

St Aloysius Child Care Center

"Home of the Baby Lions"

Parent Handbook

2011 - 2012



St. Aloysius Child Care Center

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Fed Tax ID # 72-1078794

MESSAGE FROM THE DIRECTOR

Welcome to St. Aloysius Child Care Center! In 1986, St. Aloysius Parish established the Center. Since it's beginning, more than 1,000 children from St. Aloysius Parish and the surrounding community have been part of the Center program.

At the Child Care Center, we believe that every child is unique. We respect each child's individual development and needs. With our program of "Continuity of Care" we give each child a secure base from which to explore and learn about the world around him. As you enter the "family" of St. Aloysius Child Care, you become a part of a special experience in the life of your family and your child.

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

Sincerely,

Bonnie B. Hyfield
Director
St. Aloysius Child Care Center

INTRODUCTION

The operation of St. Aloysius Child Care Center is under the supervision of the Director of Administration of St. Aloysius Parish and is administered by the Director of the Child Care Center. Communication is maintained between the Child Care Center Director, the Child Care Center Advisory Council, the Director of Administration, and the Parish Education Commission. These persons and committees work to keep the policies and objectives of the Center in line with its purposes and goals.

St. Aloysius Child Care Center offers full time childcare to children ages six weeks through four years of age. The daily schedule for the older children includes a morning preschool program. Each daily schedule includes outdoor play (weather permitting). Daily class schedules are posted in each classroom. The Center is open 7:00 am to 5:30 pm Monday - Friday.

The Child Care Center is developmentally appropriate in its approach to early childhood care and education. In the fall of 1998, the Center implemented the principles of the attachment theory through a program called Continuity of Care. Using this program, a child at St. Aloysius Child Care Center will have the fewest number of teachers possible during his stay at the Center. This practice provides a child the opportunity to attach firmly to a warm, responsive, appropriate, consistent, caring, loving adult during the early years of her life. We believe the practice of continuity of care in our childcare setting will give a child a secure base for exploration of the world around him, comfort in times of stress, and a source of stimulation and joy.

MISSION STATEMENT

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

PURPOSE

The St. Aloysius Child Care Center was established to provide for the working families of the Parish and community, a “home away from home” for children, while they work or pursue other interests.

PHILOSOPHY

We believe that an early childhood care and education program should focus on the whole child and his/her individual development and needs. We believe that an early childhood program should provide a child with a secure, attached relationship with a caring, responsive, adult caregiver. It is important that a child feel good about herself physically, emotionally, intellectually, and spiritually. We believe that a “home away from home” will provide a warm, positive, understanding, safe, secure, and loving, place for a child to play and learn. We believe that children learn through play and through exposure to a variety of experiences. Because children are individuals with unique and special needs, we promote individual growth and development.

Each child in our care can expect to be shown every day that they are loved and that they are an important part of God’s world. We believe children learn what they live. The Center will maintain a Christian approach in its program and care giving. A child’s relationship with God is directly related to the relationships formed with adults, parents and teachers. ***Remember, play is a child’s work!***

GOALS

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

1. To provide a Spiritual Environment for quality Continuity of Care
2. To create an environment for the Long-Term Financial Stability of the Center
3. To provide adequate facilities in order for the Center to provide quality care
4. To improve all aspects of Center communications
5. To encourage parental involvement at all levels of the Center operations and activities
6. To conduct annual assessments of the Center programs and activities

CONTINUITY OF CARE

In the fall of 1998, the Center implemented the principles of the Attachment theory through a program called Continuity of Care. The Attachment theory concerns relationships between children and adults. The tenet is that a young child needs at least one primary caregiver in the first three years of their lives for social and emotional development to occur. Expanding this theory beyond the role of the parents, keeping children with the same caregiver in a childcare setting for as long as possible helps to build strong adult/child relationships in young children. Infants and young children need sensitive, responsive, consistent caregivers over time to help them form a secure base from which to explore the world.

Using this program, a child at St. Aloysius Child Care Center will have the fewest number of teachers as possible during his stay at the Center. This practice provides a child the opportunity to attach firmly to a warm, responsive, appropriate, consistent, caring, loving adult during the early years of her life. We believe the practice of continuity of care in our childcare setting will give a child a secure base for exploration of the world around him, comfort in times of stress, and a source of stimulation and joy.

ELIGIBILITY/ ADMISSION

The Center serves children ages six weeks through four years of age. Application forms can be obtained from a staff member, in the Center office, or on line at our web site Aloysius.org. Completed application forms should be returned to the Director.

Upon acceptance to the Center, the parent or guardian must pay a registration fee, and complete the required forms. A pre-enrollment visit and Center tour will be scheduled at the time of acceptance to the Center. Each child must have a current health form on file in the Center office upon enrollment. Children enrolled in the Center will be eligible for enrollment through the three-year old program.

Children will be admitted to the Center according to the following priorities:

1. Siblings of registered parishioners presently enrolled at the Center. Children of school faculty, staff of St. Aloysius Parish, Child Care Center staff
2. Siblings of registered parishioners who in the past were enrolled at the Center
3. Children of registered parishioners families who are registered members of St. Aloysius Parish with no children presently enrolled
4. Out of parish Catholic children with siblings presently enrolled in the Center
5. Out of parish Catholic children with no siblings presently enrolled at the Center
6. Children from non-Catholic families

ADMISSION TO ST. ALOYSIUS SCHOOL

As stated in the admission policy in the Parent/Student Handbook of St Aloysius School, "Families registered in St. Aloysius Parish who are active in the practice of their faith by their *Stewardship of Prayer, Offering and Ministry*, receive first priority for admission to St. Aloysius School. " *Stewardship of Prayer* includes regular participation in the faith life of St. Aloysius through prayer and worship. *Stewardship of Offering* includes contributions made in a regular consistent (weekly or monthly) manner through use of stewardship envelopes according to financial ability. *Stewardship of Ministry* includes participation in ministry through works of service in parish, home or community.

Families enrolled in the St. Aloysius Child Care Center have the assurance that all things being equal in the areas of Parish enrollment, Stewardship of Prayer, Ministry and Offering, a family enrolled in St. Aloysius Child Care Center will have priority for admission to the Pre-K program over a family not enrolled in the Center. No priority or guarantee is made to any parishioner regarding admission to the St. Aloysius School kindergarten program.

NON-DISCRIMINATION POLICY

St. Aloysius Child Care Center admits children of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at

the Center. The Center does not discriminate on the basis of race, color, creed, sex, national, or ethnic origin, handicapping condition, or ancestry or whether the child is being breastfed in the administration of the Center programs. The Center does not discriminate against infants who are breastfed.

DISCIPLINE POLICY

We will use a firm positive approach to discipline, stressing consistency. Each child shall be shown love, fairness, and honesty. We will make suggestions more often than commands in redirecting a youngster's energies. We will let the child know that we disapprove of the action, not the child. Wherever possible, redirection of a child's attention or playtime will be used to encourage co-operation and positive relationship among children.

Time out, one minute per year of age of the child, will also be used to discourage inappropriate behavior. Time out shall not be used for children under 2 years of age. A child put into time out will be within sight of a staff member. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline another child. No cruel, severe, unusual or unnecessary punishment will be used for disciplinary reasons. No corporal punishment will be used. Discussions about families or specific children will be held in the proper place and time. These discussions will not be held in front of children.

If a child is having excessive problems with behavior, she will be taken aside, talked with, and given a quiet time to think out the problem. If the inappropriate behavior persists, a parent-staff conference will be scheduled to discuss the situation. Our staff is prepared to work with children whose behavior or development is not within normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from the Center.

We ask that parents inform our staff of any changes in your child's routine. This will enable our staff to better understand your little one.

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

The following methods of discipline are prohibited:

- No child shall be subject to physical punishment, corporal punishment, and verbal abuse or threats
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children
- Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves
- No child or group of children shall be allowed to discipline another child
- When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons

In the event an allegation of abuse or neglect occurs the Center and Parish Administration will follow the following procedures:

1. Any reportable incident or complaint against a staff member or any other individual shall be brought to the Director or Director Designee immediately. The immediate safety and well being of all children in the care of the SACC will be the immediate concern of all parties involved.
2. When such a report is received, the Director or Director Designee will immediately review the situation and respond.
3. There will be no delays in obtaining the necessary medical attention for the child. The safety and well being of the children in the care of the Center will be the utmost consideration.
4. The safety and well-being of the child or children and of all the other children in the care of SACC will be addressed and if it is determined that immediate medical attention is needed, emergency authorities (EMS, local law enforcement and Department of Child and Family Services) will be called. At this time, the Office of Child Protection will also be notified.
5. No policy, rule or procedure of the Center or the instructions of anyone associated with St. Aloysius Catholic Church will interfere with the duty of each and every employee to notify emergency authorities and the Office of Child Protection if there is suspected abuse or neglect of a child. Failure to report an incident will be grounds for immediate termination from employment.
6. Any report of abuse or neglect against a child will be treated as a verified complaint until such time as the Office of Child Protection has investigated and instructed SACC on the next steps to be taken.
7. After the immediate needs of the child/children are addressed, SACC Director or Director Designee will notify the Office of Child Protection of the incident. Such notification will be by telephone and the Director or Director Designee will maintain a written log documenting that the Office of Child Protection was notified and is responding. The SACC Director or Director Designee will immediately note all relevant facts concerning the event and continue to maintain the written log so that the Office of Child Protection will be able to determine all parties involved.
8. Immediately upon notification of any incident of neglect or abuse, the Director or Director Designee, will continue to address the safety and well-being of all children in the Center.
9. An immediate needs assessment will be made and if additional staff or resources are needed, the Director or Director Designee will notify St. Aloysius Church Office to obtain any additional support or help, which may be required.
10. If an abuse or neglect complaint is made against a specific member of the staff, that staff member will be segregated from the children (he or she will be placed at an offsite

location, e.g. the St. Aloysius Church Office until such time as Child Protection Services can determine that it is proper for the accused staff member to return to the Center or leave the SACCC campus.

