

# St. Paul's Childcare Program

Located in St. Paul's Community Care Center  
328 Maple Street  
San Diego, CA 92103

## STATEMENT OF SERVICES AND POLICIES

Thank You for choosing St. Paul's Childcare Center!

Our loving and caring environment offers you and your child a nurturing, family-oriented program. Our qualified, dedicated staff and teachers will provide a variety of different opportunities for your child to learn and grow. Nutritious lunches and snacks that meet the needs of a growing child will be served Monday through Friday in our Community Café dining room. Our licensed childcare program accepts children between the ages of 8 weeks until Kindergarten age.

St. Paul's Senior Services strives to provide the most innovative and cost effective community services to a diverse group of San Diego residents. We do this in and from our high quality programs and services which include senior housing, hospice care, respite care, senior day care, nurse clinical rotations, university preceptor ships, childcare/pre-school and many other community benefit programs.

St. Paul's continues to provide a variety of services to the community by the development of our Intergenerational Program where we unite the children of the childcare program, and the participants of the Senior Day Program. What makes a program intergenerational isn't that two age groups participate in an activity together, but that their interaction with each other becomes purposeful, mutually beneficial, and fosters new relationships. This is accomplished by meaningful, creative, planned activities, and experiences throughout the day. This part of our program is highly encouraged, but is not required for enrollment in St. Paul's Childcare Program.

The childcare program is designed to address the specific needs of each age and stage in a child's growth and development. We stress the process of learning and discovery to help them become self confident, independent and inquisitive learners.

We encourage children to feel good about themselves as a consequence of their own achievements. Our goal is to support children in their active explorations. We believe that through making guided choices, children acquire the foundations for reading, writing, imagination and logical thinking. A key goal is for children to be school ready.

Each classroom environment is carefully organized, with a selection of books, toys and materials accessible to children. Each week's activities are planned to meet the developmental needs of the children in the classroom. The toddler and preschool classrooms are organized into distinct interest areas, such as blocks, dramatic play, art, manipulative play, table toys, music and movement, and library activities. Each level has specific program goals in each area of development-emotional, social, physical, and cognitive. While all children progress through the stages of growth and change, each child's rate and pattern of growth differ. Preschool children's progress will be reviewed with parents a minimum of once a year.

## ENROLLMENT

Applications for enrollment are accepted without regard to race, religion, sex or national origin. All necessary enrollment forms should be completed and submitted to the Director or Assistant Director prior to enrollment. A pre-admission walk-through with the parent(s) and child will be done to acquaint the family with the center environment, caregivers/teachers, and other helpful information. A registration fee and first month's tuition are due on or before the first day of your child's attendance. An annual re-registration fee and paperwork are also due every September. All children must have current immunization records and remain current with vaccinations throughout their stay at the center. Additionally, a medical assessment by a physician, physician assistant, or nurse practitioner must be completed prior to enrollment.

Prior to an infant's/toddler's first day, parents are required to complete a Needs and Services Plan. The Needs and Services Plan shall be in writing, and updated by the parents on a quarterly basis or as soon as your infant's/toddler's needs change. The plan shall include the following:

- 1] An individual feeding plan
- 2] A toilet training plan (if applicable)
- 3] A list of services needed by the child which are different from those provided by the center's normal program, and which can be reasonably accommodated by the center; and
- 4] A plan for subsequent personal interviews with the parent

The Emergency Information form will also be required, to include address, home, work and cell phone numbers, as well as individuals authorized to pick up your child.

## SIGN IN/SIGN OUT

For the safety of your child, children must be signed in and out by parents or previously authorized individuals each day. No child will be released to anyone without your authorization. Photo identification will be requested from any unfamiliar person picking up your child.

After signing your child in each morning, please notify the teacher of your child's arrival before you leave. Please feel free to spend time with your child after arrival. At pick-up time, you are invited to come into the classroom and talk with the teacher about your child's day. Please make every effort to pick your child up on time. If lateness is unavoidable, please notify the center as soon as possible. A full day is considered to be 10 hours long. Any time exceeding that will be subject to an overtime fee.

