



CDC Handbook For Families

St. Joseph Children's Home
Child Development center
2823 Frankfort Avenue
Louisville KY 40206



COUNCIL ON ACCREDITATION (COA)
OF SERVICES FOR FAMILIES AND CHILDREN, INC.

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Table of Contents

1: St. Joseph Children's Home

- History
- Picnic
- Campus Safety

2: The Child Development Center

- Introduction
- Our Philosophy
- Diversity, Equity and Inclusion
- Class Sizes & Ratios
- Staff Qualifications & Training

3: Enrollment

- Enrollment
- Waitlist
- Admission
- Tuition and Fees
- Vacation
- Summer Enrollment
- Termination of Enrollment Agreement

4: General Program Information

Hours of Operation	Holidays
Picnic Closure Days	Weather Related Closings
Attendance Expectations	Drop-Off
Pick Up	Authorized Pickups
Clothing	Birthdays & Classroom Celebrations
Toys from Home	

5: Curriculum and Discipline

Curriculum	Classroom Expectations
Discipline	Challenging Behaviors
Developmental Screening	Technology / Television Viewing

6: Infant Rooms

- What to Bring for your infant
- Bottles
- Nursing Room
- Diapering
- Sleep

7: Toddler Rooms

- What to Bring
- Sleep
- Toilet Training
- Biting

8: Preschool Rooms

- What to Bring
- Sleep
- Field Trips

9: Meals and Snacks

- Infant
- Toddler-Preschool
- Food Allergies or Special Dietary Requirements
- Meal Times

10: Communication and Family Involvement

- Brightwheel
- Telephone
- Email
- Cell Phones
- Face to Face
- Lobby Postings
- Newsletter and Alerts
- Conferences
- Family Involvement and Support

11: Health and Wellness

- Tobacco Free
- Handwashing
- Cleaning
- Immunization, Well-Checks and Physician Statements
- Illness and Exclusion from Care
- Medical Emergencies
- Medication

12: Outdoor play

- Natural Playground
- Boots
- Sunscreen
- Garden

13: Miscellaneous

- Reporting Abuse and Neglect
- Babysitting
- Confidentiality
- Emergency Drills / Emergency Procedures
- Grievance Procedures
- Rights of the Parent and Child
- Volunteers
- USDA Nondiscrimination Statement

Welcome to St. Joseph Child Development Center!

Thank you for choosing St. Joseph Child Development Center as your childcare provider. It is our goal to provide high quality childcare in a fun and engaging environment where children learn through play! Each time you come to our center, we want you to feel confident knowing that your child is our first priority.

The information presented in this handbook does not replace agency policies and procedures. The handbook, rather, is a summary of important information about the St. Joseph Child Development center. Should you ever have any questions about any aspect of our program, please feel free to ask the Director.

**In this handbook, the word "family" is used to refer to the legal parent(s) or guardian(s) on file for the child.*



1: St. Joseph Children's Home

History

St. Joseph Children's Home was established in 1849 and moved to the Frankfort Avenue campus in 1885. St. Joe's began as a traditional orphanage run by local Catholic parishes to serve children whose parents were dying in disease epidemics, struggling due to financial panics, or were no longer able to care for them. By the 1970s, the Ursuline sisters who had run the home for many years were no longer able to continue. Shortly after, the home began to take care of children from the state and began hiring social workers. Over the years the mission of our Residential and Therapeutic Foster Care programs has evolved to caring for abused and neglected children who have been removed from their homes due to severe abuse and neglect.

In 1981, St. Joseph Children's Home added a third core program, the St. Joseph Child Development center. The CDC is a childcare program serving families who need childcare during the traditional workday. Since it began, this center has enjoyed both rapid growth and an excellent reputation in the community.

Picnic

On the second Saturday in August of every year, the St. Joseph Catholic Orphan Society holds its one major fundraising event, The St. Joseph Orphan's Picnic. The Picnic provides substantial subsidized funding each year for the Child Development Center. Tuition paid by families does not cover the full costs of staffing, supplies, overhead expenses and food for the center. In order for us to maintain high quality care, we need the support of the Picnic. Families are strongly encouraged to volunteer a minimum of two hours working in booths on that day to help raise these vital funding dollars.



Campus Safety

Entering and Exiting the Building

Campus safety and security begins at the front door. Staff, children and families enter St. Joe's via the dedicated CDC entrance located on the West side of the building using their assigned electronic key fob*. **In order to maintain safety, we ask that families and staff NOT allow others to "shadow in" behind you at the front door. Visitors to our building must be screened before being buzzed in by the receptionist at the main entrance. Families may use a number of other doors to exit the building, however, all doors remain locked to the outside at all times.**

*Key Fobs

Upon enrollment, each family is assigned 2 key fobs that permit access to the CDC entrance Monday through Friday during operational hours. In the event of a lost, broken or malfunctioning key fob, please notify the CDC office staff immediately. Replacement fobs will be provided for a small fee. Additional key fobs for grandparents or other approved pickup persons can be obtained for a small fee as well.



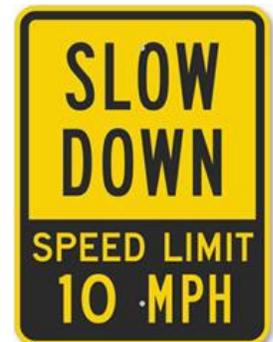
Electronic Surveillance

St. Joe's is protected by electronic surveillance inside our classrooms and outside the building. Families can request to view the available video of the classroom any time with the Director or Assistant Director.

Vehicle Safety

To ensure the safety of our children, we ask that families adhere to the following vehicle safety expectations:

- **10 mph speed limit on our grounds**
- The use of seat belts and/or child car seats are required by law while driving to and from school
- **All cars should be locked and the engine should be turned OFF when unattended**
- **Keys cannot be left in a car's ignition while the vehicle is unattended in the parking lot**
- **Children may not be left in a vehicle without an adult at any time**



2: The Child Development Center

Introduction to St. Joseph Child Development Center

St. Joseph Child Development Center (CDC) provides childcare and preschool services to children ages 6 weeks old through the pre-Kindergarten year. The center is licensed by the Commonwealth of Kentucky Cabinet for Health and Family Services. At least once annually, the center is inspected by the Division of Regulated Childcare's Office of Inspector General. A written report of inspection, including any plan of correction, is available for families to review.

The center is also accredited by the Council on Accreditation (COA) and rated by the KY ALLSTARS quality improvement program. We are proud to be a 3 star center!



Our Philosophy

The Child Development Center program at St. Joseph Children's Home is built on the following beliefs that are based in current research and best practices in early childhood education:

- Children are competent, capable, and full of wonder
- Children deserve a safe, supportive environment that encourages them to use their natural sense of wonder to explore, ask questions, and construct and expand their knowledge of the world around them
- Children need experiences that are appropriate for their particular development level that allow them to practice their current skills and abilities while being gently challenged to further develop
- PLAY is the most powerful method in which children learn and gain meaning from their environment
- Children develop into strong, independent, self-confident, caring individuals when given opportunities to stimulate their growth (socially, emotionally, physically and intellectually) within the context of respectful, loving relationships with adult caregivers
- Children deserve to be treated with respect.
- Discipline should be positive and based in love and instruction, not fear or punishment
- Children and families deserve an environment that is open, welcoming and committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion

The CDC program offers nurturing, professional care for children and is designed to help children develop a strong sense of self-worth.