11. While continuing to insure that the needs of all children of the Center are met, the Director or Director Designee shall have all staff members involved in the incident execute a dated and signed written report detailing any and all possible allegations of abuse and/or alleged neglect and/or alleged reportable incident or complaint against a staff member, the Director, Director Designee and/or an Area Supervisor or anyone who has had contact with a child/children. This report shall contain all facts relevant to the incident.
12. Once the Office of Child Protection has been notified, all staff members of the Center will execute a detail written incident report. In executing the individual reports, steps will be taken to insure that any danger/abuse to any child is being immediately addressed and that no child is unsupervised during such report writing.
13. While waiting for the Office of Child Protection to arrive, the Director or Director Designee will visit the classroom to insure that the staff member in this classroom has all the necessary staff support needed.
14. If any additional medical attention is necessary, it will be requested or provided.
15. The lack of a written report will not prevent the Director or Director Designee from investigation a reported incident.
16. After receiving a signed written report or a verbal report against a staff member, the Director or Director Designee, and the Area Supervisor, will interview the persons or person bringing the incident or complaint to the Director or Director Designee. The failure to have a written report will not be grounds to invalidate the complaint or fail to fully investigate the complaint. Any and all complaints, either written or verbally, we be treated the same. Written documentation created in connection with any complaint shall be maintained by SACCC.
17. Without interfering with the duties and responsibilities of the Office of Child Protection, the Director or Director Designee shall interview the person or persons named in the verbal or written report and document all facts, including but not limited to the time, date, parties involved, and the witnesses to any incident.
18. The individual accused in the alleged complaint shall immediately write a detailed response to all accusation, as will all witnesses to the reported incident. Failure to obtain written documentation from each and every witness will be ground for immediate termination of employment for the Director or Director Designee. Failure of an employee to provide a written and verbal statement will be ground for immediate termination from the Center.
19. If possible and/or necessary, the Director or Director Designee will interview all parties involved, including the staff and or persons bringing the reportable incident. Such an

interview will in no way interfere with any investigation being conducted by Child Protection or any law enforcement agencies. Written documentation shall be kept of this meeting. A Copy of this report and any other report or writing generated will be given to and maintained by St. Aloysius church Child Protection Compliance Officer (an individual employed by the church who does not report to the Child Care Center Director). This individual will also review all reports.

20. Once the Office of Child Protection has been notified and immediate needs of the children of SACCC have been addressed, the Director or Director Designee will do the following:
- a. In a timely fashion, contact the parents or the designated person for each child allegedly involved immediately and the incident shall be documented in the Incident, Injuries, and Accident notebook, which is maintained on the staff shelf in the main SACCC building. In no way will notification of the parent or responsible individual be allowed to interfere with the ongoing investigation of the Office of Child Protection.
 - b. After notifying the Office of Child protection, and the Department of Child and Family Services licensing Division, the St. Aloysius Parish Child Protection Officer and the Pastor of St. Aloysius Church will be notified.
 - c. Once an incident is reported, any staff member accused of abuse or neglect will be immediately placed on leave and removed from SACCC pending the outcome of the investigation by the Offices of Licensing and Protection.

BITING POLICY

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

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

At St. Aloysius Child Care Center, when a child is bitten:

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

For the biter:

- a. The biter is immediately removed from the situation and is told, “Biting hurts, and we don’t bite our friends.” No emotion is shown to the biter. Caring attention is focused on the bitten child.
- b. The biter is redirected to another area of play.
- c. A caregiver shadows the biter.
- d. An accident report is written. The parents are notified.

For the Staff:

- a. The Director and/or Assistant Director will meet with the staff for advise, support, and strategy planning.
- b. Biting activity in the room will be charted.
- c. Children who are biting or children who have a tendency to be bitten will be shadowed.
- d. A conference will be held with the parents of the biter to develop a plan of action.
- e. Communication will be maintained with the parents of the biter.
- f. If the biting persists, the parents will be asked to pick the child up from the Center
- g. The parents will be asked to keep the child at home for a period of time.
- h. The Director and/or Assistant Director will prepare the parents of the biter for the possibility that the family may be asked to withdraw their child from the Center.
- i. If it is deemed in the best interest of the child, the Center, and the other children, the family will be asked to withdraw from the Center.

Miscellaneous Discipline Issues

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

DISENROLLMENT OF A CHILD FROM THE CENTER

The following situations may cause a child to be disenrolled from the Center:

- A child turning four years of age before September 30 is not eligible for re-enrollment at the Center after the end of the summer session.
- Unusual and/or extreme behavior on the part of a child or family of the child may result in disenrollment of a child from the Center (see Discipline Statement).
- Failure by the child or the child's family to follow the policies and procedures of the Center as stated in this handbook may result in disenrollment of a child from the Center.
- Parents who insist on being tardy at pick-up time may be asked to withdraw their children from the Center.
- Failure to keep tuition current may result in a child being asked to leave the Center (See Fees and Financial Policies).
- Summer Camp started in the summer of 2010. Prior to the summer of 2010, children in the Child Care Center were guaranteed care in the facilities we call "the House, T-1, T-2 and the Annex" until July 31 of the year a child was eligible for Pre-K. Children are eligible for Pre-K when they are four years of age before September 30. The guarantee of care through July 31 changed when the Summer Camp

program was created. Since Summer Camp began, the last day of care for children in “the House, T-1, T-2 and the Annex” is May 31.

COMPLAINT PROCEDURE

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

Department of Children and Family Services
 Division of Programs
 Licensing Section
 P.O.Box 3078
 Baton Rouge, LA 70821-3078
 Phone: 225-342-9905 Fax: 225-342-9690

FEES & FINANCIAL POLICIES

Tuition is due on the first of the month and is consider late after the fifth of the month. Tuition payments should be dropped in the tuition envelope located on the classroom bulletin board. Families have the option of prepaying tuition by the year. The Center has an Auto Draft program in place. Please see the Center bookkeeper for information on this program. Any child entering the Center in mid-month will have their tuition fees pro-rated using a daily rate based upon the date the child begins in the program.

A late fee will be charged for tuition not paid by the fifth of the month. Any tuition not paid by the tenth of the month, with no consultation with the Director or Director Designee, will result in a child being disenrolled from the Center. The Director will bring all matters of delinquent tuition to the Parish Administrator.

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

A **\$300.00 Supply/Maintenance fee** per family is due each October. The **Supply/Maintenance fee** will be pro-rated for families entering the Center mid year.

Two weeks notice is needed to withdraw a child from the Center. A partial refund of monthly or pre-paid tuition will be made at the time of withdrawal. Withdrawal without two weeks notice will result in no refund of tuition.

Any request for reduced tuition or special programs from the Child Care Center must be made in writing and brought to the Director of Administration of the Parish. Financial information on the family requesting financial assistance will be required before a decision is made to grant reduced tuition.

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

Supply & Maintenance Fees -- prorated

Families beginning in:	Pay
August	\$ 300
September	\$ 275
October	\$ 250
November	\$ 225
December	\$ 200
January	\$ 175
February	\$ 150
March	\$ 125
April	\$ 100
May	\$ 75
June	\$ 50
July	\$ 25

TUITION RATES - 2011

Group	Fees
Infants	\$760 per month
Continuity Family	\$730 per month
Annex 1 (Three-year old class)	\$680 per month

LATE PICK-UP FEE

There is a **late fee of \$1.00 per minute** for children left at the Center after 5:30pm. Parents who insist on being tardy may be asked to withdraw their children from the Center.

OPEN DOOR POLICY

Parents or guardians are welcome to visit the Center at anytime during regular hours of operation as long as their child is enrolled at the Center. However, staff cannot visit or hold a conference with a parent or guardian while caring for the children. If you wish to schedule a conference with the Director or other staff person, please call the office to arrange a meeting.

LOCATION OF THE CLASSROOMS IN THE CENTER

The Fireplace, Soft, and Front Corner rooms are used for the infant classes. The Zoo, Carport, T-1 and T-2 are used for Continuity of Care classes. The Blue Room and Annex #2 are for 2 ½ year olds. The Annex is for the three -year old class. Please see the attached map for the location of the classrooms on the Center Campus.

SO NOW YOU ARE ENROLLED – WHAT NEXT?