## PAYMENT POLICY

Our tuition schedule has been established to provide your child with the best possible care at the most reasonable cost to you. Tuition is paid monthly and is due on or before the fifth (5<sup>th</sup>) day of the month. No credits will be issued for absences, holidays, or vacation. Payment is due whether or not your child is in attendance. In addition to tuition, payments for fieldtrips and special events are non-refundable regardless of absence. If a field trip or special event is canceled by St. Paul's the allotted funds will be used to plan a make-up field trip or special event. Accepted forms of payment are personal check, money order, cashier's check, or automatic payment withdrawal. Payments not received by the tenth (10<sup>th</sup>) of the month will be charged a \$35.00 late fee per child, per family. A processing fee of \$30.00 is added to any returned checks. If more than two checks are returned within a calendar year, you will be required to pay using a cashier's check or money order for the next twelve months. Frequent non-payments and/or delinquent accounts could lead to dismissal from the program.

### OVERTIME/LATE PICK-UP FEES

**Overtime** is defined as any time spent in the center over 10 hours. Overtime fees are charged at a rate of \$1.00 per child for each additional minute thereafter.

A **late pick-up** is defined as any time spent in the center after 6:00pm. Late pick-up fees are charged at a rate of \$1.00 per child per minute, plus an initial fee of \$25.00. If a pick-up results in both overtime and late pick-up, both fees will be applied.

Late and/or overtime fees will be reflected on the next month's bill.

Overtime and late pick-ups require staff to work additional time beyond their regularly scheduled hours, creates disruption within the program and creates problems being able to maintain required ratios. Frequent overtime or late pick-ups can result in your child being **dismissed** from the program and is defined as occurring three (3) times in a rolling three (3) month period.

### SIBLING DISCOUNTS

St. Paul's Childcare Center offers a 5% sibling discount for families with 2 children attending the center and a 10% discount when 3 or more attend. The discount applies only to the oldest child enrolled.

### VACATION POLICY

The center will not offer credits or discounted rates for vacation time.

### HOLIDAYS

Our childcare program will be closed in recognition of various holidays as well as two staff training and planning days each year. A list of dates will be given before the start of each calendar year. As a reminder, closings will also be posted throughout the center and in the monthly newsletter at least 30 days in advance. Typical holiday closures include, *but are not limited to* the following:

\*Labor Day \*Thanksgiving & Friday after \*Christmas Eve Day \*Christmas Day \*New Years Day  
\*President's Day \*Memorial Day \*Independence Day

### UNPLANNED CENTER CLOSURES

The Center will be closed with very limited or no notice in the event of a health, safety, or operating issue. Examples are electrical outages, lack of water supply, contagious illness containment, earthquake, etc. If a health, safety or operating issue required Center closure while children are present, staff will contact parents for pick-up. The Center conducts regular drills in preparation for emergencies.

### WITHDRAWALS/DISMISSALS

We reserve the right to dismiss a child from the program if tuition obligations are not met, if a parent becomes abusive in any way to any staff member, or if it is determined that a child is not adjusting to the program. If a parent wishes to withdraw their child from the program, we require a minimum of two week's advance written notice of the child's last day or a penalty of \$1,000.00 will be charged.

### STAFF QUALIFICATIONS

The quality of the staff is important to the quality of the program. The center strives to maintain high quality staff by providing a variety of in-services and other professional opportunities. At a minimum, the following California State regulations are met:

- All staff members working with children are required to be fingerprinted, pass a child abuse index, and have a physician's health form on file.

- All staff are also required to hold current Pediatric CPR and first aid certification.
- Fully qualified teachers meet or exceed California State licensing requirements in early childhood education and experience and are required to have taken post-secondary courses in child development education.

### SUPERVISION

All children will be constantly supervised and will be under observation by a staff person at all times. Under no circumstances will any child ever be left unattended.

