

St. Michael's Episcopal Nursery and School-Age Program

Parent Handbook



**St. Michael's Episcopal Nursery
813 Longacre Blvd.
Yeadon, PA 19050
(610) 259 - 3266
Fax: (610) 259 - 1275**

**Operation Hours: 6:30 a. m. – 6:00 p. m
(Monday thru Friday)**

Mission Statement

The Nursery School is a Christian Education Ministry of St. Michael's Episcopal Church. The church related nature of the nursery provides a spiritually rounded environment of love for all young children and their families. Our mission is to posture ourselves in unity with the church, our parents, and the community.

Philosophy of Education

St Michael's provides a warm loving and educational environment, one in which *all-young people* are nurtured as children of GOD. The school also follows guidelines of the National Association for the Education of Young Children (NAEYC). We offer a developmentally appropriate program that focuses on the growth of all children cognitively, emotionally, spiritually and physically. Our philosophy is that children must be raised up in a balanced and wholesome environment, in which we strive to provide.

Objectives: *The objectives of the program are to:*

- Provide an overall program, which supports and integrates the development of children holistically.
- Acknowledge and respect the uniqueness of individual children.
- Provide experiences that will encourage children to recognize and achieve their full potential.
- Allow children to learn through concrete practical experiences.
- Foster creativity, exploration, self-discipline, and a love of learning.
- Encourage children to develop self-esteem, concern for others, a sense of community, and a spirit of sharing.
- Support parents in guiding their children developmentally.
- Help children learn, experience, and share God's love made known to us through Jesus Christ.

Hours of Operation

St. Michael's Nursery is open from 6:30 a. m. until 6:00 p. m. Monday through Friday, 52 weeks a year (excluding holidays and in-service days).

Tuition and Fees Policy

Tuition fees are to be paid in cash, check, and money orders and are due on Monday of each service week by 6:00 p. m. Fees are charged on a weekly basis. A late fee charge of \$15.00 per week will be charged to your account each week that your child's tuition is late. If your account is delinquent by two weeks, your child will be terminated from enrollment. **Full tuition is due for days during which the center is closed for a holiday, staff in-service day or inclement weather. Also, full tuition is due for days in which your child is absent from school, regardless of the reason for the absence (No credit will be given for any absences).**

There will be a **\$30.00** fee assessed for any check that is returned by your bank. This fee is due immediately. After receiving **one** returned check, payments **must** be made in cash or by money order.

Enrollment Fees

Enrollment fees at St. Michael's Nursery are as follows:

1) Application Fee (non-refundable)

- An application fee of \$40.00 is due at the time of enrollment.

2) Security Deposit

- A security deposit equaling two weeks of tuition is due at the time of enrollment.
- One week pays for your child's first week of tuition.
- The second week pays for your child's last week of tuition should you disenroll your child from the program providing you have given the required two week's notice.

3) Activity Fees (non-refundable)

- Activity fees are utilized towards activities for children who are enrolled at St. Michael's Nursery.

- Activity Fees are due at the time of an enrollment period.
- \$35.00 for each Fall enrollment period.
- \$75.00 for each Summer enrollment period.

Subsidized Tuition Payments

We accept subsidized child care payments by Child Care Resources (CCIS).

Families who's tuition payments are subsidized by Child Care Resources (CCIS) must pay their co-payments on Monday of each service week. All co-pays must be paid in advance for the week of care. If the total co-payment is not paid by the end of the care week, we must call CCIS and report your late co-payment. By the next workday, CCIS will generate a notice to you indicating that you must pay the (now) late co-pay and the next two weeks' co-pay by the due date of notice.

If you do not pay your co-payments on a regular basis, CCIS will drop your child from enrollment and you will no longer have subsidized child care. If you re-apply for CCIS, you will need to pay all overdue co-payments you owe and you will be placed on a waiting list by CCIS.

If your child is absent for 25 days during the school year, on the 26th day you are required to pay the St. Michael's Nursery's daily rate for all days your child is absent after the 25th day. This is the policy and procedures of CCIS.

Other Fees

During the school year, there are occasions when other services will be offered that require an additional fee. Such services may include trips, children's pictures, fundraisers, and meals for special events. Parents will have advance notice to participate or decline.

Late Fee/Lateness Policy

Please be prompt in picking up your child. There is a late fee of \$2.00 per minute (per child) for any child picked up after 6:00 p. m. On the day before a holiday when we are closing early, you will be charged the same late fee above for every minute after the designated closing time. Late fees are due the next business day in cash.