1. After receiving a letter of acceptance into the Center, parents are asked to complete several forms. These forms provide the Center information regarding the child as well as legal authorization to the Center staff to care for the child.
2. A pre-enrollment visit to the Center is scheduled. Parents or guardians are told what to bring to the Center, how to sign in and out of the Center, given the opportunity to meet the staff and offered a tour of the Center.
3. A member of the Welcoming Committee will contact families new to the Center. A Welcoming Packet will be given to the family. The Welcoming committee is available to answer questions the new family may have about the Center.
4. It is suggested that parents or guardians bring supplies to the Center sometime before the child's first day. This makes the first day easier for parents or guardian and the child.
5. On the child's first day at the Center, the parent or guardian should bring the child to the child's teacher/caregiver or to the staff in charge of the classroom at the time of arrival. The parent or guardian should sign the child into the Center by writing the time the child arrived on the sign in sheet next to the child's name. Any additional supplies brought in should be placed in the child's cubbie or given to the teacher. Since teachers arrive at the Center at varying times, your child may need to be dropped off or picked up in a classroom that is not your child's regular room.
6. At pick up time, the parent or guardian must sign the child out of the Center. Only authorized persons may pick up a child from the Center. Staff will ask for an ID from persons unknown to them. The parent, guardian, or authorized person must sign their full name and the time next to the child's name before leaving with the child. Parents/guardians are required to sign using their full first and last names as required by licensing regulations.
7. The parent, guardian, or authorized person should check the child's cubbie for items to be taken home. Blankets and any other naptime items are to be taken home every Friday for washing.
8. Only adults are allowed to open doors and gates at the Center. **DO NOT LET YOUR CHILD OR ANY CHILD OPEN A DOOR OR GATE AT THE CENTER.**
9. Children are offered a time prior to full enrollment in which they can visit the Center without their parents for several full or half days. This time gives the child an opportunity to become familiar with the staff and the Center.

TRANSITIONS FOR PARENTS AND CHILDREN

Transition from Home to Center

1. Before leaving your child at the Center, please be sure you understand everything about your child's care. Be sure to read the Parent Handbook and plan a visit the Center. Ask every question you might have about the Center, the policies and the staff. Any anxiety or reservation in the parent or guardian may affect the child's feelings about being at the Center.
2. Bring a familiar object – blanket, stuffed animal, or doll – to leave in the child's cubbie for the day.
3. You may bring pictures of the family for the child to look out throughout the day.
4. If needed, call your child's teacher during the day to ask about your child's day.
5. A room parent from their child's class may contact a family entering the Center. The room parent will welcome the family and will offer to answer questions about the Center.

Transition from the Infant Room to Continuity of Care Class

1. Continuity of Care is a program that allows a child to stay with a caregiver over time. Because the Center uses continuity of care, transitions for children and parents are kept at a minimum. A child entering the Center in the infant room will move to a Continuity of Care class between the age of 8 and 14 months and to the three-year old class at or near age 36 months.
2. Over the years, the class may move to a different physical space within the Center, but the continuity of care teacher will remain the same. Teachers in the Zoo and Carport room, T-1 and T-2, are Continuity of Care teachers.
3. The Director or the Infant Room Supervisor will inform parents when their infant is scheduled for a move to a Continuity Class.
4. The move to a Continuity of Care class typically happens in June or August. When possible, the Continuity of Care staff visits the infant room to "get to know" the children who will be entering their next "looping" class.
5. Families in the infant room are given information about Continuity of Care in the class meeting held in the fall of each year.

Transition from Continuity of Care to the Three-year old Class

1. Families leaving Continuity of Care are offered an orientation program to meet the teachers of the three-year old class. Teachers explain the expectations and procedures of the three-year old class housed in the Annex.
2. Children leaving Continuity of Care spend time in the three-year old classroom and meet the three-year old teachers several months before "making the move."

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

1. Families leaving the Center to enroll in the Pre-K program at St. Aloysius School are offered an orientation program in late January prior to the February application day of the school. This orientation program serves to help families become familiar with the application process of the school. A handbook with information about what to expect of “the big school” is distributed to the parents.
2. The date for Pre-k Application day is published in the Center Parent Newsletter and in the Parish Bulletin. It is usually scheduled for a Thursday in early February.
3. Children moving to Pre-K visit the “big school” and cafeteria. They meet the Pre-K teachers in the spring before they are enrolled in the school.
4. The last day at the Center for children moving to a Pre-K class is the last day of Summer Camp.

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

1. On your child’s first day at the Center, bring all forms necessary to complete your child’s registration. These forms include the Registration Form, Health Form, Child Information Sheet, Emergency Information Sheet, and Permission Form.
2. Tuition payment should be placed in the tuition envelope on your child’s classroom bulletin board. Payment is due according to the rates stated in this handbook. Tuition is pro-rated by the Director for children starting in mid-month.
3. An extra set of clothing including socks and underwear should be place in your child’s cubbie. Mark all clothing with your child’s name. Check clothing in your child’s cubbie at season changes.
4. Bring a blanket for your child to use at naptime. You may also bring a small “snuggly” for your child to have at naptime.
5. You are responsible for bringing diapers, wipes, and diaper cream if your child is not toilet trained. You may bring a large supply of these items to be stored at the Center. You child’s caregiver will notify you when your supplies are low.
6. Infants should bring diapers, wipes, bottom cream, and two sets of extra clothing, labeled bottles, extra formula, an extra pacifier (if applicable), and a small diaper bag.
7. Children in toddler, two, and three-year old classes should not bring backpacks or other bags. Cubbies are available for each child. Clothing items and blankets should be placed in the cubbie. We do not have room in the classrooms to store backpacks and bags for older children.
8. During the months of June, July, and August, a swimsuit and water shoes should be left at the Center in your child’s cubbie.

9. Mark all items brought to the Center with your child's name.

POLICY ON WHO CAN AND CANNOT PICK YOUR CHILD UP FROM THE CENTER

1. Only those persons listed on the Emergency Information Sheet as "**PERSONS AUTHORIZED TO PICK UP CHILD AT ANY TIME**" can pick a child up from the Center. If anyone other than those authorized on the Emergency Information Sheet is to pick up a child, written permission must be given to the Center by the registering parent/guardian. Written permission must include the person's full name, date, and name of child to be picked up and signature of authorized parent or guardian.
2. Every child enrolled in the Center must have an Emergency Information Sheet on file. It is the parent/guardian's responsibility to inform the Center of any changes on this form.
3. Parents or authorized persons picking children up from the Center must sign the child out of the Center with the staff on duty at the time.

HEALTH/ IMMUNIZATION POLICIES

1. The state requires that each child enrolled at the Center have an immunization record signed by a Physician or Designee. This form is due at the time of admittance. It is the parent's responsibility to keep this form current.
2. Each time a child is taken to the doctor for an immunization update, a note giving the date and type of shot given should be brought from the doctor. All immunization records must be kept up to date in the Center office. The schedule of immunizations given to the Center by the State Health Department will be used as a guide.
3. If for some reason your child cannot receive an immunization on schedule, a note from the doctor stating that fact must be on file in the Center office. A note excusing a child from an immunization is in effect for thirty days. After thirty days, the child must either have the immunization, or another note explaining why the immunization was not given.
4. Every morning, each child will be checked by a staff member for signs of illness, injury, bruises, or infections. If a child shows evidence of an injury, or bruise, the parent or guardian will be notified. If a child has an illness or infections - fever, rash, diarrhea, etc. - he/she will be sent home from the Center. If your child is ill do not bring him/her to the Center.
5. Occasionally a child will become ill while at the Center. Staff and parents understand the risk of contracting an illness from other children in a group situation. If your child becomes ill during Center hours, you will be contacted and will be expected to come for your child. Your child may be sent home if he/she:
 - a. Is running a fever above 101 oral, 102 rectal, or 100 axillary,
 - b. Has two or more loose bowel movements,
 - c. Has a contagious disease,
 - d. Is vomiting
 - e. Has a persistent cough (one that disturbs sleep or does not seem to be controlled by medication)

6. Children who become ill while at the Center will be taken to the office in the Annex. Parents should go to the classroom to pick up items that need to go home and to sign your child out from the Center. Parents should then proceed to the Office in the Annex to pick up your child.
7. If a child is sent home from the Center with one of the above conditions, he/she must be free from symptoms of illness including fever without Tylenol, for 24 hours and must have a doctor's note stating that the child is not contagious before returning to the Center. Without a doctor's note the child must be away from the Center for 48 hours free of symptoms and without Tylenol.
8. If your child returns to the Center without a doctor's note, you will be called to pick your child up from the Center or to bring a doctor's note ASAP. You must remember to ask the doctor for a note stating that your child is not contagious and that he/she can return to the Center.
9. In some cases of illness, an evaluation by a physician may be necessary before a child may return to the Center. If an antibiotic is prescribed for your child, he/she must be on the antibiotic for at least 24 hours before returning to the Center.
10. If you are called to pick up your sick child during the day, we will not accept the child back until the 24-hour waiting period with a doctor's note or 48 hours without a doctor's note.
11. Tuition refunds will not be given for those days when the child is ill.
12. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, the Center will try to reach the persons listed on the child's emergency information sheet as emergency contacts. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.
13. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:
 - a. Blood not contained in an adhesive strip
 - b. Head injury
 - c. Human bite that breaks the skin
 - d. Any animal bite
 - e. An impaled object
 - f. Broken or dislodged teeth
 - g. Allergic reaction
 - h. Skin changes e.g. rash, spots, swelling etc.
 - i. Unusual breathing
 - j. Dehydration
 - k. Any temperature reading over 101 oral, 102 rectal, or 100 axillary
 - l. Any injury or illness requiring professional medical attention.