### ACTIVITIES/CURRICULUM

A curriculum plan developed by the center will include indoor and outdoor activities made up of quiet and active play, rest and relaxation, eating, toileting and individual attention. Infants will be held and comforted by caregivers in our infant room. Infants will also be able to nap without distraction or disturbance from other center activities. Infants are never forced to sleep, stay awake, or stay in the napping area. Cribs, high-chairs, and swings will never be used as restraint devices.

### DRESS CODE

St. Paul's requires that children come dressed in clothing appropriate for various types of activities, including outdoor and physical play. We also require footwear appropriate for outdoor and physical play (no flip flops, sandals, etc.) closed toe shoes only. If the Director or other center staff deems a child's footwear inappropriate for physical play, the child may be prohibited from certain activities for their own safety and an alternative activity will be arranged for him/her. Pants, shorts, or skirts should fit at the waist and not be so long as to be considered a tripping hazard. Please expect that your child may regularly come home with paint, food, dirt, etc. on their clothing.

### COMMUNICATION

Open and frequent communication between parents and teachers will help your child have a positive learning experience. We hope you will feel free to talk to the Director, Assistant Director, or your child's teacher/caregiver when you drop off or pick up your child. The Director and Assistant Director are also available via phone and email during the course of the day. In addition, we have other ways of keeping families informed of what is happening within the center, and with your child:

- 1.) Lesson plans that describe the planned activities for the week are posted for review.
- 2.) A written summary of your child's daily activities will be given to you.
- 3.) A parent information board with center information and general interest topics is provided.
- 4.) Individual conferences may be scheduled at the request of a parent or the Director.
- 5.) Parent conferences are held annually or more frequently as needed.
- 6.) A monthly newsletter describing center activities and events is sent out monthly.
- 7.) Parent group meetings at a minimum two (2) times per year.

### PARENT INVOLVEMENT

Parent participation is an integral part of our program. Your involvement is a valuable part of providing the best education possible for your child. Feel free to come in and observe your child at any time. Your ideas, concerns, and comments are always welcome.

### HEALTH POLICY

Please notify the center as soon as possible if your child has a communicable disease. If your child should become ill while at school, we will contact you to pick up your child from the center. Your child must be picked up as soon as possible but no later than one (1) hour. It is crucial that we have a phone number where you can be easily reached during the day.

If a child becomes ill while at the center, he/she will be isolated (if necessary) in the Director's office and will remain under the constant supervision of the Director, Assistant Director, or other staff member. A crib or nap mat, will be provided if needed.

You will be notified immediately if your child becomes ill or is injured. If you cannot be reached, we will call an emergency contact listed on your enrollment form, and request that they pick up your child.

### ILLNESS

Children need to be in good health in order to get the most out of their school day. Please do not bring your child if he/she is ill. The signs that we look for include (but are not limited to):

- 1.) Vomiting: children cannot return to the center until 24 hours (at minimum) after their last episode of vomiting.
- 2.) Diarrhea: children cannot return to the center until 24 hours (at minimum) after their last bout of diarrhea.
- 3.) Runny nose with green or yellow discharge, or associated fever, cough, or coughing mucous
- 4.) Fever of 101°F or above: children cannot return to the center until they have been free of a fever for 24 hours without the use of Tylenol and/or other such medication.
- 5.) Conjunctivitis or pink eye: children may return after 24 hours of antibiotic therapy and a physician's note.
- 6.) Rashes (not including typical diaper rash) or other skin conditions, cold sores, or open sores.
- 7.) Chicken pox: children with chicken pox may return to the center after all sores have healed over and there are no scabs, or they have been cleared with their doctor.
- 8.) Lice/hair infestation: children may return to the center after one of the following has occurred:
  - a. Two (2) treatments with a specialty OTC shampoo meant for lice removal have been done over a 23-36 hour period and no signs of lice/nits are present. For example, if a child is sent home Tuesday afternoon with lice, the earliest they may return is Thursday morning.
  - b. A full (minimum of 20 minutes) comb through with a specialty lice comb (recommended-follow up immediately with a regular shampoo and re-check) has been completed and the comb comes out 100% free of lice or nits. If this is performed thoroughly and correctly, child may return the next day.
  - c. A lice removal treatment is performed by a professional salon and a certificate is given by the salon stating that the child is lice free and it is guaranteed by the salon. Child may return the next day.