The CDC uses an emergent style curriculum that is based on the interests of the children in each classroom, tapping into their passions and curiosities. While children are exposed to academic concepts, the focus of the program is on early childhood development, especially social and emotional skills that are essential to preparing children for the intense academic demands of kindergarten.

The CDC staff provide children with a warm, secure environment, filled with love, good physical care, and an atmosphere for learning. CDC Leadership continually work to improve the center by implementing evidence-based best-practices and by seeking input from families to ensure that the program effectively meet their needs.

Diversity, Equity and Inclusion

The Child Development Center at St. Joseph Children's Home supports the right of every infant and young child and their family to participate in our program. At the CDC, staff strive to provide the highest quality program possible and to make the center a comfortable place where all children and families feel a sense of belonging.

The center embraces differences, whether they are in age, race, color, religion, religious creed, sex, disability, ethnicity, family or marital status, gender, gender identity or expression, language, ancestry, national origin, citizenship, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status or background, veteran and military status, points of view or any other characteristics that make our employees, children and families unique.



Students with Identified Special Needs: The CDC works with families to consider additional communication, activity, and staffing needs to promote optimal inclusion of children with special needs. Families will receive assistance obtaining specialized supports, such as First Steps, if necessary to enroll and keep their child in care. A team approach, consisting of CDC leadership, teachers, families, and support professionals is used in service planning, care provision, and transition planning.

Teachers who are responsible for working with children with special needs will receive any additional training needed to meet the specific needs of children in their care. Consultants and other professionals are brought in when necessary for this training. These additional supports may be at the expense of the child's family.

Class Sizes and Ratios

At St. Joe's CDC, it is our goal to meet best practice standards in staffing ratios, as defined by the Council on Accreditation (COA), KY AllStars, and the National Association of the Education of Young Children (NAEYC). We make enrollment decisions based on recommended ratios. There are times when we must use higher ratios due to staff illness or other circumstance. At NO time will St. Joe's CDC exceed the ratios defined by Kentucky childcare regulations. When age groups are combined, the ratio is determined by the youngest child in the group.

	St. Joe's CDC Goal	Ky Regulation	ALLSTARS / NAEYC / COA
Infants 0-12 mos	1:4	1:5	1:4
Toddler 12-24 mos	1:6	1:6	1:6
Toddler 24-36 mos	1:6	1:10	1:6
Preschool 3-4 yrs	1:10	1:12	1:10
Preschool 4-5 yrs	1:10	1:14	1:10

Staff Qualifications & Training

St. Joe's is proud of our long teacher tenure in our CDC. Our most tenured staff have 14-35 years of experience at St. Joe's! Many staff have 5 or more years of experience in childcare. All staff members are at least 18 years old and have a minimum of a high school diploma or equivalent. Many Senior Teachers have a Child Care Credential CDA or higher. Staff without advanced education or training are encouraged to work toward a CDA or associates degree in Early Childhood Education. All staff receive at least 15 hours of Early Childhood Education training annually. All center staff receive training in CPR and First Aid, and all staff are encouraged and given the opportunity be certified in First Aid and CPR as well.

3: Enrollment

At St. Joe's CDC, equal opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or family/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws.

Enrollment is at the discretion of the staff and based upon the best interests of the child, the expectation that they will benefit from the program, and the welfare of other children enrolled. If the center cannot meet the family's need for care, the center will provide an explanation, and can provide appropriate referrals upon request.

St. Joe's accepts children from age six weeks through pre-kindergarten. Enrollment is based on the availability of space. A waiting list is kept for interested families when a space is not available. Prior to enrollment, families are offered a tour of the center and are given important information about the center. Tours are given by appointment only.

Waitlist

If a family's enrollment request cannot be honored immediately due to lack of space, the family can opt to be placed on a waiting list. The Director will provide the family with current information about the estimated length of the waitlist, but no guarantees about enrollment will be made. To be placed on the waitlist, families submit a waitlist application and a one-time \$50 non-refundable application fee.

When a space becomes available in one of our classrooms, the Director or Assistant Director will contact families on the waiting list to determine if the family is still interested in enrollment. Priority is given first to families with siblings already enrolled in the program, employees of St. Joe's, and St. Joe's foster families, then to families on the waiting list based on the date the application fee was received. If a family chooses to pass on an opening, they can remain on the waitlist in their current spot and should update their desired start date.

If a family chooses to accept the opening offered, they are responsible for payment of the annual enrollment and supply fee upon acceptance. This fee is non-refundable should a family later decide to forfeit their spot. **Tuition is due beginning no later than 3 weeks after the date the opening becomes available, even if the child is not yet attending. Space cannot be held for a family for more than 3 weeks without payment. Failure to begin payment of tuition 3 weeks after the spot is available is considered forfeiting of the spot.**

Admission

When a family accepts an opening, the admissions process begins. The family and child(ren) may wish to tour the center again and be introduced to staff. Families can schedule such visits with the Director or Assistant Director.

When possible, the Director or Assistant Director will meet with the family for an orientation to the center, review the CDC handbook and enrollment agreement, and answer any questions.

Admissions paperwork is due no later than the first day of attendance, but preferably several weeks prior to attendance. This includes the Enrollment Agreement, required consent forms, a current immunization certificate, proof of a well-child checkup within the past year, any necessary medical forms, and a completed enrollment form for the federal food program.

An Enrollment Agreement remains on file at St. Joe's as long as the child is enrolled at the center. Child files are kept confidential and are available for inspection by the family at any time. New enrollment forms are completed each year during registration, as long as the child remains enrolled in the center. **Enrollment information must be kept current. If information changes during the year, the family is required by state law to update the information in writing. Email is acceptable for written changes or families can make changes directly in Brightwheel.**

Tuition and Fees

From January 1, 2022 to December 31, 2022, tuition and fees are as follows:

- Infant and toddler classrooms \$300 per week
- Preschool classrooms \$260 per week
- One time application fee \$50 per child
- Annual enrollment and supply fee \$200 per child

Tuition amounts increase as our costs rise. **It is important to note that although the CDC calendar runs August to August, like a school year, St. Joseph Children's Home operates on a January to December budget year. Tuition is set and approved annually by the Board of Directors of St. Joseph Catholic Orphan Society in December. Thus, any changes to tuition rates occur each year in JANUARY.** St. Joe's gives families at least a 30 day notice of rate changes when they occur

The one-time application fee, per child, is paid upon application to the program. The annual enrollment and supply fee, per child, is assessed upon enrollment the first year, and each year thereafter upon registration for the following year (usually in March or April).

Families with more than one child attending **full time** at the center will receive a sibling discount of 10% off the oldest child's tuition.