If your child is not picked up by 6:30 p. m., and we cannot contact their parent, that child will be considered abandoned, and we will notify the police.

Full-time/Part-Time Enrollment

Your child is **only** allowed to be absent from school **one day per month**. There are a few exceptions to the rule: If your child is out due to illness, they must return with a doctor's note. If your child is out more than three days due to illness, you need to contact the center and let us know when your child will be returning. If your child does not return with a doctor's note, they will not be permitted to stay at the center. Vacation time is another exception to the rule. You **must** inform the front office two weeks in advance for vacation time.

We have the right to decline or terminate any enrollment. If such termination should occur, a two-week notice will be given. ***Please note that registration and activity fees are non-refundable.***

Supplies

Please provide the following supplies for your child. These items will remain at school. Every item must be labeled with your child's name.

Tiny Tots

Bottles/Sippy Cups
Pacifiers (If needed)
Formula (That parents bring in)
Blanket
Crib Fitted Sheet
Diapers
Diaper Cream (If needed)
Wipes
Two complete Set of Clothes (socks, pants, shirts, tee-shirts)

Busy Bees

Sippy Cups (If needed)
Pull-Ups
Crib Fitted Sheet
Blanket
Wipes
Diaper Cream (If needed)
Two complete set of clothes (socks, pants, shirts, tee-shirts)

Shining Stars

Complete set of clothes (Socks, pants, shirt, tee-shirts)

Blanket
Sheets
Black and White Composition Book

Beary Brights

Blanket
Sheet
Complete set of clothes (socks, shirt, pants, tee-shirt, underwear)
Black and White Composition Book

Activities

Organized activities begin at 9:00 a. m. each day. Children are admitted into the classroom up until 9:30 a. m. each day. Below is our exception policy:

Between the hours of 9:30 a. m. and 11:00 a. m, children are permitted into the classroom with a physician's note. However, under no circumstances will a child be permitted into the classroom after 11:00 a. m. for any reason. Any child who has a mid-morning appointment with a physician must be returned to school by 11:00 a. m. to be admitted to school.

Our children go for walks or to play outside each day (winter or summer) as long as the temperature is not dangerously hot or cold. Each child's attendance is expected to participate in the activities that have been planned for his/her group, including outdoor playtime, which we consider a vital part of their day.

From time to time class trips are scheduled. Such trips are scheduled for the benefit of the group and are typically related to our curriculum. The fee for our trips is not covered by your tuition payments. If the entire center goes on a field trip, it will not be possible to keep your child at the center, if your child is not participating in the trip.

Summer Camp Activities

Our summer program runs from June to August. Our campers are between the ages of 3 ½ and 12 years old. The remainder of the nursery functions on a summer curriculum that is less structured than the fall session. All children participate in summer activities such as art, sports, vacation bible school, as well as academic support. **Parents, who enroll their child for summer camp trips, pay an additional fee for trips only. (This does not include your weekly tuition).**

Drop off and Pick Up Policy

Parents must sign their child in/out each day upon arrival and departure, and **accompany** them to their classroom. All people who are picking up or dropping off your children must be at least 16 years old. Anyone under 16 years old will not be permitted to pick up your child.

Authorization to Pick-up Children

The contact people listed on your child's emergency contact form are people who can pick up your child with your permission. We ask that you contact the center when someone else will be picking up your child/children. We will need the person's name and contact number and they will have to show a valid identification card before picking up your child/children. If they do not have identification, your child/children will not be permitted to leave with them. A child care release form must also be filled out at the time of pick-up.

If you have a custody issue, a notarized court order will be required on file outlining the custody arrangement.

Communication with Parents

All staff members are required to share information with parents daily about the children in their care. This must be in a written format.

We have several ways that we communicate with parents which are listed below:

- Daily information sheets (Infants/Toddlers)
- Visual format outside the classroom entrance (Toddlers, and Preschoolers)
- Parent/Teacher Conferences
- Written Communication
- Information posted on the center's front door
- Information posted inside the sign in/out book
- Center's bulletin board located near the front desk.
- Telephone
- Mail
- Each classroom have a parent information area
- Verbal Communication

All written formats used must tell the parents about the activities that took place that day.

Volunteers

We ask that each parent volunteer at least three times a year to work with the staff and children. List below are some things you can help us with.