Your child will be examined by staff upon arrival. Staff will comb through hair using specialty lice combs and children will be permitted to stay if no signs of lice/nits are present. Any time there are 2 or more suspected cases of lice, bedding will be bagged after nap and sent home each day to be laundered. Bedding will need to be laundered and brought back the next morning until there have been no suspected cases of lice for a minimum of 3 days.

### MEDICATIONS

We know that many children may need to continue medication even after they are well enough to return to school. However, in order for us to give children medicine, the following steps must be met.

1. A copy of a prescription signed by the physician must be provided for prescription medication. Over the counter medications will also require a doctor's signed prescription.
2. All prescription medication and over the counter medication must be in the original packaging or bottle.
3. A medication form with dosage information as well as times to be administered must be filled out

for *each* medication.

Prescription and over-the-counter medication will be administered only if the proper medication form is filled out and signed by a parent. Prescription medications and over the counter medications will also require a signed prescription from your child's physician and will be administered by staff as directed by the physician. Medications must be provided by a parent and must be in its original container.

### EPI-PENS

Epinephrine auto-injectors (also known as EpiPens) are used to treat severe allergic reactions. When a child comes in contact with something s/he is allergic to, reactions usually happen fast. The EpiPen is used to stop the severe allergic reaction. Members of our staff have been trained to properly use an EpiPen should the need arise. Our staffing ratios always take into consideration the possibility of an emergency requiring the use of an EpiPen by a trained staff person. Parents must provide the EpiPen and a doctor's prescription/note for its use in the Center.

### DAILY SCHEDULE

Hours of operation are Monday through Friday, 7:00am to 6:00pm.

**Center opens:** Children begin to arrive

**Activity time:** Basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

**Group activities:** Reading, music, movement, finger plays, discussion, games, videos, nursery rhymes, circle time, sharing, and other planned curriculum activities.

**Morning snack:** Snack is provided and meets nutritional guidelines.

**Group time:** Similar to group activities.

**Outdoor time:** The playground is an extension of the classroom and activity time. Children can participate in an activity of their own choosing. A variety of experiences are available, such as: climbing equipment, tricycles, balls, blocks, and sandboxes.

**Lunch:** Teachers sit with children while they are eating, to help encourage them to take part in quiet conversation with their classmates, as well as to try new foods.

**Rest time:** Playing quiet music helps the children relax. Children who do not sleep are encouraged to rest quietly. Once other children have fallen asleep, those who are awake are permitted to do something quietly on their mat.

**Outdoor time:** Similar to morning outdoor time.

**Afternoon snack:** Snack is provided and meets nutritional guidelines.

**Group time:** Similar to morning group time.

Children begin to depart for the day.

**Center closes at 6:00pm**

### NUTRITION

Children's nutritional needs must be met for them to maintain a high level of interest and energy throughout the day. All lunches and snacks provided by the center will be of the quality and in the quantity necessary to meet the needs of the children. Menus will be posted each week so parents will know what their child is being served. Please indicate any allergies or special diet needs your child may have on the appropriate registration form. Our staff is available as a resource to you in relation to your child's nutrition and eating patterns.

### FOOD SERVICE

#### *Pre-School:*

St. Paul's supplies morning and afternoon snacks and a lunch for children over one year of age. Parents may supply one or two snacks which will be served at the designated snack times. Parents may supply their child a lunch which will be served at the designated snack times. Snacks or lunches cannot be heated prior to serving. Any food from home must be labeled with the child's name and date. Additional snacks or meals are not available or able to be served.