Weekly tuition is drafted each Monday via ACH (Automatic Clearing House) withdrawal. ACH returns due to insufficient funds will incur a fee. All accounts must remain current. Any accounts more than 2 weeks behind on payment is cause for dismissal from the center.

Flexible Spending Account verification forms are available for families electronically. Year-end statements are provided annually for all families by January 31st.

All tuition rates are for full time care 5 days a week. Weekly fees are not adjusted for absences or holidays, with the exception of one week of vacation per year.



Vacation week

Each child is allotted **one week of unpaid vacation time per calendar year***. Please notify the Director in writing at **least two weeks in advance** (email is acceptable) when you wish to use your vacation week so that payment can be stopped for the week that the child will not be in attendance.

*Families were given 2 vacation weeks for the 2022 calendar year due to COVID. At this time, no decisions have been made regarding the 2023 calendar year to offer a second week or if families will have the usual ONE WEEK. If 2 weeks are allotted, families will be made aware in writing.

Summer enrollment

Many families inquire about un-enrolling their child for the summer months. Due to staffing and budget demands, if a family chooses to un-enroll for the summer, we cannot guarantee that a slot will be available the following August. The Director tries to match families who want the summer off with a new family that wants to start earlier than August. In these cases, families may "switch spots" with Director approval.

Termination of Enrollment Agreement

The Enrollment Agreement between a child's family and the Center may be terminated by either party at will.

If at any time, a child's family chooses to terminate the enrollment agreement, the child's family must notify the Center Director in writing (e-mail is acceptable) not less than two weeks prior to the date attendance will terminate. Verbal notices are not acceptable. The final two weeks' tuition will be billed as scheduled. If a child will not attend during the two-week notice period, fees are still due and payable.

The CDC Director reserves the right to discharge a child from the center with a two week notice to the child's family (unless there is an immediate safety concern that the center cannot meet) for any of the following reasons:

- The family breaches or fails to observe any of the terms and provisions of the enrollment agreement
- The family defaults in the payment of any or all tuition and fees payable under the enrollment agreement
- The family expresses ongoing and highly critical input about the Center, its staff or operations and creates a hostile work environment
- The child's behavior threatens the physical or emotional wellbeing of one or more of the other children or staff at the Center

If it is determined to discontinue services under these circumstances, the Director will give a two-week written notice to the child's families prior to termination of services. If the family desires, the Director will make an effort to help link the family with appropriate services.

4: General Program Information

Hours of Operation

St. Joe's is open Monday through Friday, year round. Our usual hours of operation are 7 AM – 6 PM.
*at the time of publication, the center is operating on a reduced schedule of 7:30 AM – 5:30 PM.

We plan to RETURN TO 7 AM – 6 PM on August 16th. Please be aware that from 7-7:30 AM and from 5:30-6 PM, a maximum of 3 classrooms will be open- 1 infant, 1 toddler, 1 preschool. We do NOT have staffing to open every classroom during the extended hours. Thus, families should know that children WILL be combined during those times.

We also ask that families be aware that 7 am – 6 pm is a VERY LONG DAY for young children. We are moving back to these hours to accommodate a variety of work schedules for families, however, we do NOT recommend that children be at the center for more than 9 hours a day.

Holidays

The CDC closes in observance of the following holidays:

January: (1) New Year's Day (2) Martin Luther King Jr. Day
February: President's Day (this is a teacher training day)*
May: Memorial Day
July: July 4th
September: Labor Day
November: (1) Thanksgiving (2) The day after Thanksgiving
December: (1) Christmas Eve (2) Christmas Day

If a holiday falls on a weekend, the center will be closed the Friday prior or Monday after the holiday. Tuition is not reduced for holidays.

***Please note the addition of President's Day as a closure date for kids and families. This will be a TRAINING DAY for all staff.**

Picnic Closure Days

In addition to the holidays above, the CDC closes for two days every year in conjunction with the annual Picnic. The Director will alert families to the picnic closing dates well in advance of the Picnic. It is typically the Friday before and the Monday after Picnic. There is no reduction in tuition for Picnic closures dates.

Weather-Related Closings

Occasionally, weather conditions may prevent safe operating of the CDC. In these situations, the CEO of St. Joseph Children's Home will determine if the center needs to open on a delayed schedule, close earlier than scheduled for impending weather, or close for the day in the most severe conditions. The center makes every effort to notify families by 6 a.m. of a delayed schedule or closing, and by 2 p.m. of an early closure.

The center will use the Brightwheel app to communicate weather related closings and delays.

Please note the following:

St. Joe's makes an independent decision. We do NOT follow JCPS.

St. Joe's does NOT post closings or delays on local news channels. The Brightwheel App system is the ONLY way that families will be notified. Please be sure that you are in this system.

Attendance Expectations

Families are encouraged to establish consistent hours of attendance for children, as routine and continuity help children feel secure in their environment.

We recommend that children arrive by 9 a.m. to allow participation in all of the learning opportunities available at the center. **All children are expected to arrive no later than 10 a.m. unless prior arrangements have been made with the Director in advance.** Late arrivals should be rare and only for doctor or other appointments that cannot be rescheduled. ****Please note that children cannot be dropped off during nap time, even with prior notice, as it is very disruptive to the other children.**

Daily attendance is recorded in Brightwheel, our Family communication app. Families are expected **to check children in and out each day by scanning the QR code** in the Brightwheel app. Teachers are responsible for verifying attendance multiple times throughout the day.

If you know that your child is going to be absent please let us know. Our teachers worry about their little ones when they don't come to school!

Drop off

Children who arrive prior to 8:30 a.m. are generally dropped off in an assigned "early room" for their age group. During "early room" time when children from different age groups are combined, room staffing ratios are always decided based on the youngest child in the room.

Please do not drop children off without speaking to the classroom staff. Eye contact and a verbal exchange that a child is arriving ensures the safe transfer of responsibility from family to staff.

Pick Up

Families should allow time to arrive, gather child(ren) and belongings, and exit the center by closing time. Prior to 5 p.m. children are generally picked up in their individual classrooms. After 5 PM, groups of children may be merged into the designated "late room" for their age group.

Please do not drop remove a child from care without speaking to the classroom staff. Eye contact and a verbal exchange that a child is departing ensures the safe transfer of responsibility from staff to family.

Families may pick up children at any time of the day, although the center discourages pick up during nap time (12:30-2:30) unless there is an urgent reason. All children must be picked up by the time the center closes for the day. Families arriving for pickup after the center closing time are charged a late fee of \$1.00 per minute per child. Late fees are billed via ACH withdrawal, generally within one month of the occurrence. Excessive late pick-ups may result in families being asked to withdraw their children from the CDC.

If a child has not been picked up from the center within 30 minutes of center closing time, and the family has not made contact with the center, the CDC will contact state child protective services.



Authorized Pickups

Children are never released to anyone other than the parent/guardian without explicit permission from the parent/guardian. The child's authorized pick up list is kept in the Brightwheel app. Families may add to, delete from, or change this list at any time in Brightwheel. Individuals listed as authorized pick up may pick up a child at any time. Families can also add individuals to the list by sending written permission (email is acceptable) to the Director and/or Assistant Director. An authorized pickup must be at least 16 years of age.