- Read stories to the children.
- Do activities with children.
- Help decorate the center.
- Chaperone trips.
- Help with special events we have at the center.
- Help with classroom projects.

Requesting IEPs and IFSPs

St. Michael's Nursery will request of all parents copies of the child's IEP or the family's IFSP to help in classroom scheduling and curriculum planning. This will be requested from parents upon enrollment to ensure the child can receive the necessary care and help in achieving the goals stated in the plan.

Community Resources

St. Michael's Nursery gives out information about health services, nutrition, safety information, and on child development at least four times a year.

Transitioning

A parent will receive a written letter when it's time for their child to transition over to the next classroom. The transitioning period takes one week. Children transition by spending a portion of their day in the new classroom for a week. Parents are encouraged to meet with the staff of the next class prior to the transition whenever possible for both staff and parents.

Curriculum

Our curriculum is based on the Early Learning Standards. All activities are age appropriate for each age level of our program.

Center Visitation

Parents are encouraged to visit the center at any time during the hours of our program operation. All visitors must sign in. If you would like to schedule a parent/teacher conference, please contact the center's Director and child's teacher to arrange a meeting time.

Emergency Contact Forms

Emergency Contact Forms **must be updated every six months** or when any of your emergency information changes (new address, new phone numbers, or new contact people to pick up your child). You will need to fill out a new Emergency contact form every six months even if none of your information has changed (**No exceptions**). Please include your cell number on the emergency contact form as an additional number to contact you.

Health Appraisal

Health Appraisals **must be updated as needed**. Your child must have an updated health appraisal at all times. If your child does not have an updated health appraisal, they can not return to school until they have it.

- Infants up to 12 months – require health assessments every three months
- 12 months to 24 months – require health assessments every six months
- 24 months up to 12 years old – require health assessments every year.

Tuition Agreement

Tuition Agreements **must be updated every six months** or each time that your child's weekly tuition rate changes.

Food Program

Our center is enrolled in a food program provided by the government. A yearly form **must be filled out** in order for your child to receive meals and snacks from our center. **If your child does not have an updated form, then you must provide all meals and snacks for your child.**

During the summer months, St. Michael's Nursery enrolls in the free summer meals program through the Nutritional Development Services and also, during the school year, we received free snacks for our afterschool program.

Meals

We offer two meals and one snack daily. The menu is posted on the Parent Information Board and in each classroom. Meal times are as follows:

- | | | |
|-------------------|----------------------------|-----------------------|
| • Breakfast | 7:30 a. m. To 8:15 a. m. | (School-Age) |
| • Breakfast | 7:30 a. m. to 8:30 a. m. | (Nursery School) |
| • Lunch | 11:00 a. m. to 11:30 a. m. | (Tiny Tots/Busy Bees) |
| • Lunch | 11:30 a. m. to 12:00 p. m. | (Shining Stars) |
| • Lunch | 11:45 p. m. to 12:15 p. m. | (Beary Brights) |
| • Afternoon Snack | 3:00 p. m. to 3:15 p. m. | (All Children) |
| • Afternoon Snack | 4:00 p. m to 4:15 p. m. | (School-Age) |

Clothing

Your child should wear clothing that is comfortable for both indoor and outdoor play. Appropriate shoes such as sneakers or other rubber-soled shoes are required. Sandals are inappropriate for running and playing. ***Sandals are not permitted.***

During the winter months when we go on walks or to the playground, please make sure your child have a coat, hat, scarf, mittens, warm shoes, and socks.

Sheets/Blankets

Each child is required to have a sheet and blanket for naptime. Your child's blanket **must** be taken home on Fridays to be cleaned and returned on Mondays.

Absences

If your child is going to be absent, we ask that you notify the child care center as early as possible.

Accidents

A record of accidents will be kept in your child's file at the center. If an accident has left a cut or bruise, an accident form will be sent home via your child's cubby. If it is necessary for your child to receive medical attention, you will be called. If we cannot reach you, we will take your child to Mercy Fitzgerald Hospital. A staff member will accompany your child and take along your child's medical file.

Personal Possessions

The center is not responsible for personal possessions taken at the facility. Please do not leave valuable items in your child's classroom or cubby.