*Infants:*

Each infant will have an individual feeding plan developed by the parents and/or physician. This will include instructions relating to special diet or feeding, a feeding schedule, kind of formula or breast milk, a schedule for introduction of solid and new foods, food consistency, and food likes and dislikes, food allergies and schedule for introduction of cups and utensils. This plan will be updated frequently as necessary to reflect any changes in the above areas.

Formula or breast milk bottles must be labeled properly, along with caps attached, and ready for feeding. Staff will not mix or prepare bottles. Frozen breast milk may not be stored at the center.

Infants unable to hold a bottle will be held by a staff person or adult for feedings. Bottles may not be propped for an infant. A child may not carry a bottle while ambulatory, and all bottles must be unbreakable.

Children will be seated in high chairs or other appropriate seating equipment during feeding. Children unable to sit unassisted will be held for feeding.

Every bottle, dish, and container of food must be labeled from home with each child's name. Partially consumed bottles will be emptied at the end of the day. Bottles cannot be warmed more than two times, and will be emptied after the 2<sup>nd</sup> attempt at feeding. No honey or corn syrup will be served to any infant. Baby food in jars will be transferred to a dish before being served.

REST TIME

Adequate rest and/or quiet time is a very important part of a young, growing child's day. The children rest in the afternoon for one to two hours or longer depending on the individual child. Infants sleep according to their needs and the individual plan prepared by the parents or responsible party and staff.

TOILETING

Parents, staff, and each child work together to promote the child's independent toileting, although a staff member is always available to assist the child as needed.

Toileting usually begins around two years of age. Each child will begin and progress at a different rate. The staff will document your child's progress on the daily contact sheet. The Director and staff are available as a resource to answer any questions about your child's toileting process at the center. Several complete changes of clothing, including socks and shoes, should be kept at the center during this process.

FURNITURE, EQUIPMENT AND TOYS

All furniture and equipment will be in good repair and safe condition, age appropriate, and will be disinfected after each use. Toys will be age appropriate to provide auditory, visual and tactile stimulation and manipulative skills.

NAPPING EQUIPMENT

Cribs will be provided for each infant. Bedding will be changed after each nap. Folding mats will be provided for all toddlers and preschoolers. A fitted crib sheet and blanket shall be provided by the parents and taken home for laundering at the end of each week.

PERSONAL BELONGINGS

If your child uses a favorite blanket or cuddly, you may certainly bring one each day. Please make sure that any such item is labeled with your child's name and that the teacher is aware that you have brought it. The center does not assume responsibility for items brought from home.

BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at the center, please make early arrangements with your child's teacher, the Director, or Assistant Director.

INCIDENT REPORTS

Although many precautions are taken to ensure a safe environment, occasional incidents do occur. If an incident or injury occurs, basic first aid is administered if needed, and a report is completed and given to parents. If a more serious incident or injury occurs, the parent will be notified by phone.

EARTHQUAKE/DISASTER PREPAREDNESS

The center is prepared for a disaster with food, water, first aid and disaster supplies. We regularly practice fire and earthquake drills.

DISCIPLINE POLICY

Most problems are successfully avoided by positive interactions with each child, effective program planning, and use of age appropriate re-direction. No "time-outs" are used. Corporal punishment is not used. Withholding food, affection, etc. is not used.

BITING POLICY

Biting is more common among infants and toddlers than among preschool age children. If a biting incident occurs, both sets of parents will be notified in writing. Confidentiality is maintained and names are not shared between both sets of parents.

A pattern of biting will be evaluated by the Director and/or Assistant Director and remediation approaches discussed with one of both sets of parents.

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(619) 239-6900

I have read, I had the opportunity to ask questions, and will comply with the policies included in St. Paul's Childcare Center's Statement of Services and Policies. I understand that my information is only used or shared within St Paul's Senior Homes and Services, for the purpose of communication or updates within St. Paul's Communities.

\_\_\_\_\_

Parent or Guardian name (print)

\_\_\_\_\_

date

\_\_\_\_\_

Parent or Guardian signature

\_\_\_\_\_

date

\_\_\_\_\_

\_\_\_\_\_



Director or Designated Representative

date