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

MEDICATION POLICY

1. In order for your child to be given medication (prescription or non-prescription) at the Center, you must complete a Medication Authorization. Copies of the form are available in the main house kitchen. This form must be completed every time a new or different medication is prescribed or recommended by a licensed health care provider (physician, dentist, or nurse practitioner) for your child. The form must be reviewed and signed by the parent each day that the medication is to be given at the Center. No “PRN” or “as needed” medication will be allowed. The only exception to this rule will be breathing treatments, some asthma medications, EpiPens, and/or Benadryl or steroids prescribed in the case of severe allergies.
2. All medications must be stored in the kitchen. (Topicals such as nonprescription diaper cream may be stored in the classrooms in a locked cabinet or box.) Medication shall not be administered to any child enrolled in the Center if it is not prescribed or recommended in writing by a licensed health care provider (physician, dentist, or nurse practitioner).
3. In addition to the completed Medical Authorization form, all medication (prescribed or non-prescription) must be accompanied by a medication authorization from a licensed health care provider (physician, dentist, nurse practitioner). The authorization must include the following:
 - a. The child’s name
 - b. The name of the medication
 - c. The physician’s name, business address, office telephone, and emergency numbers
 - d. The pharmacist’s name, business address, and telephone number
 - e. The frequency (how often) the medication is to be administered
 - f. The route and dosage of the medication
 - g. Directions for storage of the medication
 - h. A written statement of the desired effects of the medication (a standardized printout from the pharmacist usually contains this information and is acceptable to use)
 - i. A written statement of the side effects of the medication (a standardized printout from the pharmacist usually contains this information and is acceptable to use)
 - j. A written statement of any specific instructions. (a standardized printout from the pharmacist usually contains this information and is acceptable to use)
 - k. Signature of the parent and the date
 - l. The duration (how many days) the medication is to be administered.
4. Emergency medications (i.e. EpiPens or Benadryl) or medications prescribed on a long-term basis (as needed or PRN) shall be upheld by all the above stipulations with the exception of the daily signature.

5. Medications with instructions such as “as needed” or “PRN” shall be accompanied by a clear written explanation defining when the medication is to be administered. Only a one time signature is required. This authorization shall be updated every three months.
6. A plan of action for children with special health care needs (i.e. allergic reactions, breathing treatments) describing how to use the emergency medication or procedure and the signs and symptoms of when to use the medication shall be maintained in the child’s health records. This plan of action shall be reviewed and updated every three months.
7. Prescribed medications brought to the Center must be dated, in the original container, labeled by the pharmacist, and include the following:
 - a. The date the prescription was filled
 - b. The child’s first and last name
 - c. The name of the physician who wrote the prescription
 - d. The medication’s expiration date
 - e. The specific, legible, instructions for administration, storage and disposal
 - f. The name of the health care provider who made the recommendation.
 - g. Over the counter medications must be dated, kept in the original container and include the following:
 - i. the date
 - ii. the child’s first and last names
 - iii. the medication’s expiration date
 - iv. specific, legible instructions for administration, storage, and disposal
8. Medications brought to the Center must be transported at the required temperature. Antibiotics needing to be refrigerated and not kept under refrigeration will not be administered by Center staff.
9. Non prescription medication or over the counter products labeled “Keep out of the reach of children,” must be signed in on a Medication Authorization Form and recommended by a licensed health care provider (physician, dentist, or nurse practitioner).
10. Do not put medication in children’s cubbies or in diaper bags.
11. All medication that is not “as needed or PRN” must be taken home daily by the parent.
12. We will not administer Tylenol or Tylenol products at the Center unless requested in writing by a doctor. The doctor’s note must state the reason that the Tylenol is to be given, how long the Tylenol is to be given, the dosage to be given, and that the child is not contagious.
13. Parents must sign topical (diaper cream, Chap Stick, orajel) on the designated form in the classroom. Staff will apply topicals as directed by the parent.
14. When a parent administers medication to his or her own child on the Center’s campus, the parent must document the medication being given. This documentation must include side effects. This form is located in the main kitchen.

15. Side effects must be listed for all medications signed in for Center staff to apply or administer.
16. Medication will not be applied or administered unless the above guidelines are followed.
17. Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink other than infant food/formula may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).
18. Parents must have authorization from a licensed health care provider (physician, dentist, nurse practitioner) in order to put cereal in bottles with infant formula.
19. Parents must provide a statement from a licensed health care provider (physician, dentist, nurse practitioner) informing the Center of a child's food allergy. The Center will make accommodations for the child's allergy whenever possible.

CONFIDENTIALITY OF CHILDREN'S RECORDS

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

SLEEP SAFE POLICIES

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

along the sides and foot of the mattress. The blanket shall not come up higher than the child's chest.

6. The infant room will be maintained at a temperature not to exceed 75 degrees.
7. Staff will visually check on sleeping infants often.
8. Infants will be given the opportunity each day for supervised play while positioned on their stomachs.

EVACUATION PLANS

Fire drills are practiced monthly at the Center. When the alarm sounds, children are walked from the Center as quickly as possible. Children are to leave with their caregiver through the nearest door and away from the building. Children are accompanied by their caregiver at all times. All available staff goes to the infant rooms to assist in moving non-walking children from the building. Roll is taken as quickly as possible after the building is evacuated. Our fire alarm system is monitored and so fire department will be notified immediately. In the case of a fire at the Center, all children will be taken to the Church Administration building.

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

If the Center closes for an emergency or weather related reason, to the best of our ability, you will be notified by phone, email, radio and/ or television. The Center uses a Phone Alert System. In case of an emergency, the Communications committee or the Center administration will activate the Phone Alert System. All families enrolled at the Center will receive a phone call to their home and on their cell phones in case of an emergency. The Child Care Center will close when St. Aloysius School closes. When the announcement is made that St. Aloysius School is closing due to bad weather or other emergency conditions, the Center will be closed also.

FIELD TRIPS AND TRANSPORTATION

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

OTHER MISCELLANEOUS POLICIES AND PROCEDURES

1. There may be times when children are moved from their classrooms and placed in other classrooms for a limited time. This may be done to achieve appropriate child to teacher ratio, to help a child who may be experiencing a difficult transition period or to allow a child or children a new experience.
2. Only adults are allowed to open doors and gates at the Center. **DO NOT LET YOUR CHILD OR ANY CHILD OPEN A DOOR OR GATE AT THE CENTER.**
3. The Center prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in the Center or on the playground.
4. The Center prohibits the use of tobacco in any form in indoor areas of the Center, or on the playground.
5. All children should be transported to and from the Center in a safe and legal manner. Parking is provided in the parking lot on the North side of the Center. Children should enter and leave the Center through the gate near T-1. The classrooms can be entered by the main entrance off the dining room, door to T-2, door to T-1 and/or the door in the Annex classrooms.
6. All Parents who drop off their children should check in with the staff member in charge of the child's respective class. Children should be signed in by putting the time the child arrives at the Center on the sign in sheet. Parents and/or authorized adults must sign a child out of the Center. Parents and/or authorized adults must sign their full name and the time the child leaves the Center on the sign out sheet.
7. Parents or authorized adults should check the child's cubbie daily. Dirty clothes, artwork, and notices will be in your child's cubbie. Blankets go home on Friday to be washed and returned on Monday. Remember to pick up any medicine from the kitchen.
8. If your child is having a wonderful day at the Center or if his day is not just right, we may give you a call. Not every call from the Center should be taken as an emergency situation. We like to keep in close contact with our families at the Center so that we might better understand the children enrolled at the Center.
9. Due to the limited storage space available in the Center, only infant's families may bring small diaper bags and/or gear bags to the Center. These bags should contain only bottles for the day and any supplies, (diapers, wipes, extra clothing) to be left at the Center. Room is not available in other classrooms to store backpacks or gear bags. If your child is going home with a different person at the end of the day, overnight supplies can be left in the one of the Center offices, in the main house or in the Annex, please label any bags left in the office.
10. Children are allowed to bring books, or other special belongings only if these items are put in the child's cubbie until the proper time for them to be shown to the class. We **DO NOT** allow whistles, "squish" pillows, ropes, balloons, guns, or knives. No Power Rangers or super heroes in any shape or form are allowed.

11. Children should wear clothing and shoes (no sandals, Crocs or jellies) that are appropriate for play and creative exploration. If the weather permits (above freezing, no severe weather warnings, and no air quality warnings) *WE WILL TAKE THE CHILDREN OUTSIDE TO PLAY*. Label all clothing and belongings (including shoes and socks) with your child's name. Each child should have at least one set of weather appropriate extra clothing left in the cubbies. Infants and toddlers should have two or more sets of clothing in the cubbie. We will mark any unmarked clothing.
12. Children will go outside everyday, weather permitting (above freezing, no severe weather warnings, no air quality warnings). In the summer months, the staff will be alerted to the issues of heat and the ozone levels in the air. In the heat of the summer, children will not be outdoors between the hours of 10:30 am and 4:00 pm. On Splash days, children could be in the yard or on the deck until 11:00 am.
13. We will have a splash day at least once a week for each class during the summer session. You will be asked to leave a swimsuit and water shoes in your child's cubbie during the summer. Only sprinklers, buckets, and sand and water tables are used on splash day. No pools over the depth of 2 feet shall be used on splash days.
14. The Center staff will no longer apply a sunscreen/bug spray product to children. Parents may apply bug spray, and sunscreen to children before coming to the Center. If we notice mosquitoes in the yard, we will come indoors. We make every effort to eliminate the breeding grounds for mosquitoes and we will work with the City to spray in our play areas to help control the mosquito population.
15. Parents or guardians are responsible for providing diapers for all children not potty trained. You will be notified when your child's diaper supply is low. If your child runs out of diapers, you will be called to pick your child up from the Center.
16. Pull-ups are not allowed at the Center.
17. The staff will assist in potty training your child. After consultation with the staff about the "readiness" of your child for potty training, we ask that you use a long weekend or long break from the Center, to begin the process at home. The next day after the long weekend or long time at home, bring your child to the Center in underwear. The staff will bring your child to the potty often in order to continue the pattern you began at home. You should expect some "accidents". Please bring extra underwear and clothing until your child is well on his/her way to being potty trained.
18. A mid-morning, mid-afternoon snack, and mid-day meal will be served to the children. All children eating table food will be offered meals and snacks from our kitchen.
19. Parents or guardians of infants and creepers are responsible for providing formula or breast milk, and baby food. Bottled formula shall be labeled with the child's name or initials. Baby food supplied by the parent shall be in the original unopened container and labeled with the child's name. No other food may be brought into the Center.

