

We will exit the west door during an evacuation. We walk along the sidewalk on the south side of Westside Avenue. We cross 25th street and go north. We cross Norfolk Avenue and proceed into the church. We enter Our Savior Lutheran Church through the door with the green sign marked, "Office Entrance" and will proceed into the main church. Meeting on the west side of the church. Roll will be taken using the red and green signs. Parents/guardians will be notified by the director and/or assistant director of the evacuation. Parents will be able to pick up their children at the evacuation destination, Our Savior Lutheran Church.

EXPECTATIONS/DISCIPLINE

The expectations and discipline policies are the same as those listed in the Norfolk Catholic Elementary School Handbook. The rights, property, and dignity of each person in and around the center are to be respected at all times. The same standards of conduct that are expected throughout the school day are expected of children and staff in the Center. School facilities are the property of the Parish. Abuse to our facility will not be tolerated. A child and the child's parents/guardians will be held responsible for financial damages incurred by inappropriate behavior. Children will never be physically disciplined at our center. This includes being spanked, slapped, hit, denied food or drinks, denied bathroom privileges, etc. We will never discipline for a toilet accident or subject the child to any derogatory remarks about the center or their family. Our staff will be trained to use positive reinforcement, behavioral guidance, motivational techniques, and time-outs to enforce the rules of the Center. In more difficult situations, parents and teachers will work together to find the source of the problem and work out the best solution for the child and the Center.

CHILD DISMISSAL

Sacred Heart Early Learning Center has the discretion to dismiss a child from the child care program. Parents will be given a written notice of termination. They will have 10 days to find alternative child care.

CHILD PROTECTION

As your child care providers, our staff members will have the opportunity to get to know your child's unique and individual physical appearance, personality, habits, and routines. We have policies in place to protect your children, including making background checks of employees and training employees on signs and symptoms of child abuse and how to handle those situations. As a center, we will not tolerate any form of child abuse and we are required by law to report any suspicious signs to the Child Protective Services Hotline Number (1-800-652-1999).

GRIEVANCES

If a problem should arise, please always feel free to discuss it with one of the teachers. If you feel a satisfactory outcome has not been achieved, please then consult with the Director. We will always strive to gain the best outcome for the child and will work with whomever we need to achieve that. If

necessary, the Director can involve the school counselor, and educational specialist, or the Pastor.

CONFIDENTIALITY

Information concerning your child will not be made available to anyone, without the expressed written consent of the parent or guardian. All records are considered confidential and will only be used by staff on a need-to-know basis and for legal licensing accreditation purposes.

Sacred Heart Early Learning Center

ENROLLMENT AGREEMENT

(Please return to Kim Puntney or Kate Bamsey before your child attends.)

I understand by signing below I acknowledge that I have received a copy of the Sacred Heart Early Learning Center Handbook and have read all the policies and procedures within. I further agree that the Director and the Principal reserve the right to cancel this agreement at any time for any continuing discipline problems.

Student's signature
signature

Student's

Student's signature
signature

Parent's

Student's signature

Date