Staff reserve the right to request a *photo identification* from anyone picking up a child, even a parent or guardian, in the event that the individual is not readily recognized by the staff member.

No child will be released into the care of anyone who appears to be intoxicated by drugs or alcohol, even if that person is the parent/guardian or is on the list of authorized escorts.

Closing Staff

Staff at St. Joe's work a variety of staggered shifts. Sometimes the staff person in the room at pick-up may not be the person who has been with your child all day. If you have specific questions about your child's day and the closing staff is unable to answer, please contact the classroom senior teacher the following day via Brightwheel, phone or email for more information.

Clothing

Children are encouraged to dress in clothing that is comfortable, practical, and safe for play! Learning can be messy, so consider that when choosing clothing to wear to the center. Shoes are required for children 1 year old and older for safe outdoor play. Because of rocks, sticks, mulch and other outdoor elements, **we highly encourage closed-toe, flat shoes.**

Children 1 year old and up play outside daily (weather permitting), including short periods during winter months and even during light rain or snow. Please dress your child appropriately with proper shoes and outer garments for the current temperature and weather. **We encourage all families to leave a pair of rain boots at the center for outdoor play!**



Technology / Television Viewing

The normal daily routine at St. Joe's does not include television or other screen viewing. The use of technology by children in the classrooms should be limited. The use of screen time for children must be pre-approved by the child's family and CDC leadership and must meet the following guidelines:

- be purposeful and supportive of the child's educational and developmental needs
- be age appropriate
- be monitored by staff at all times

Families in our Pre-K classes will be asked to give permission for weekly viewing of instructional videos from the Leap Frog company that focus on letter recognition, letter sounds, numbers and counting.

Birthdays & classroom celebrations

Birthdays and holidays are days to enjoy and celebrate! Each classroom has special ways to honor birthdays and seasonal/holiday celebrations. Families often wish to contribute to classroom celebrations, and we encourage families to get involved! **PLEASE NOTE, however, that due to the prevalence of food allergies, we ask that families NOT bring food for IN-CLASSROOM celebrations.**

Instead of food, we encourage families to get involved by working with the classroom teacher to plan a special non-food "treat" for the class. Consider donating a copy of your child's favorite book to the classroom and coming in to be a "guest reader" to share the book! Lead the class in a favorite game or activity from your family! Bring bubbles and celebrate outside with the class blowing bubbles! There are so many ways to celebrate!

Families sometimes ask to distribute birthday party invitations at the center. If every child in the class is invited, we are happy to allow invitations to be distributed in the classroom. We understand, however, that this is not always possible. When not inviting the entire class, the director can assist with connecting families for individual invitations.

Items from Home

Children should not bring other items from home such as toys, chewing gum, candy, money, or other personal items to the center. Transition objects (e.g. blankets, pacifiers, snuggle toys) are allowed when needed for individual children to feel safe. **Please note, however, that blankets, pacifiers and snuggle toys are not allowed in infant cribs.** The center staff cannot be held responsible for any items lost or damaged if brought to the classroom. **Toys from home are permitted only on "Show-And-Tell" Day.**



5: Curriculum and Discipline

Curriculum

St. Joe's uses a combination of research-based, child-centered approaches to learning that focus on educating the whole child. Our classrooms offer a balance of active and quiet play, provide opportunities for individual and group play and give children opportunities to make decisions.

Our staff are currently engaged in ongoing learning about Emergent Curriculum and Reggio Emilia inspired teaching and learning. Through a partnership with Community Coordinated Childcare (aka 4C's), staff attend frequent workshops and receive in-classroom coaching to strengthen our teaching and learning practices. We look forward to sharing our learning with you as we get better and better as a staff at providing this kind of open-ended, hands-on learning for your kids!

Our staff also receive training on the Kentucky Early Learning Standards and how to use these standards in their daily lesson plans. The Kentucky Early Learning Standards address physical, emotional, social, intellectual and language development, include a variety of content areas (literacy, math, science, art, music, culture).

In addition to the daily classroom activities and learning opportunities, the center offers an in-house Enrichment program. Enrichment may be provided by enrichment teachers or embedded into classroom instruction with the help of our enrichment staff.



Classroom Expectations

While every classroom at St. Joe's is unique based on the age and development of the children and the personalities of the children and staff that make up the class, there are quality expectations to which all of our classrooms are held accountable.

(1) Classroom Environment

Classrooms are set up to support positive development and education by providing:

- dedicated spaces for developmentally appropriate activities including group and individual play
- organized space that allows for safe movement, encourages appropriate use of materials, and allows children independent access and choice regarding materials when appropriate
- flexible space that is adaptable to meet changing needs and interests of the children
- sturdy, appropriate furniture
- furniture that allows adults to comfortably hold children, where appropriate
- spaces for children to store their personal belongings
- reasonable accommodations for full access to activities by children with disabilities
- ample indoor and outdoor space at or exceeding the requirements of childcare licensing regulations
- toys and materials that are chosen and updated regularly based on the needs and interests of the children in the room
- toys and materials that reflect diversity
- a variety of age- and developmentally-appropriate play/interest centers, including but not limited to library, art, fine motor play, music, blocks, dramatic play, math and science, sensory play, quiet play

(2) Caregiver Relationships and Transitions

St. Joe's believes that children thrive best with consistent, predictable care provided by consistent caregivers. **We organize our program to minimize changes in placement of children to allow for the development of meaningful, long term relationships with caregivers. Most of our children stay in the same classroom for an entire year with the same set of caregivers.** The transition of children to new classroom groupings occurs only at times when deemed absolutely necessary (e.g. August start of the new school year, when an infant or toddler ages out of their current placement and needs a more developmentally appropriate space, or when a conflict exists that necessitates a change in placement).

(3) Supervision

Staff are expected to maintain supervision of children at all times, keeping all children within their scope of vision and sound. Staff perform a name-to-face visual attendance check to make sure that all children are accounted for multiple times throughout the day, especially before, during and after moving to and from the classroom.

(4) Music in classrooms

Teachers use their classroom tablets to access kid-friendly music. Content and volume of music used in classrooms should be appropriate at all times.

(5) Incident reports

Occasionally, children get slight bruises or scrapes while playing. Staff are trained in pediatric first aid and are able to care for children in these instances. Families receive an Incident Report for any injuries that occur while children are in our care. If any accidents happen away from school, families should notify the teacher at the time of drop off. Families may be asked to sign the form and may request their own copy.

Discipline

At St. Joe's Child Development Center, our staff are encouraged to view mistakes as opportunities for learning. Staff are instructed and trained to use **positive discipline techniques** that are respectful, encouraging, kind and firm. Positive discipline techniques promote a sense of belonging and teach children important social and life skills for the future, such as respect and concern for others, problem solving, and cooperation.

On the rare occasion that a child does not accept positive direction or redirection, time out may be used for children over the age of twenty-four months. During time out, a child must refrain from their present activity and sit quietly for up to one minute for each year of the child's age. This is always in the presence of staff. The goal of a time out should always be to help the child regain self-control, not punishment.