20. Infant bottles with formula premixed in the bottles must be transported to the Center on ice or in an insulated bag.
21. All water in infant bottles left at the Center to be mixed by the staff must be boiled or sterile water. If water other than boiled or sterile water is used to mix formula at the Center, we must have a note from the doctor giving us permission to use other than sterile water.
22. Pacifiers attached to strings or ribbons shall not be placed around children's necks or attached to children's clothing.
23. Older children and siblings are not allowed in the infant and younger toddler rooms. Older children should stay outside of the room by the door until the younger child is checked in/out. This allows the older child to be properly supervised while the parent is in the classroom. All children, when on the SACCC campus, are required to follow the rules of the Center. This includes not opening gates or door, and not jumping from the climbers.
24. Children are served a morning snack. In some classrooms, morning snack can be as late as 10:00am. Infants and older children should be fed breakfast before coming to the Center.
25. Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink other than infant food/formula may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).
26. Refreshments for special occasions such as birthday parties and holidays may be brought to the Center. Holiday refreshments should be co-coordinated by the room parents. No other food may be brought into the Center. No peanuts or peanut products may be brought into the Center. The Center is an "**Allergy Aware Zone**".
27. Sippy cups brought from home to the Center must be emptied and place in a child's cubbie or taken home by the parent. No sippy cup containing liquids can be left in the Center refrigerators.
28. Parents or guardians are encouraged to be a part of their child's childcare experience. If you have a special talent or interest, which you would like to share with the children, please contact the Director or your child's caregiver. Parents or guardians are encouraged to become a member of the Child Care Center Committees.
29. We will show only "G" rated movies at the Center. If your child brings a movie to share with his/her friends, it must be rated "G".
30. Blankets should be taken home every Friday or the last day before a holiday, to be washed. Blankets should be returned on Monday or the day after the holiday closing.
31. "*Germ Notes*" are posted on each bulletin board in the classrooms. These notes will keep you updated on any illnesses in your child's classroom.

32. A professional photographer will take individual pictures of the children in the fall. A professional photographer will take group or class pictures in the spring. These dates will be announced in the Center Updates. Photographs or videos taken of the children by the staff or other authorized persons may be used in classroom photograph albums, the Parish newspaper, at the Center Open House, or for staff training purposes.
33. At the Center, our rule is that *“only teachers (adults) open gates and doors”*. Children are not allowed to open gates or doors.
34. Parents and children should wash their hands when they enter the Center at drop off time.
35. Silly bands are not allowed at the Center. They are a choking hazard to the children.
36. The infant room is collecting Huggies and Pampers points.
37. The Center participates in the Albertson’s Community Helpers program. If you do not have a Community Helpers card please ask in the Center office.
38. 225-343-1338 is the main phone line for the Center. If you receive a phone call from staff on 225-343-1548, please do not call back on that number. Calls on 225-343-1548 go to an answer machine.
39. Label all clothing with your child’s name.
40. Please wear a RED shirt when volunteering for the Fish Fry.
41. The Center collects Mardi Gras beads year round. The beads are used for the Krewe of Tots parade the week before Mardi Gras.
42. The Child Care Center is under camera surveillance. Monitors are located in the Center office. Video is not available to the parents or guardians.
43. The Child Care Center is on FACEBOOK. Please “like” our page for information about the Center.
44. The Parental Involvement Committee coordinates a Food Drive in November in support of the Baton Rouge Food Bank and a Christmas toy drive to benefit a local charity in December. The Communications Committee will provide information on these projects to you.
45. Make sure all children have been fed breakfast and/or morning bottles before arriving at the Center. This is especially important in the infant rooms.
46. Pre-K Orientation is held in late January. This event gives parents information about enrollment at St. Aloysius School for four year olds.
47. Linda Montague, Infant room supervisor, distributes Scholastic Book order forms monthly. Linda processes book orders for the Center families. For those of you who enjoy ordering books from Scholastic, it is also possible to place an order on line. To use the Scholastic

website, you must create an account. Click on this link and choose “Register” – http://pcool.scholastic.com/parent_ordering/login.jsp?catalog-10001&storeId=10601. If you put this code in correctly, you should see your child is in the classroom of Bonnie Hyfield. Class Activation code: HQX9J. Once your account is created, you can login and choose a catalog. Honeybee (ages 2-4) and Firefly (Pre K- K) are the catalogs handed out at the Center. Linda will continue to process orders if you prefer to order with the paper catalogs. Through this program, the Center receives free books for the classrooms.

ST ALOYSIUS ADVISORY COUNCIL

The St Aloysius Advisory Council was established to advise and support the Center Director. The Advisory Council is composed of the chairs and co-chairs of the five committees, Center Assistant Director, and the Center Director. The Committee responsibilities are aligned closely with the goals listed above. The Council may appoint ad hoc committees as needed. Parents are asked to volunteer to work on one or more of the five committees represented on the Advisory Council. Committee chairs are asked to serve for two years on the Council. The committee chairs rotate on and off the council on a staggered schedule. The Council chair is selected from among the committee chairs. The Council chair serves for one year. To volunteer to help on one of the committees please contact the chairperson of the committee.

1. Development Committee

- Explore ways to reduce costs and create operational efficiencies.
- Explore alternative funding sources potentially available to the Center.
- Oversees existing fundraisers for the Center (Fish Fry/Silent Auction). Coordinates volunteers and supplies for this fund raising event.

2. Facilities Committee

- Maintain existing facilities according to the requirements established by the State of Louisiana for Class “A” licensing, St. Aloysius Parish, and the Diocese of Baton Rouge.
- Provide safe and secure facility for children, care providers, and parents.
- Manage improvement and maintenance projects for the Center as allowed by the budget

3. Communications Committee

- Provide communication and publicity for special events such as Fish Fry/Silent Auction and parent involvement activities.
- Submit articles about the Center in *Aloysius Alive*.
- Improve external communications to broaden the understanding of the St. Aloysius Parish Community of the importance of our Child Care ministry.
- Maintain the Center website.
- Establish an email network among the families and staff.
- Publish notice of upcoming Center events in parish bulletin and school ABC’s.
- Disseminate Center information to parents to keep them informed of Center operations and activities.
- Improve the internal communications to strengthen relationships with parents and Center staff.
- Maintains Center’s emergency phone alert system

4. *Parental Involvement Committee*

- Provide parent educational meetings, with help of Center Staff, once or twice a year on child development topics, spiritual involvement, and child health issues.
- Provide social activities, which will allow parents to come to the Center and interact with their children and Center staff.
- Incorporate techniques, which build relationships between teacher/child, child/child, parent/child, and Child Care Center/Parish.
- Provide support for the Gentle Hands ministry.
- Provide a spiritual environment in which children, staff, and parents are encouraged to work in conjunction with one another through social interaction, events, parental educational opportunities, and other activities.
- Involve the St. Aloysius Parish Staff and other parishioners to provide resources and/or time in developing activities to promote a sense of family and spiritual environment at the Center.
- Provide spiritual support and allocate church resources for families in need.

5. *Welcoming/Hospitality Committee*

- Provide parent handbooks to registered families of the Center.
- Send cards and notes to parents and friends - sympathy, baby congratulations, thank you, birthday
- Coordinate room parent program.
- Distribute Welcoming packet to families newly enrolled in the Center.
- Orient new families entering the Center to the policies and procedures of the Center.
- Partner new families with families currently enrolled at the Center for the purpose of welcoming and orienting new families.

ST ALOYSIUS CHILD CARE COUNCIL MEMBERS 2011-12

Name	Function	Subcommittee	Phone
Holly DeKeyzer	Parent	Council Chair	767-3759
Bonnie B Hyfield	SACCC Director	Center Administration	343-1338
Holly Bilbo	SACCC Assistant Director	Center Administration	343-1338
Kerri Mouch	Committee chair	Welcoming/Hospitality	766-9012
Lindsay Falgoust	Committee chair	Welcoming/Hospitality	504-722-8866
Chris Dippel	Committee chair	Facilities	766-2498
Patricia Ledet	Committee chair	Facilities	663-2152
Tere Hyfield	Committee chair	Parental Involvement	571-4119
Gwen Thomas	Committee chair	Parental Involvement	344-2703
Blythe Lamonica	Committee chair	Communication	767-9658
Susannah Babin	Committee chair	Development	642-5600
Claire Esteve	Committee chair	Development	772-8712

THE MENTORING FAMILY

Mentoring Families are families of the Center that are available to offer new families support, answer questions and assist with the orientation of the Center's policies and procedures.

