

OPERATIONAL POLICIES

Days and Hours of Operation

Care is provided Monday through Friday of each week, except [holidays & breaks](#):

+ DROP-OFF TIME: 8:00 AM

+ PICK-UP TIME: 3:00 PM

Provider is not responsible for providing care or supervision for the child(ren) before the above Drop-Off time, nor after the above Pick-Up time. *Parent must notify the Director if Parent will be late for Pick-Up. Late pick-up fees may apply, see Fees & Payments section below.*

Age Range of Children

Childcare is provided for toddlers aged 15 – 23 months old.

Preschool instruction is available for children aged two to five years old.

Admission and Enrollment Procedures

Children are enrolled into the program on a first-come first-serve basis. After the Director receives a completed application and conducts an interview with the family, the Director will notify the parents whether space is available. You will be notified if your child is placed on the waiting list. The Application Package consists of a registration form, emergency information form, medical form, immunization record, nutrition opt-out form. If a child wishes to withdraw from the program, the parent must provide a minimum of two-weeks notice.

Fees & Payments

Payment for care shall be made in two week increments. The first payment must be received by the Program by check, cash or money order in advance of care. If a personal check is void or rejected by the Program's financial institution, the parent will be required to pay by cash or money orders in future transactions.

Regular Payment is due to the Provider in advance of care either biweekly or monthly.

Provider may choose to refuse late payment and subsequent admission of the child for care. The Provider will have sole discretion to determine whether and when the child will be readmitted for care. If Parent will be late picking up the child(ren), every effort must be made to contact the Provider. If a child is picked up after 3:00pm, a Late Pick-Up fee of \$10 will be charged to the next cycle for each occurrence.

Services Provided

The Program provides supervision, care, and education grounded in Christian values, beliefs and teachings. All staff, administrators, parents and admitted children are expected to adhere to fundamental Christian values in any and all interactions and behaviors associated with the Program. The Program at its discretion reserves the right to terminate all services, care and supervision with reasonable notice to Parent for unacceptable behavior or misconduct expressed by either the Parent or children.

Items Provided

Children will be provided with all necessary learning tools and equipment, in addition to sleeping cots/cribs for Nap Time. Parents of children 12-23 months are asked to provide:

- Bottles and formula or expressed breast milk
- Baby food where age-appropriate
- Diapers
- Wipes
- 2 spare outfits
- Extra formula
- Diaper Ointment (if using)
- Pacifiers (if using)
- Diaper bag

Parents of preschool-aged students (2-5 years) are asked to provide:

- Blanket
- Water bottle
- 2 spare outfits

Some helpful notes

- Label all items with child's first and last name. We will label any unlabeled items!
- Creams/ointments must be kept in their original containers labeled with child's name.
- Prescription medications to be administered to child must be provided in their original containers with the pharmacy labels specifying the child's name, the name of the medication or the prescription number, the amount and frequency of dosage, the name of the prescribing physician or other health professional, and the date the prescription was filled. All prescriptions require written authorization from the parent or the child's physician and written instructions for administration, including the dosage and time to be given. (See *NC Child Care Chapter 12*)
- All over-the-counter medications must be kept in their original containers and require written authorization from the parent or the child's physician and written instructions for administration, including the dosage and time to be given. Permission to administer over-the-counter medications is valid for up to 30 days at a time. *We cannot administer OTC medicine "as needed."* (See *NC Child Care Chapter 12*)

Reporting Child Abuse/Neglect

The teachers and staff of St. Mary's Preschool are required by law to report any and all suspected child abuse or neglect to the Department of Social Services.

Discipline Policy

The Program's discipline policy is posted in each classroom and available for parents to review at any time. Children are expected to behave in a manner that is consistent with Christian values and principles. Parent will be notified and invited for a conference with the Director if a child's behavior is consistently inappropriate or dangerous. If there is no sign of improvement following the conference, child may be dismissed from the program. No refunds will be issued.

Parent Participation

Parents are invited to attend and participate in activities with their children during the course of the program. However, we ask that parents provide the Director with 24-hours notice in order to coordinate their visit so as to not disrupt daily classroom activities.

Nutrition Policies

Parents are responsible for providing their child with all snacks, beverages and lunch. Parents are encouraged to provide children with multiple healthy and nutritious options, consisting of proteins, fruits/vegetables, and starches, consistent with instructions from their child's medical provider and/or nutritionist.