Challenging Behaviors:

Occasionally, children can present with repeated, challenging behaviors. In these cases, staff work with the child's family to identify triggers to negative behaviors and de-escalation strategies that have worked in the past to develop a plan to support the child's success

If a child exhibits ongoing concerning or maladaptive behaviors at school, St. Joseph CDC will request an appropriate screening and/or assessment to be completed. Concerning or maladaptive behaviors include, but are not limited to, aggression to peers or staff, lack of age-appropriate self-regulation, biting that is considered beyond typical toddler behavior, demonstrating an abnormal reaction to sensory input, fleeing from staff. Behavioral screening and/or assessment are at the family's expense and performed by a provider of their choice. The Director can provide families with resources regarding providers if desired.

At the conclusion of the screening and/or assessment, the family shall share the provider's findings and recommendations to St. Joseph Child Development Center. In the event that further assessment, therapy or other interventions are recommended, families are expected to pursue those, at their own expense, with a provider of their choice. Failure to implement and complete the recommended steps will jeopardize a child's placement in our program.

It is rare, but St. Joseph CDC reserves the right to send a child home from the program for the safety of the child or other children.

Developmental screening

Developmental screening provides a quick check of a child's development and helps determine if a child is meeting the appropriate milestones for their age. Screenings are important in the early detection of developmental delays in young children.

Each year, St. Joe's CDC asks families to participate in a developmental screening of their child(ren) by completing the Ages and Stages Questionnaire (ASQ). Staff score the ASQ and share the results with families. In the event that ASQ screening results indicate a potential developmental delay, CDC staff will meet with the child's family to identify any additional resources needed for the child and develop a plan of action. If more information is needed, families will be referred for further assessment if deemed appropriate. Families are responsible for the cost of additional assessment. In the event that further assessment indicates the need for therapy or other intervention, families are expected to pursue those, at their own expense, with a provider of their choice, within 30 days of the sharing of initial screening results. Failure to implement and complete recommended steps may jeopardize a child's placement in our program.

In addition to the ASQ, all Pre-K students are screened in the Spring using the Brigance to measure kindergarten readiness, as well as to measure program effectiveness.

6: Infant Rooms

St. Joe's staff members follow best practice guidelines set forth by industry standards for properly caring for infants. Each infant receives individualized ongoing care from one teacher or a consistent team. Infants are allowed to eat and sleep "on demand" according to their individual sleeping and eating habits. Cribs are used only for sleeping. Swings, jumpers and other equipment are not routinely used in our center.

What to bring for your infant:

- A current copy of your child's Commonwealth of KY Immunization Certificate
- A copy of a well-child checkup with the past year
- Enough bottles for a day's use, properly labeled (see Bottles)
- Diapers (if you choose to use cloth, please discuss with Director)
- Diaper rash cream or ointment if needed
- At least 2 changes of clothes per day
- Pacifier if applicable, with NO attachments

*Please label all items brought from home with your child's name to prevent loss.

St. Joe's provides bibs and drib sheets for children to use in the center. Bibs are laundered daily. Sheets are assigned to one child for the week and are laundered weekly, or more frequently if soiled.

Bottles

Families provide clean bottles daily for infants in our care. **ALL bottles, regardless of formula or breast milk choice, must meet the following requirements:**

- **be labeled with the child's first name** (and last name if 2 or more children of the same name are in a classroom)
- **have a cap that is also labeled with the child's name or initials**
- **be placed in the classroom refrigerator upon arrival (*unless empty)**
- **be warmed in water, never microwaved**
- **milk must be discarded if not finished in one hour**
- **be sent home with families at the end of the day**

Formula provided by St. Joe's- As part of the federal food program, the center provides one brand of infant formula. Please ask for information on the specific brand provided. For families who choose to use our formula, families must provide clean, empty bottles daily. ***Even empty bottles must be labeled** as stated above.

Formula provided by families: For families who opt to provide their own formula, bottles must be prepared at home and must be labeled as stated above. Staff are not permitted to mix formula other than that which is provided by the center.

Breast milk- Breast milk can be brought in labeled bottles, just like formula. Breast milk can also be brought in frozen. Our staff can thaw breast milk and pour it into a clean bottle provided by the family, but those ***empty bottles must be labeled**. Please note that the center prefers that milk be already thawed and prepared in bottles to eliminate the possibility of spills.



Nursing Room

St. Joe's provides a quiet and private space for families or staff who wish to breast feed on site or need to pump breast milk. See office staff for access

Diapering

St. Joe's provides disposable diaper wipes. Families provide (disposable or cloth) diapers and any diaper rash creams or ointments needed. Diaper changing areas are separate from food preparation areas and are equipped with a non-porous changing pad, vinyl gloves, and a hands-free trash can for disposal. Diaper changing procedures and hand washing procedures approved by the center are posted at each diaper changing station. These procedures meet all licensing regulations and include the procedure for disinfecting the changing area after each diaper change.

Infant Sleep

St. Joseph Child Development Center takes care to meet children's need for sleep and rest. Procedures are guided by state regulations, the American Academy of Pediatrics (AAP) infant safe sleep statement, and each child's age, developmental stages and needs.

Infants (age 6 weeks-12 months) will be placed flat on their backs on a firm sleep surface to sleep every time. While infants will always be placed on their backs to sleep, once they can easily roll over from back to front and front to back, they will be allowed to remain in whatever sleep position they prefer to sleep.

Infants will not be allowed to sleep in car seats or other equipment such as swings or bouncy seats. If an infant falls asleep anywhere other than in a crib, the infant will be moved to a crib as soon as a staff member is able to move them.

Devices such as wedges or infant positioners will not be used unless a physician has specified in writing the medical need for such a device. Any such devices must be supplied by the child's family.

There will be nothing in a crib except a crib mattress, a fitted sheet, baby and a pacifier. Infants who use pacifiers will be offered their pacifier when they are placed to sleep, however, pacifier clips or attachments of any kind are not allowed. Bibs or garments with ties or hoods are not permitted for sleeping infants. Infants will not be permitted to sleep with a bottle.

Infants will only be swaddled if: (1) the child is not yet rolling over, (2) the family has given permission, and (3) the family has provided an appropriate swaddling sack or swaddling blanket that is marketed and intended for that purpose.

Examples of age-appropriate sleepwear, swaddle sacks, and swaddle blankets:



7: Toddler Rooms

The toddler years (from 12 months to 36 months) are an exciting time of growth and development for your children! Our staff work to prepare families for the many changes that happen during these years!

What to bring for your toddler:

- A current copy of your child's Commonwealth of KY Immunization Certificate
- A copy of a well-child checkup with the past year
- Diapers or Pull Ups if needed
- At least 2 changes of clothes per day
- If potty training, multiple changes of clothes, extra underwear, socks and shoes
- Rubber rain boots for outdoor play**
- Refillable, closable water cup**
- Blanket for naptime**

*Please label all items brought from home with your child's name to prevent loss.