ROOM PARENT PROGRAM

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

Responsibilities include:

1. Planning the parent meeting with the teachers. This meeting will be held during Open House in the fall. The purpose of the meeting is for the parents to get to know each other; to discuss upcoming Center and classroom events for the year; for the teachers to explain expectations, schedules, procedures, and activities of the classroom; to explain your function as a room parent; and to explain the function of the Child Care Center Council.
2. Welcoming new families to the Center. New families to the Center should receive a call from you shortly after they enroll at the Center. You should identify yourself as the room parent, explain your role, and share your contact information with the new family. The Welcoming Committee will provide you with the name and contact information for new families in your classroom.
3. Assisting the teachers with special projects in the classroom. Teachers often need supplies that families can easily donate i.e. paper towel or toilet paper roles, empty soda bottles, etc. Sometimes parents may be asked to help in the classroom with the project.
4. Attending Parental Involvement Committee meetings or coordinating with co-room parents to ensure at least one representative from each classroom is present at the meetings. This committee meets approximately four times a year or when needed to plan Center events. Please coordinate with the co-room parent(s) in your classroom to ensure that at least one room parent from your class will be present at the committee meetings. Upcoming events and activities are discussed and planned.
5. Assisting the Parental Involvement Committee with family participation in events such as Teacher Appreciation Week, the Parish Fair, Thanksgiving and Christmas projects, family picnics, and other events. Your job is to communicate with the parents about the events and to solicit their participation. You are a direct link to the parents with information about upcoming events.
6. Assisting the fundraising sub-committee with family participation in the Fish Fry/Silent Auction. Volunteers are needed for the fundraiser. Again you are the direct link to the parents in your class.
7. Assisting the teachers with seasonal celebrations. Seasonal parties should be limited to celebrations for Halloween, Thanksgiving, Christmas, Valentine and Easter. The Center is "allergy aware". No food containing peanuts or peanut products is allowed at the Center.

We recommend cookies, cookie cakes, muffins, fruit or vegetables, cheese and crackers, graham crackers, trail mix, goldfish, or yogurt for snacks at celebrations. Talk with your teacher about what is age appropriate and nutritious for children in the class.

8. Establishing an effective form of communication among the families in your class. Newsletter, email, notes in cubbies, and bulletin board notices are a few examples of ways to communicate. If you choose to use a newsletter as a form of communication with the families, it can be a one-page list of announcements or several pages of news. The newsletter may include: announcements of Center wide activities; announcements of classroom events; information about the stages of development of the children in the class (your teacher can help you with this information); reminders about Center policies and rules i.e. teachers/adults open gates, reminding parents not to sit on the furniture (we do not allow children or staff to sit on shelves). Every newsletter or other information distributed to the parents should be approved by the director before being distributed and should include contact numbers for the room parents. The Center will make copies of any information you wish to distribute.
9. Helping to strengthen and promote Continuity of Care at St. Aloysius Child Care Center. The room parent program grew out of a need created by continuity of care. When children stay together longer, parents need a means for closer communication. The room parent became the link between families.
10. If throughout your communication with the families in your class, any questions about Center practices, policies or procedures should arise, you should encourage parents to contact the Director.

ROBERT MARTIN MAILLET MEMORIAL

On September 2, 1998, Robert Maillet, a 16 month old enrolled in Miss Hazel's class at the Center, and his parents, Karen and Denis, were killed in a plane crash off the coast of Nova Scotia. The family was on a trip to France for Robert's first visit to see his paternal grandparents. Roberts's maternal grandparents, Lillian and Henry Domingue, parishioners of St. Aloysius, established a fund in his memory.

The Baton Rouge Area Foundation administers the fund. Grants from the fund are awarded yearly to organizations, which share the mission of the fund – to promote the nurturing and development of children. A fund has also been established with the Center. This fund serves as an endowment for the Center. Interest from the fund is used for educational development and enhancement at the Center.

The magnolia tree near the concrete area in the front yard of the Center was planted in Robert's memory. A picture of Robert hangs in the dining room of the Center.

ST ALOYSIUS CHILD CARE CENTER DIRECTORY OF FULLTIME STAFF 2011-2012

NAME	YRS AT CENTER	BIRTHDAY
Karen Alley- C of C	Since July 2010	November 9
Holly Bilbo- Assistant Director	Since August 2011	October 9
Theresa Bizette - Kitchen	Since November 1996	January 9
Erica Brooks- Infant	Since January 2010	December 4
Tina Currier - Annex	Since October 1993	October 18
Bryce Dudley- Annex	Since August 23	July 17
Noel Guillaume - Infant	Since May 2001	January 4
Tracy Guy- C of C	Since December 2008	April 6
Regina Harrison- C of C	Since January 1998	May 3
Connie Howard- Infant	Since December 20, 2010	January 30
Bonnie Hyfield - Director	Since September 1986	December 7
Dianne LeDuff- Annex	Since April 4	May 16
Judy Lewis - Kitchen	Since April 2010	September 14
Tammy Lewis – C of C	Since March 2010	May 14
Shandreka Young – C of C	Since July 26 2010	April 15
Linda Montague - Infant	Since November 1989	June 19
Tiffany Montague – C of C	Since January 1995	March 19
Pam Pennington – C of C	Since December 17, 2010	October 20
Latrenda Perkins - Annex	Since October 1993	June 28
Flora Shugart - Kitchen	Since December 2008	October 20
Renee Smith - Annex	Since August 2010	October 13
Hazel Thomas - Infant	Since August 1994	November 23
Katie VanDerKamp – kitchen	Since January 2010	March 10

Holiday Schedule 2011-12

Date	Holiday	Time
2011		
September 5	Labor Day	Center Closed
November 23,24,25	Thanksgiving	Center Closed
December 23, 26	Christmas	Center Closed
December 30,January 2	New Years	Center Closed
2012		
January 16	Martin Luther King	Center Closed
February 20,21	Mardi Gras	Center Closed
April 6	Good Friday	Center Closed
April 9	Easter Monday	Center Closed
May 28	Memorial Day	Center Closed
July 4	Independence Day	Center Closed

St. Aloysius Child Care Activity Calendar 2011-12**2011**

- * **September 5 - Monday - Labor Day Holiday - Center Closed**
- * September – 8- SACCC Fall Open House
- * September 30 - Friday - Fall Family Picnic
- * October 7 – Friday – Parish Fair Silent Auction
- * October 21 – Friday – Pumpkin Carving – 6:00 pm – dark
- * October 28,29,30 – Friday, Saturday, Sunday – Parish Fair
- * November 6 –Sunday - Daylight savings time ends
- * **November 23,24,25- Wednesday, Thursday & Friday - Thanksgiving Holiday – Center Closed**
- * **December 23-26- Thursday, Friday- Christmas Holiday. Center Closed**
- * **December 30. –Friday - New Year Holiday - Center Closed**

2012

- * **January 2 – Monday- New Year Holiday – Center Closed**
- * **January 16 – Monday – Martin Luther King Holiday – Center Closed**
- * February 2 – Thursday - SAS Application day for Pre-school
- * **February 20,21 - Monday & Tuesday - Mardi Gras Holiday - Center Closed**
- * March 11 – Sunday - Day light saving time begins
- * March 23- Friday – Fish Fry/Silent Auction – 2:00-10:00 Pm

- * **April 6 - Good Friday - Center Closed**
- * **April 9 - Easter Monday - Center Closed**
- * April – Easter Egg Hunt - TBA
- * April 30 – May 4 - Monday - Friday - Staff Appreciation Week
- * May 4 – Friday - Spring Family picnic at the Center
- * **May 28- Monday – Memorial Day Holiday – Center Closed**
- * **July 4 – Wednesday– Independence Day Holiday – Center Closed**

FREQUENTLY ASKED QUESTIONS

Who's in charge when the director is not in the Center?

Licensing requires a Director Designee or a "Staff in Charge" to be appointed to supervise the Center when the Director is away from the Center. Every staff with the exception of the cooks, the Assistant Director, and the Director is in the classroom with the children. Holly Bilbo in the absence of the Director, Tina Currier in the absence of Holly, and Linda Montague in the absence of Holly and Tina are in charge when the Director is not at the Center. If you have a comment or concern when the Director is away from the Center, talk with Holly, Tina, or Linda.

What is Summer Camp?

Summer Camp is a program administered by the St. Aloysius Child Care Center and housed in the St. Aloysius Primary School Building. It is a program for children ages four through ten years of age. The philosophy of Summer Camp is to "let the children play." The program includes themed weekly activities that encompass this philosophy. Every day the children will play outdoors, including splash days and relay races as well as participate in art projects and play board and card games to name a few of the planned activities.

Summer Camp was first introduced summer of 2010. Prior to the summer of 2010, children in the Child Care Center were guaranteed care in the facilities we call "the House, T-1, T-2 and the Annex". The last day of care for children enrolled in the Center was July 31 of the year a child was eligible for Pre-K. Children are eligible for Pre-K when they are four years of age before September 30. The guarantee of care through July 31 changed when the Summer Camp program was created.