Weather Emergencies

Occasionally, severe weather conditions or unusual events may make it necessary for the Nursery to close. Snow closing decisions will be made early in the morning by 5:30 a. m. KYW, Channel 1060 AM, will announce any weather-related school closings. Our school closing number is **3202**. If you call the school, a recorded message will be placed on the voicemail concerning the closing. Some weather conditions will warrant an early closing. No refund will be given if weather conditions warrant a closing or an early closing as these circumstances are factored into tuition rates.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the State's child protection agency not to notify the parents of the report. Please understand we are legally obligated to comply with these state guidelines.

Cleanliness

Our center is cleaned daily and maintained at high standards of sanitation. Our staff clean and disinfect toys and equipment on a regular schedule.

We promote cleanliness and good hygiene with the children. The staff practices frequent hand washing.

Licensing

St. Michael's Nursery is licensed by the Department of Welfare.

Confidentiality

All records and other information on your individual child are treated with the strictest confidentiality. Files are maintained in the Director's office and access is carefully limited. No outsider may see them without permission.

You may review your child's records at any time during our normal hours of operation, with the exception of material protected under lawful provisions. We will provide copies of materials at your written request.

Our staff may be relied upon to protect your family's privacy in information you provide to them. Any breach of confidentiality should be reported immediately to your Director.

Toys

Children are not allowed to bring in outside toys unless they have show "n" tell. We do accept donated toys at St. Michael's Nursery that are in good conditions.

Statement of Nondiscrimination

St. Michael's Nursery provides both a workplace environment for employees, to families, early educators and the community that do not discriminate based on race, ethnicity, culture, nationality, religion, age, gender, sexual orientation, socio-economic differences, physical disabilities, or learning style. St Michael's Nursery values the diverse backgrounds and experiences of employees and customers.

It is our belief that this diversity enriches our work. St. Michael's Nursery is respectful and appreciative of the unique needs and qualities of the individuals that we serve.

Please see our notices of compliance with all applicable civil rights statues posted in the administrative areas and on the parent board.

Phone Calls

Phone calls will be accepted when parents call in absences, alternate escorts, early departures, late arrivals and emergency information. If you wish to speak with staff regarding issues other than those stated above, please call between 12:30 p. m. – 2:45 p.m. Our phone number is (610) 259 – 3266.

Health Policy

Children must have an annual check-up and a completed health appraisal form submitted annually.

We will be glad to give prescription medicine that is labeled with your doctor's name, child's name, dosage, and dated prescribed. We **will not** administer outdated medicine or improperly labeled medicine. **You must sign the medical log in order for your child to receive medicine. If you don't sign the medical log, your child will not receive the medicine.**

Your child must be comfortable to participate in scheduled activities, whether or not he/she is febrile. The director will make the decisions regarding when a child may remain at school in situations in which a child appears to be ill.

Please do not ask that we admit your sick child to school or that we allow your child to remain in school when he/she becomes ill during the day.

Children who are running a fever (100.5 or more), have loose bowels, have vomited, or have yellow mucus coming from their nose, or pink eye will be sent home.

A child with an infection or contagious disease will be not be readmitted back to school without a doctor's note. These infections or disease are listed below:

- Conjunctivitis – No discharge; Your child may return 24 hours after treatment has begun
- Ear Infection – Your child must be fever free
- Ringworm – Your child may return 24 hours after treatment has begun
- Scarlet Fever/Strep Throat – Your child must be fever free; Your child may return 24 hours after treatment has begun

Please keep your child home if she/he has:

- A fever of 100.5 or higher
- Vomiting within that last 24 hours
- Untreated head lice within the last 24 hours
- Diarrhea within the last 24 hours
- Any undiagnosed rash

Additional contagious diseases that require a child to stay home are listed below:

- Tuberculosis
- Chicken Pox/Mumps/Measles
- Hepatitis A/Rubella
- Impetigo/Shingles
- Streptococcal/Whooping Cough
- Gingivostomatitis/Herpetic

If any of these illnesses or conditions occurs during the school day, you will be contacted to pick up your child from the center. Your child will not be admitted to return to school until two days.

Parking

Parking is available when you drop off and pick up your child. You may park on the side of the building. Please return to move your car as soon as possible to afford other parents the parking

spot. **Reminder: for safety, do not leave children unattended in your car, and do not leave a car running with children in it.**

Terminating Enrollment

You must give two weeks written notice, in advance, when you are terminating your child's enrollment at the center. Failure to give the two weeks advance notice, will result in you being charged for another two weeks.