Toddler Sleep

As required by licensing standards, the CDC offers all children over 12 months a designated rest period, not to exceed 2 hours. Generally, our toddlers nap from 12:30-2:30. During nap time, the lighting and sounds in the room are adjusted for napping while allowing for complete sight supervision of children during nap time. Adequate sleep is important for a child's health and development. We encourage all toddlers to nap while in our care. We are unable to accommodate families' requests to prevent or limit sleep for toddlers during nap time. Not all toddlers will nap. Children who do not sleep after 30 minutes are permitted to play quietly so as not to disturb their sleeping classmates.



The CDC provides each toddler with a cot and cot sheet. Sheets are assigned to one child for the week and are laundered weekly, or more frequently if soiled. Families provide blankets for naptime for children age 1 and up. Families should take blankets home weekly for washing.

Toilet Training

Research indicates that children cannot successfully potty train until they are physically, psychologically and emotionally ready. Most children under 2 are not physically capable of regulating bladder and bowel muscles. We encourage families to wait to begin potty training until a child is at least 2 years old. Then, when the family is ready to begin, staff will work with the family to make a plan for success. Some families choose to delay potty training until a child is 3. Our center supports that decision. We have no rules "requiring" a child to be potty trained by a certain age. For children being potty trained, please ensure that the child wears clothing that they can easily get on and off. And remember to **send LOTS of extra clothes!** St. Joe's does not allow the use of potty chairs. Proper cleaning and sanitizing of potty chairs requires time and attention that takes staff away from children. The bathrooms used by our 2-year-olds are all equipped with toilets that are low to the ground with smaller seats. We also do not allow children to go without underwear for health and safety reasons.

Biting

Biting, while no fun for anyone involved, is a behavior that is a normal part of early childhood. It is common for toddlers to bite to communicate or to meet oral sensory needs. Our staff document the details of biting incidents, to the best of their ability, and communicate with families involved in the incidents. Staff must keep the names of other children involved confidential when reporting the event to the family of the injured child.

We do not punish or ask toddlers to leave our center for biting. Instead, we work with families to determine strategies to reduce biting behaviors. If a child continues to bite and is unresponsive to typically successful classroom strategies, the Director may request that families seek additional assessment and suggestions (see above in Challenging Behaviors).

8: Preschool Rooms

Preschool rooms at the CDC are for children ages 3-5 (or up to the pre-Kindergarten year). Preschool classrooms are busy, bustling environments where children continue to learn primarily through play! **While we introduce children to pre-academic content, the focus of our preschool program continues to be developing the whole child through play-based learning.**



What to bring for your preschooler-

- A current copy of your child's Commonwealth of KY Immunization Certificate
- A copy of a well-child checkup with the past year
- At least one change of clothes
- Refillable, closable water bottle
- A blanket for rest time
- Rubber rain boots for outdoor play**

*Please label all items brought from home with your child's name to prevent loss.

Preschool Sleep

Nap time begins to look a little different during the preschool years. While most 3 year olds still nap consistently every day, many 4-5 year olds do not. As in toddler rooms, children who do not sleep after 30 minutes of rest will be allowed to play quietly while the others sleep. St. Joe's provides a cot and cot sheet for each child. Sheets are assigned to one child for the week and are laundered weekly, or more frequently if soiled. Families provide blankets for naptime in preschool classrooms. Families should take blankets home weekly for washing.

In order to prepare our pre-K students for the demands of full-day Kindergarten, our pre-K teachers typically begin to shorten nap time, over time, from 2 hours to 30-60 minutes, depending on the needs of the individual children. Nap time generally begins to shorten during the summer months, but may be earlier or later based on the needs of individual groups of children in the pre-K classrooms..

Field Trips

At this time, the CDC does not participate in off-site field trips. Instead, efforts are made to bring special events and activities in TO the center (i.e. library readings, zoo docents, etc.)

With family permission, the children in our preschool classes do occasionally take **walking trips** to the public library, located within walking distance of the center. Families are notified well in advance of the excursion. The group's staff-to-child ratio is maintained at all times on walking trips. .

9: Meals and Snacks

St. Joe's CDC participates in the Child and Adult Care Food Program (CACFP), also known as the Federal Food Program. The center provides breakfast, lunch and snacks for children in attendance. Weekly menus are posted and are published in Brightwheel documents for families' reference.



Infant

As part of the CACFP, the CDC provides one kind of infant formula. Families may also choose to provide their own formula or breast milk. The center provides cereal (rice and oatmeal) and pureed baby food (single fruits and vegetables) for infants, as well as table food, when families give approval. It is important that families introduce all new foods to children at home first before having those foods served at daycare to observe for adverse reactions or allergies. Families may choose to provide their own baby food. Infants are fed on demand according to families' instructions.

Toddler-Preschool

Meals for toddlers and preschool age children are served "family style" as much as possible, allowing children to have second servings if desired and allowing children to serve themselves whenever possible. Children are encouraged to eat a little of each of the foods served. However, they are not required to do so.



Food Allergies or Special Dietary Requirements

As per CACFP regulations, any child who has a food allergy, is a vegetarian/vegan, or has other dietary restrictions **must have appropriate paperwork on file. *Without proper paperwork, we are unable to claim a child's meal accommodation with CACFA and therefore must assess families an additional food fee of \$175 / year. To avoid this fee, please see the Director/Assistant director for a copy of the medical form if needed.**

Meal Times:

Breakfast is served at 8:30 a.m.

Lunch is served at 11:30 a.m.

An afternoon snack is served after nap at 2:30.

10: Communication and Family Involvement

Open communication between staff and families is essential to a successful childcare center. We have many ways for staff and families to communicate.

Brightwheel

The Brightwheel app is our primary method of family-teacher communication. Each classroom has a tablet with access to Brightwheel. Teachers can send pictures and updates throughout the day. Families can contact teachers and the Director through the app as well with any questions or information to share.

Telephone and Email

All St. Joe's staff can be reached by phone at 502-893-0241 Monday – Friday 8:30 a.m.- 5:30 p.m. Outside of those hours, the main phone line is not answered. An automated system will answer during off-hours and a direct extension can be entered. Ask staff for particular classroom extensions.

Staff can also be reached via email. CDC Leadership staff contacts are as follows:

Director	ext. 247	aprilm@sjkids.org
Assistant Director	ext. 312	nielab@sjkids.org
Curriculum Coordinator	ext. 315	aprils@sjkids.org

Cell phones

The center Director, April Manning, is also available via cell phone at **(502) 609-6465** any day of the week from 6 a.m. until 10 p.m. Staff and families can also text the Director at this number any time of day. If a voice or text message is not returned within 24 hours, please re-send.

Classroom teachers are NOT allowed to have their cell phones on their person during work time, unless permission has been granted by management for specific individual circumstances. Staff cannot properly supervise children with phones out. While some staff members choose to give out their personal cell phone numbers to families, they are in no way required to do so. If families choose to communicate with classroom staff via personal text message, please know that messages cannot be read and responded to while they are on the clock. Staff can check cell phones during their breaks. Families are encouraged to communicate with staff via Brightwheel instead.