Since Summer Camp began, the last day of care for children in "the House, T-1, T-2 and the Annex" is May 31. After May 31, children may enroll in Summer Camp at St. Aloysius or they may enroll in other summer programs. Children eligible for Pre-K, enrolled in the Child Care Center are given priority in enrollment in St. Aloysius Summer Camp. However, parents must complete a registration form and include payment for the first week the child will attend with the form to complete enrollment. No registration fee is required for children enrolled in the Child Care Center prior to attending Summer Camp.

Weekly registration for Summer Camp is allowed although tuition payment for all weeks attended in June is due on the first week a child attends Summer Camp in June. Tuition for all weeks to be attended in July is due on the first week a child attends in July. St. Aloysius Summer Camp will not be in session the week that Vacation Bible School is being held on the campus. Parents are responsible for enrolling their children in VBS if they would like their child to attend that program.

What is Continuity of Care?

Continuity of Care has been in practice at St. Aloysius Child Care Center since 1998. Continuity of Care is a staffing system that allows the same caregiver/teacher to remain with a group of children for as long as possible in their first three years. Here at St. Aloysius, a child typically enters the Center in the infant room. A child stays with the infant staff for about a year. The child then moves with several other infants to a continuity of care "family". Children stay with their caregiver/teacher until they are about 2 ½ or 3 years old. At this time some children will move to Annex.

As the children get older, the ratio of child to teacher grows, as does the size of the class. Children in Continuity of Care families have birthdays that put them all in pre-k together. Usually two or more Continuity of Care families will make up one pre-k class. All children in the family are eligible for pre-k in the same year. To be eligible for pre-k a child must turn four years of age before September 30. When the class moves from the Child Care Center three-year old program to St. Aloysius School Pre-K class (those who are accepted into the program), no child is left behind because he/she is too young for the class.

Continuity of Care is based on the theory that children are more secure and trusting in their relationships with others and with the world, when they have a warm, appropriate, caring, consistent caregiver. The parents are the caregiver/teacher of the child's first continuity of care family. The "family" at the Child Care Center tries to be like the family unit in meeting the child's needs while the child is away from home.

At St. Aloysius Child Care Center, we are blessed with a very low turnover in the staff. This allows the Continuity of Care system to be successful. Classes may move from space to space in the Center, but the primary caregiver/teacher will remain the same. New children may be added to the Continuity of Care family as vacancies occur, but new enrollees will come from outside of the Center, not moved up or down from another class. When a class moves to the three year old program, the caregiver/teacher "loops" back to start a new "family" with children moving from the infant room.

Continuity of Care promotes closer relationships between the child and the caregiver/teacher; the caregiver/teacher and the parents; and the parents of one child, and the parents of another; and between the children themselves. Continuity of Care has created our room parent program. A one or two parents in each "family" is responsible for communicating information to the parents and for encouraging and facilitating conversation and relationship among the parents."

What type of training does the staff get on an on going basis?

The Department of Families and Children through the Child Care licensing document requires that staff receive 12 hours of "state approved" training every year. In addition to the 12 hours staff must have three hours in Health and Safety or Medication training annually and the staff must be certified in CPR. The 12 training hours can be chosen from a brochure of pre set training topics or the director can customize training to meet the needs of the Center.

In order to qualify for more stars in the QRS program, some of the staff will soon enroll in the CDA or Child Development Associate credential. This program requires 120 hours of course work, plus an evaluation or assessment of staff in the classroom. The CDA is a national credential. It is recognized throughout the United States.

Do the Annex #1 teachers have parent/teacher conferences?

The answer to this question is "yes" and "no". Conferences are scheduled on an as needed basis. The teachers in Annex #1 will have a conference with you if you feel that you need one. Likewise the teachers will ask you for a conference if they feel that they need to talk with you. Some years we schedule conferences with all parents. Other years we only schedule conferences as needed. Please tell Tina or Latrenda if you would like to have a conference.

Where does all the money go?

A copy of the Child Care Center annual budget is available in the Center office. The budget explains where the money is spent. Salaries and salary related expenses (benefits, taxes) make up 91% of the budget. Because we are in the Diocese of Baton Rouge, there is a mandatory retirement plan that all full-time staff must participate in. The Center matches retirement contributions with 7% of employees' wages.

The diocese offers a group health plan that is optional to staff. Thirteen fulltime staff members are on the Diocesan Health Plan. The Center pays over two-thirds of the health insurance premium for each employee covered by the policy.

The remainder of the income goes to food, consumables, equipment and building repair, licensing, and other expenses. Playground equipment, classroom furniture, toys, and other supplies are purchased with the profit from the fundraiser. Profit from the fundraiser is not in the operating budget because the total is not predictable. Any donations from the families in response to the "wish lists" in the classroom, frees

up budgeted monies and fundraiser profits to purchase other items. If you have any questions about the budget or other money matters, please ask

Will my child learn to read at St. Aloysius Child Care Center?

The answer is maybe - maybe not. "Learn through play" is the educational philosophy of the Center. Play is hard work for children and we expect them to work hard. We believe that children learn through the experiences they encounter; the people and friends they meet and play with; the questions they ask; and the problems they are faced with and solve each day. We believe that the most important thing in your child's day is that they are in a loving, warm, secure, trusting, understanding, positive, and safe environment. While they are comfortable in this enriching environment, they are playing and learning.

The teachers in the preschool at St. Aloysius School tell us that our graduates know all they need to know when they enter pre-school. Most can recognize and even write some letters and, in most cases, their name. Most can count to who knows how high. They recognize shapes in places other than in the classroom blocks and can sort objects by one or more characteristics. But the bigger accomplishment that our graduates experience is that they know how to play. They know the role of the teacher in the group and they know how to get along with friends. They know how to be fair and just. They know how to be kind. They have strong socialization skills. They know how to listen and understand directions. They know how to "use their words". This means they can speak for themselves in a conflict situation; they recognize their own feelings and can express them to a friend. If your child learns to read in our three year old class, it tells us that your child is 'ready' to read. If your child learns to read in our three year old class, it is a rare and special result of learning through play.

What are all those envelopes on the classroom bulletin boards?

The envelope marked "Tuition, Fees, and Notes for the Office", is for any correspondence or payment going to the office. Notes, envelopes, tuition payments, and other "stuff" is gathered from these envelopes several times a week. The envelope marked "Room Parent" is for correspondence and fees going to the room parent of your classroom. The room parents will sometime ask for information from the parents. In the fall, contributions to the teacher fund and contact information is placed in this envelope. In the spring, staff appreciation information is placed in this envelope. This envelope is checked a few times a month by the room parents. The envelope marked "Notes for the Teacher" (not every bulletin board has one of these) is for any notes or correspondence you might want to get to your child's teacher. This envelope is particularly important if your daily schedule is such that you do not see your child's teacher on a regular basis. This envelope is checked several times a week.

The "runny nose" and the "diarrhea policies are hard to live with as working parents. Can they be changed?

The health policies in the Parent Handbook are the result of many years of research and communication. The parents through the years via the SACCC Council and in the past, the Parent Committee, have been in dialogue with the administration for many years about these policies. The Center looks at the policies from the side of the parent of the well child in a classroom. We have gathered information from National conferences and from local pediatricians about how to stay well in the classroom. The most common solution, although no solution is perfect, is to wash hands all the time and to exclude the ill child. Who decides when a child is ill? The staff will look at the symptoms a child exhibits. We look for fever, loose stools, vomiting, the green runny nose, or coughing. The parent has the burden of proving that the symptoms do not add up to an illness. The pediatrician can best make this decision. With a note from the doctor, the child can return to the Center in 24 hours if they are not contagious and free of the symptoms that sent them home. Without a note, time is your next ally. In time most viral illnesses will run their course. Without a note, a child can return in 48 hours if not contagious and free of the symptoms that sent them home.

Where are the classrooms and what how are they labeled?

There are seven “classrooms” in the Center. The Center consists of the Main House, two T buildings – T1 and T2; and the Annex classrooms- Annex #1 and Annex #2. See the map at the end of the Parent handbook.