St. Michael Nursery reserves the rights to suspend or terminate services for the reasons listed below:

- Failure to pay weekly tuition fees/ co-payment
- Disruptive or inappropriate behavior by the child or parent
- Repeated late pick-up past the center's closing time
- Any disruptive behavior that could harm the children or staff.
- Children who are absent more than ten days without any notice from the parents

Birthdays

Birthdays are special events and we encourage you to join with us to recognize your child's birthday. Due to the possibility of various allergic reactions to foods, please check with your child's teacher before bringing in a special snack. We will help in any way we can.

Sharing Observation with Parents

Initial observations will be done using the ages and stages observation tool. These observations will be shared with parents by offering a conference. Additional observations will be done every six months using a child report form. After each observation, a parent conference will be offered to discuss any issues, problems or concerns the teacher may have about the children. If necessary parents will be given a referral list of agencies they can contact for help and further assessment.

Building Security

In an effort to secure our facility, the front door will be locked at 6:30 a. m. until 6:00 p. m. During this time you may use the intercom system located directly to the right of the right door. By pressing the call button, you alert us to your presence, by pressing/releasing talk you may communicate with the front office.

Information, Questions, Concerns

If you have any questions or concerns, or need information about your child or the program, please first contact your child's teacher. If you need more information or the concern was not received, feel free to follow-up with the program Director, or an administrative director

Child Care Fees for St. Michael's Nursery

Tiny Tots	12 months – 23 months	180.00/wk
Busy Bees	24 months – 35 months	\$160.00/wk
Beary Brights	48 months – 59 months	\$150.00/wk
Kinder Kats	60 months – 72 months	\$130.00/wk
Before & Afterschool Rate	Kindergarten to age 13	\$90.00/wk
Before Care (Only)	Kindergarten to age 13	\$40.00/wk
Aftercare (Only)	Kindergarten to age 13	\$70.00/wk

*****Additional Fees for School-Aged Children during School Closings**

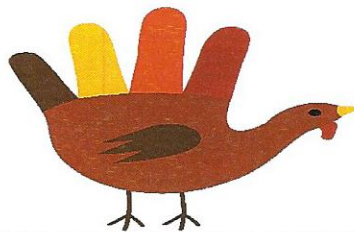
Full Day	\$18.00 per day
Half Day (up to 4 hours)	\$9.00 per day

Summer Program	\$110.00 per week
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Rates are valid for the 2016-2017 School Year

**** Part-time rates are available ****

Holiday Schedule for 2016 - 2017



Date	Holiday
September 3 rd and 5th	Labor Day Holiday Weekend
October 10th	In-service day for Staff
November 8th	Election Day
November 23rd November 24th November 25th	Close at 3:00 p. m. Thanksgiving Day After Thanksgiving
December 23rd, December 26th	Holiday Break
January 2 nd	New Year's Day (closed)
January 16th	Dr. Martin Luther King Day
February 20th	President's Day
April 14th	Good Friday
May 19th May 29th	Prom (close at 3:00 p. m.) Memorial Day
July 4th	4 th of July (Independence Day)
August 30 st and August 31 st September 1 st and September 4 th (2017)	In-service Day for Staff Labor Day Weekend

2016 – 2017 Event Calendar for St. Michael's Nursery



Grandparent's Shopping Day	September 14th
Grandparent's Day Luncheon	September 16th
Bake Sale	October 20th and 21st
Harvest Party	October 28th
Picture Day	November 7th
Thanksgiving Luncheon	November 18th
Bake Sale	December 8th and 9th
Holiday Luncheon/Show	December 16th
Valentine's Day Fundraiser	January 30 to February 8th
Valentine's Day Party	February 14th
Black History Show	February 24th
Hadley's Farm Fundraiser	March 6th to March 24th
Easter Day Party	April 13th
Mother's Day Shopping	May 10th
Mother's Day Luncheon	May 12th
Prom	May 19th
Graduation Day	June 9th
Father's Day Shopping	June 14th
Father's Day Luncheon	June 16th
Summer Camp Program	June 19th

- Additional events will be added at a later date

Parent Handbook Signature Page



This is to confirm that I have received the St. Michael's Nursery School Parent Handbook. I understand that by signing below that I have read and will comply with the contents of this handbook. I also understand that if I have any questions that I can address them Monday thru Friday from 6:30 a. m. – 6:00 p. m. (during school hours).

Parent's Signature: _____

Director's Signature: _____

Date: _____