Face to Face

Short informal chats are encouraged at pick-up and drop-off times. They are valuable to families, child(ren), and staff. Please keep in mind, however, that teachers are also caring for other children at that time, so it may not be possible to talk at length. Families are encouraged to schedule a conference if more than a brief discussion is needed.

Lobby Postings

Important information related to licensing, ALLSTARS, and CACFP (the federal food program) is posted in the CDC lobby.

Newsletter and Alerts

The Director sends out a newsletter (weekly or biweekly as needed) via Brightwheel to all families. The newsletter is an attempt at getting everything you need to know in one place! Occasionally, however, additional emails or text message alerts are used to communicate timely information.

Conferences

Conferences are offered to families twice yearly, once in the fall and once in the spring, to discuss individual children's progress and development. Additional conferences can be scheduled by request of the classroom teacher, the child's family, or CDC Leadership. *** At the time of publication, conferences are offered as needed only due to COVID-19.*

Family involvement and support

St. Joe's encourages families to be actively involved in the program. In addition to regular communication with staff, families are welcome to visit their child(ren)'s classrooms at any time. Families may come unannounced to observe their child's classroom or participate in the program. The center acknowledges that there are times during children's development that frequent visitation can be emotionally disruptive. For example, children who are experiencing heightened feelings of stranger and/or separation anxiety may be upset by visitors to the classroom. If visiting becomes disruptive to the child or other children in the classroom, program leadership reserves the right to ask families to limit visitation temporarily.

Visits to other classrooms are encouraged-when your child is due to be transitioned to another classroom. Visits to classrooms other than your child's room must be scheduled with the Director or designee so that you may be properly introduced to those teachers.

Families are also encouraged to be a part of the center's Parent Advisory Committee (PAC). PAC meets occasionally throughout the year, often via zoom, as needed to plan family friendly events, give input on decisions for the program, and plan and fund appreciation events for the center's staff.

In addition to family-friendly events, the center also provides several educational opportunities for families throughout the year. Kindergarten Readiness Workshops, Positive Discipline Workshops and other educational programs are offered several times each year for interested families.



11: Health and Wellness

Tobacco Free

St. Joe's is a tobacco free campus. The use of tobacco products of any kind is not permitted anywhere on campus at any time.

Handwashing

Handwashing is our best defense against the spread of germs among children and staff. Families are asked to assist their child(ren) with handwashing upon arrival to the classroom. Staff are expected to follow all licensing regulations and postings about hand washing and to teach those expectations to children.

Cleaning

In addition to handwashing, frequent cleaning and sanitizing of toys and surfaces help us keep staff and children healthy. St. Joe's has a cleaning staff at night that is responsible for cleaning of our bathrooms, sinks and floors. Classroom staff are charged with maintaining the day-to-day cleanliness of the classrooms, including but not limited to keeping rooms tidy and free of debris and clutter, disinfecting diaper changing areas after each diaper change, sweeping and mopping floors after meals, sanitizing tables before and after meals, and sanitizing toys. Toys for infant and toddler classrooms are sanitized using a 3-sink method (wash, rinse, sanitize). All cleaning products are stored out of reach of children

Immunizations, Well-Checks, and Physician Statements

According to licensing regulations, the center must have a current immunization certificate on file for all children in care at all times. **If your child is exempt from immunizations for medical or religious reasons, we must have a physician statement documenting the exemption.*

In addition, St. Joseph CDC asks for a copy of your child's most recent well-child checkup from a physician ensuring that your child is able to attend daycare. This form must be updated annually.

An additional written physician's statement is required to be on file if a child has any of the following:

- health problems
- allergies to any food/milk that the center may serve
- need for breathing machine treatments during the school day
- limitations for physical activity
- special positioning for sleep due to reflux or other conditions
- other modifications needed for the health and safety of your child

Verbal communication of such medical conditions is not sufficient. Medical information should be updated as changes occur in a child's condition and medical needs.

Illness and Exclusion from Care

St. Joe's strives to safeguard the health and wellness of all children enrolled in our center. While we recognize that it is difficult for a family member to leave or miss work to care for a sick child, we must at times exclude a child from group care due to illness. We ask that all families have a backup care plan in the event that a child is too ill to attend, or becomes ill during the day and must be excluded from care.

Based on the recommendations of the American Academy of Pediatrics, St. Joseph CDC staff consider the following three questions when determining whether or not a child must be excluded from childcare:

- 1) Can the child comfortably participate in the daily schedule and programming?
- 2) Does the child require a level of care that is greater than we can safely provide in a group care setting, without putting the safety and well-being of the other children at risk?
- 3) Is the child at risk of spreading germs that can cause reportable illness to other children in the center?

Each child will be given a brief visual health inspection upon arrival. Any child showing signs of illness shall not be admitted.

Should a child become mildly ill during the day, but does not require exclusion from care, the staff member will notify the child's family. Depending on the severity of the symptoms, staff may choose to call the family immediately to describe the symptoms or may choose to wait until pick-up time to inform the family.

Should a child become ill enough to require exclusion from care during the day, the family will be notified immediately and will be asked to pick up the child within the hour of being notified of the illness. Staff will try to keep the child comfortable. The child may be excluded from all activities until an authorized pickup arrives.

Exclusion from care may be required for any of the following:

- Lethargy, inconsolability or discomfort that prevents participation in the daily routines and activities
- Illness that results in a need for greater care than we can provide without additional staffing
- No urine output for 8 hours
- Jaundice appearance
- Fever at or above 100.4 degrees F
- Diarrhea- define as stool that meets one of the following criteria:
 - (1) cannot be contained in a diaper or underwear,
 - (2) is frequent enough to result in a need for greater care than we can provide without additional staffing
 - (3) black stool, or blood or mucus present in stool
- Vomiting more than once in 24 hours (the Center reserves the right to exclude children from care after only one vomiting episode when there is more than one child recently sent home for vomiting in the center)
- Signs of persistent respiratory distress (with or without fever) including rapid breathing with audible wheezing, color change in face, chest retractions, or inability to perform normal physical activities.
- Sores in the mouth or lips that cause uncontrollable drooling and/or cause a significant decrease in the child's ability to eat or drink
- Rash with fever
- Rash with open sores
- Eyes that are crusty, oozing, swollen and red in the whites of the eye (eye discharge alone, and/or crusting of the eye after sleep, is not considered a cause for exclusion from care)
- Visible live head lice in the hair

After an illness that requires exclusion from group care, a child may return to the center when the following applicable conditions have been met:

- The child is free of symptoms (fever, vomiting, diarrhea, or other symptom noted above) for 24* hours. In order to return prior to 24 hours, the family must present a medical statement that indicates that the child is not contagious and is able to return to group care.
- The child is able to participate comfortably in all usual activities.
- The child is free of open, oozing skin conditions and/or drooling related to mouth sores, unless (1) the child's physician signs a note stating that the child's condition is not contagious, and (2) the involved areas can be covered by a bandage without seeping or drainage through the bandage.
- In the case of head lice, the child must be treated with a medicated anti-lice treatment (over the counter or prescription) and the child must be free of visible live lice, as determined by an inspection by the director, assistant director or St. Joe's nurse.