1. **Carport room.** It is the room nearest the office and is at the end of the driveway that runs to the front of the Center. It was a carport in the days when a family lived in this house. This room does not have access to a potty so the younger children usually live in this room.
2. **Zoo room.** It is so named because the border in the room has zoo animals on it. It was the Garden room, but the flower mural was painted over. This room is down the hall from the office. It is to the left as you walk into the main entrance of the Center. This room does not have access to a potty so the younger children usually live in this room.
3. The infants are located in the **Fireplace Room** (so named because it has a fireplace in it), the **Front Corner Room** (named for its location in the building), and **the Soft room** -named because in the early days it was the only room in the house with carpet – Yes there are hardwood floors under most of the carpet in the house.
4. **Blue room** is on the opposite side of the infant deck from the Zoo room. It completes the other arm of the “U” shape of the house. This room has its own bathroom with a child size potty. Children can be and are potty trained in this room.
5. **T2.** T2 is our second “T” building. It located nearest the Annex. It is on the south end of the property. T2 has an upper deck and a lower deck and it has a handicap ramp. It has a bathroom with two child-sized potties. Children eat snack and lunch in this building. It is a self-contained classroom.
6. **T 1** This is our first “T” building. It is also a self-contained classroom. It has the “southern style” porch across the front. From a distance it looks like someone’s camp in the woods.
7. **Annex #1** is the home of our three year olds (some children have already turned four).
8. The house also has a staff bathroom with an adult sized potty (thank goodness). This room is located off the hall near the office. The stack washer and dryer are located in the closet in this bathroom.
9. The **Kitchen** is located in the main house. All meals and snacks are prepared in the kitchen. The kitchen was expanded several years ago. We took out two closets and a wall (non-load bearing of course) to enlarge the work area. We added cabinets and shelving to facilitate storage and to increase surface work area.
10. The **Director’s Office** is located in what used to be the paint and lawnmower room. It is down the hall from the staff bathroom and from the door of the zoo room. It is small and cozy.
11. The **Assistant Director/Bookkeeper** office is located in the Annex across from the dining room.
12. The **Dining Rooms** are located just inside the main entrance of the house and in the Annex. Classes from the Soft room, Carport room, and Zoo room. Classes in the Blue room and Annex eat in the Annex dining room. We follow a snack and lunch schedule that allows about 30 minutes per class for snack and for lunch.
13. There are three storage sheds on Center property. The shed in the front yard contains paint, the fryers, and the yard lights used at the Fish Fry and the Pumpkin Carving Party. There are two sheds in the back yard. One shed is the “Toy” shed. It contains duplicate and extra toys and other classroom supplies. The other shed is the “Work” shed. It contains nails, screws, tools, furniture parts, extra beds, and other pieces and parts to repair stuff.
14. There are five decks or porches, one patio and a carport around the Center and the Annex. These areas are used for covered outdoor play.

If you have any questions about the physical setup of the Center or if you would like a tour, please let me or any staff member know. We will be glad to show you around.

What is the Pumpkin Carving Party?

At about 4:00 on a Friday in October, the SACCC facilities committee arrives at the Center to arrange tables in the front yard at the Center. Lights are set up to illuminate the activity as the sun goes down. The children (under the supervision of the Center staff) are usually outside playing in the Center back and side play yards, unaware of the fun and good times being planned for them.

Inside T1, members of the staff and the party committee are busy setting up THE SPOOK HOUSE. Our spook house is totally and unmistakably age appropriate. In the past even the strongest holdouts have given in and ventured through the doors into the blackness of the room.

By 5:30PM, the last child has been picked up from the Center. The tables are ready, the final touches are put on the spook house, and the pizzas are on the way. The Center is locked down for the weekend. All is over but the waiting.

Around 6:00 pm, families start drifting from the parking lot area into the front yard. They are carrying and/or dragging ice chests, strollers, children, pumpkins, and chairs. Each family chooses a table. Some look for friends; some look for their child's classmate; some look for their teacher; some look for relatives; some families take up an entire table to themselves. Soon all the tables are filled with people, and pumpkins, and babies, and beverages.

The pizzas arrive and the announcement is made "let's eat". Pizza, plates, and napkins begin flying everywhere. Somewhere between picking a table and eating pizza some very creative, and in some cases, complicated pumpkin carving happens. Children, parents, and pumpkins seeds are everywhere. Everyone is having a great time!!

Just when you think it can't get any better the announcement is made that the SPOOK HOUSE is open. Children rush to get in line outside of T1. Once in the room, some scream for fun, some laugh, some touch things, some cling to Mom or Dad. The feeling in the spook house is eerie, but still they come back again and again. After at least 6 or 8 trips through the darkened room, parents gather their children to start the process of going home.

Families leave as they came – by ones and twos, by families, with friends, with teachers, with relatives, with a carved pumpkin, and a painted face. They slowly leave the party to travel home for bath and story and bedtime. Everyone is tired. Everyone had a great time. Everyone can't wait till next year. Some families are a bit sad because it was their last pumpkin carving party with their Center friends. (Even though they know they are invited back every year).

After the crowd has vanished into the outer reaches of the parking lot, the cleanup crew goes into action. The tables are taken down; trash is moved to the street; the Spook House is packed away for next year.

On Monday morning the Center is again be ready to receive children. The staff is in place. The families are on schedule to drop their children off for the day. Only a carved pumpkin and the memory of a great time in the front yard on Friday night will remain in the minds of parents, children, and staff.

Ya'll come It's a great time for everyone.

PS. In the event of rain the party will be moved to the covered porches at the Center.

What is the Thanksgiving Food Drive?

The Parental Involvement Committee of the Child Care Council arranges for barrels from the food bank to be brought to the Center. During the month of November Center families bring non-perishable food to the

Center to donate to the food bank. The families are encouraged to include their children in this “giving” project.

What is the Christmas Toy Drive?

The Child Care Center Council decides on a charity to “adopt” at Christmas. The Parental Involvement Committee of the Child Care Council organizes the toy drive. Center families bring new or gently used toys to give to needy children. After the gifts are collected, Santa visits the Center on a fire truck. The firefighters help Santa load the gifts on the fire truck to take them to needy children. This is a very exciting project for the children and the families. All children who are willing come to the parking lot to say “Hello!” to Santa. Parents are invited to this event.

What is Breakfast with Santa?

After loading the Christmas gifts on the fire truck, Santa takes a stroll over to the Annex. Santa reads a story or two and then joins the children in the Annex for morning snack. This is a very special event for the children enrolled in Annex #1. Annex #1 is the only classroom in the Center that gets a special visit from Santa. Annex #1 parents are invited to share breakfast and a story with Santa.

Where did the idea of the Christmas fund for teachers start?

Several years ago the Staff Appreciation committee surveyed the Center staff to see what gifts they most enjoy from the parents. The staff suggested that one gift from all the families together would be more useful than small gifts from individual families. From that survey, the “gift fund” was born. The room parents manage the fund for each class. The fund is voluntary. Families may give individual gifts instead of contributing to the fund if they prefer. The room parent uses the fund to give one gift (usually a gift card) to the teacher and other staff assigned to the class. This gift is from the entire class regardless of how many families contribute to the fund.

What is Pre-K Application Day?

Pre-K application day is scheduled on a Thursday in early February from 9:00- 1:00 pm in the Parish Hall. Pre-K application day is the day all children turning four by September 30, can apply for the Pre-K program at St. Aloysius School. In mid January, the Center give a Pre-School packet to the parents of all children enrolled in Annex #1. This packet answers many questions parents have about the move to “the big school” in August. On that day Tina and Latrenda will have a copy of the application for enrollment to Pre-k. Parents can view the application and ask questions about the application process and the pre-school program at SAS. The orientation program at the Center is designed help families through the application process.

On application day in February you will need to bring copies of your child’s birth certificate, baptism certificate, current immunization record, and social security number. You should also bring a list of all ministry involvement you have in the parish. Moving to the big school can be a very stressful move for some families. We have designed this program to help relieve some of the stress from this important milestone in the life of you and your child.

What is the Krewe of Tots parade?

One day during the week before Mardi Gras, the Krewe of Tots parade rolls on the St. Aloysius Campus. Parents and children decorate wagons, trikes, strollers or just about anything that rolls for the event. Friends and families bring beads to the Center all year long for the staff to get ready for the parade. Children in the Annex decorate t-shirts to wear for the event. At 10:00 am, the music starts, the wagons are lined up, and the parade begins. The parade winds around the Church campus. The church office staff, school children, and the school administration staff pour out of the buildings to watch and call out “throw me something mister”. All children at the Center except the infants are in the parade. It is quite a sight to see. Plan to attend and plan to parade. Bring out the green, gold, and purple streamers and paint to decorate your wagon. “Let the good times roll.”

What is the Family Picnic?

On Two Fridays a year – one in the fall and one in the spring - parents, grandparents, aunts, uncles, family members, and friends of all ages come to the Center for lunch. Several volunteer parents grill about 200 burgers on Center grills. Several volunteer parents help in the kitchen preparing lettuce, tomatoes, and onions. Beginning at 11:00 am with parents from the infant and toddler rooms, many hungry friends, and family come to have lunch. It is a rain or shine event. If it should rain, we will eat under our many covered decks on picnic blankets. Bring a chair if you wish. The menu is burgers (grilled with a secret sauce), chips, lemonade, and cupcakes.

Watch the bulletin board for signup sheets. Mark your calendar for a long lunch on that day. See you at the picnics!

What does my child do all day at the Center?

This poem was published in the newsletter of a childcare center in Florida. It is another answer to the question.

Just Playing?!

Today I did my math and science.
I toasted bread I halved and quartered,
I counted, measured used my eyes
and ears and head.

I added and subtracted on the way
I used a magnet, blocks, and a memory tray.
I learned about a rainbow and how to weigh.
So please don't say, "Anything in your
bag today? "

You see I'm sharing as I play.
I learned to listen and
speak clearly when I talk, to wait my turn, and
when inside to walk. To put my thoughts into
a phrase and to guide a crayon through a maze.
To find my name and write it down,
to do it with a smile and not a frown.
To put my pasting brush away,
So please don't say, what, "Nothing in your
bag today?"

I've learned about a snail and a worm,
remembering how to take a turn.
Helped a friend when he was stuck,
learned that water runs off a duck.
I looked at words from left to right,
agreed to differ, not to fight.
So please don't say, "Did you only
play today?"

_____ I have reviewed the Center programs and policies as found in the 2011-12 Parent Handbook,

_____ I have signed and returned my updated Emergency Information.

_____ I have signed and returned a Volunteer Sheet for 2011-12

Child's Name

Signature of Parent or Guardian

Date