*If a child has a **reportable communicable disease**, the center reserves the right to require a symptom-free period that is longer than 24 hours, based on recommendations by the Center for Disease Control, the local and/or state health department, or other medical professionals. In addition, a medical note may be required for return to group care following infection with a reportable communicable disease.

Medical Emergencies

St. Joe's staff are trained in CPR and First Aid. However, in the event that a child becomes seriously ill or injured while in the center's care, Emergency Medical Services (EMS) will be contacted in addition to the child's family. If EMS feels that the child requires a hospital visit and the family is unable to be reached or cannot arrive in a short period of time, a staff member will accompany the child to the hospital. Staff will share the family's preferred hospital with EMS staff, however, there are times when EMS staff will insist on a different hospital. In these circumstances, if the family is not present, our staff will defer to the EMS staff for this decision.

Medications:

Teachers can administer medication to non-infectious children in attendance, but only when ALL of the following conditions are met:

- **Daily written permission from the family in the form of a medication waiver**-medication waivers are available in the child's classroom or in the office.
- All medications must be in their **original container**. We cannot give your child medication prescribed for a sibling or other family member.
- The amount you specify on the drug waiver and the dosage listed on the medicine container must be consistent.
- **We will not administer over-the-counter medicine for more than three consecutive days unless a physician prescribes it for a specific time period.**
- **We cannot administer medication "as needed." Specific instructions regarding dose and time must be provided.**

Over-the-counter medication dosage cannot exceed what is on the medication label. If your child is younger than the age specified as appropriate on the label, a doctor's prescription is necessary in addition to the drug waiver signed by the family. **Please note that for children under the age of two, most over-the-counter medications do not specify a dosage, and therefore require a physician's statement. We cannot dose by weight without a physician's statement.**

Medical waivers must be signed daily. All medicine should be handed to a staff member in the office for safe storage. St. Joe's is required by state regulation to keep all medicine out of children's reach in a locked container or cabinet.

Over-the-Counter Creams and Lotions:

The only exception to the above procedure is for over-the-counter creams, lotions, and other similar products. Teachers may apply over the counter non-medicated lotions / creams **with one-time written permission from the family**. This includes ***sunscreen, bug spray, lotion, chapstick, and diaper rash cream***. These items **do not need to be signed in and out daily**, but families must complete a form that gives permission for the application. The form can be requested from the Director



12: Outdoor play

Children at St. Joe's spend time outdoors, weather permitting. Temperature, weather, and air quality are taken into consideration during outside play in order to maintain the health, safety and comfort of children. Most outdoor play at the center takes place on our fenced natural playground. However, St. Joe's is located on a large campus that provides ample green space on our front lawn for children and staff to enjoy. Each family signs an outdoor play waiver as part of the Enrollment Agreement that acknowledges the center's use of the front lawn and other areas of the campus for outdoor play and/or campus walks.

Natural Playground

Our playground, located on the front lawn, is a natural space where children can explore and create. The playground is divided into 3 sections, allowing for different kinds of play and meeting the development needs of different age groups.

Boots

We ask that all children ages 2-5 keep a pair of rainboots here at the center. Our teachers are not afraid of a little rain! As long as it is safe, kids and teachers put on their boots and head out to play!

Sunscreen

The center provides **Babyganics Mineral –Based Sunscreen SPF 50** for children ages 6 months and up. Staff apply sunscreen to exposed areas of skin, including the face, before going outside from first day of April through the last day of September each year. A family may choose to provide their own brand of sunscreen if the center-provided brand is not suitable. Each family is required to sign the sunscreen waiver as part of the Enrollment Agreement and indicate the brand of sunscreen they will be providing if they choose to provide their own.

Families may also choose to provide hats, sun shirts or other protective clothing to prevent over-exposure to the sun during outdoor play.



Garden

As part of our Natural Playground, our preschool children have access to gardening experiences. They plant, water, weed and harvest herbs and vegetables throughout the year. Mr. Finbar, our chef, then incorporates their harvest into a meal or snack. Voila! A miniature farm-to-table learning experience!

13: Miscellaneous

Reporting Abuse and neglect

By law, all St. Joe's employees are mandated reporters. This means that all staff of the center are required to report any suspected child abuse or neglect to Child Protective Services, in accordance with Kentucky administrative regulations.

Babysitting

In-home babysitting is not a service of St. Joseph Child Development Center. CDC staff members are selected and retained on the basis of their fitness for rendering childcare services in a controlled and fully supervised childcare program.

Families often ask for names of phone numbers of staff who babysit. If families arrange for a staff member to provide care for their child(ren) off-premises, the staff member undertakes such service on their own behalf and not as an employee of St. Joseph Children's home. St. Joseph offers no assurance of the fitness of its staff members for performing these and other services in an environment not professionally supervised, and none should be implied or inferred under any circumstances.

Confidentiality

All information concerning children and families participating in any of our programs is kept confidential. Staff are expected to maintain the privacy and confidentiality of families and children. All files are maintained and disposed of in a manner that protects privacy and confidentiality.

Emergency Drills / Emergency Procedures

We practice fire drills, bomb drills, intruder drills, earthquake drills and tornado drills at regularly scheduled times throughout each month as per policy and regulations. Each classroom has posted by the classroom door a list of the procedures for each type of emergency.

A Special Note About Intruder Drills-

Discussing intruder drills (also known as lock down drills) with small children is difficult. 2-5 year old classroom teachers have been provided a book called **"Why Are We Having A Lockdown Drill?"** An extra copy is available in the Director's office. Staff are asked to use this book as a guide for how to answer children's questions about intruder drills. We discourage staff from using the words "hiding from bad guys" as this is frightening to children.

In the event of an actual emergency, families will be notified of all important information via the Brightwheel App.



Grievance Procedures

Every family has the right to file a formal grievance if he or she believes that his or her rights have been violated. Most grievances can be resolved internally with open communication. Families may attempt to resolve the grievance by first speaking directly with the party from whom they feel the grievance originated or with the direct supervisor of that party. Should this not resolve the grievance, families may submit notice of grievance in writing according to the *Grievance Policy and Procedure*.

Rights of the Child and Parent

Kentucky Administrative Regulation 199.898 gives specific rights for children in child care programs and their parents, custodians, or guardians. Those rights are as follows.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

(a) The right to be free from physical or mental abuse;

(b) The right not to be subjected to abusive language or abusive punishment; and

(c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

(a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

(b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;

(c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;

(d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;

(e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and

(f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Volunteers

St. Joe's occasionally has volunteers in our classrooms. Volunteers are not allowed to accompany children to the bathroom or change diapers. In infant rooms, volunteers can hold babies but cannot carry them from place to place. During emergency drills, volunteers are not to carry children out of the building. Volunteers in the center have completed background checks on file. At no time are volunteers left alone with children. Volunteers are not considered part of our staffing ratios.

USDA Nondiscrimination Statement Published: 10/15/2015 8:28 AM

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.