



**St. Paul's
Children's Center**

Parent Handbook
2019 - 2020

St. Paul's Children's Center

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Mission Statement

The mission of St. Paul's Children's Center is to provide a safe, nurturing, and stimulating environment where learning flourishes for children aged 2 months to 3 years old, to parishioners of St. Paul's Catholic Church and families in the community, by using an integrated curriculum plan to accommodate the broad range of children's needs and in accordance with the Pinellas County Licensing Board Rules and Regulations.

Philosophy Statement

At St. Paul's Children's Center, we encourage the continuing growth of children's knowledge and understanding of themselves and their world. We provide a safe, nurturing, and stimulating environment where learning flourishes. Our program recognizes that children are individuals and that each child is unique. Our program accommodates the broad range of children's needs, their learning rates and styles, and their knowledge, experiences, and interests to facilitate continuous learning. We achieve this through an integrated curriculum incorporating a variety of instructional models and resources.

At St. Paul's Children's Center, we respect the development of the whole child. We understand that children learn through active involvement and play. Children demonstrate and represent their knowledge in a variety of ways. We recognize the social nature of learning and the essential role of language in developing thought, communication and learning.

We view assessment and evaluation as integral components of the teaching – learning process. Assessment and evaluation support children's learning and assist the teachers and parents in making educational decisions. At St. Paul's Children's Center, we value parent / teacher partnerships to foster the best environment for your child. Teachers and parents should work together to consult and collaborate in order to create a climate of respect, success, and joy that is necessary for lifelong learning.

Standards

St. Paul's Children's Center was established in August 2003 in an effort to provide quality child care to St. Paul's parishioners and to residents of St. Petersburg, Florida. We are a Catholic early childhood center of the Diocese of St. Petersburg, and a ministry of St. Paul's Catholic Church. We are licensed and comply with Pinellas County Child Care Licensing Board for children's centers, Pinellas County Health Department, and Pinellas County Fire Services.

Non- Discrimination and Admissions Policy

The Catholic Schools of the Diocese of St. Petersburg restate their open admission policy; namely, that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them, nor do they hire or assign staff on the basis of race, color, national or ethnic origin of either the staff or the students. Contributing and supporting parishioners and siblings of SPCC and SPCS are given priority. Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization.

Asbestos Management Plan

The Facilities/Maintenance Department maintains the St. Paul Catholic School, St. Petersburg Asbestos Management Plan, which is available in the Maintenance Office for review upon request.

Universal Precautions

To comply with federal law attempting to control the spread of disease by exposure to blood and other bodily fluids, the staff, faculty, and students receive training on a yearly basis in the use of those health practices of good hygiene and protection that significantly reduce or eliminate the exposure to blood borne pathogens. These practices are called “universal precautions.”

Social Media

Engagement in online social media such as, but not limited to, Instagram, Twitter®, Facebook®, etc. may result in disciplinary actions if the content of the Parent or student’s account includes negative or defamatory comments regarding the school, the faculty, other students or the parish

Harassment Policy

The Diocese of St. Petersburg requires that each parish, catholic school or early childhood center establish and adopt a policy that prohibits any harassment by any individual. The Diocese of St. Petersburg strives for the establishment of a Christian, professional, and supportive educational environment for all persons engaged in or involved with religious education programs, schools and early childhood centers, and parish youth ministry program in non-employment situations. No parish, school, or early childhood center will be responsible for off campus harassment, unless it occurs at a parish, school, or early childhood center sponsored event.

Technology Policy

Blogs: Engagement in online blogs such as, but not limited to, Facebook, may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the center, the faculty, other students, St. Paul Catholic School or the parish. Parents should refrain from creating a class/grade Facebook page without the written authorization of the director. Negative or defamatory comments about the center, the faculty, other students, the school or the parish made on a parent's Facebook page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: At no time during business hours are parents and staff to communicate with each other via cell phone, this includes texting. Teachers have strict cell phone limitations, and parents are required to call the office to leave a message. It's very important that the staff is not distracted while caring for the children.

Cyberbullying: St. Paul's Children's Center attempts to provide a safe environment for all individuals. Threats made against the physical or emotional well-being of any individual are taken very seriously. Any students or parents making such threats (seriously or in jest online) face suspension and/or expulsion.

Instagram: Photos and captions on a student or parent's Instagram account that depict the center, the faculty, other students, the school, or the parish in a defamatory way may result in disciplinary action.

Registration Information

The following forms must be completed and submitted to the Director to register at St. Paul's Children's Center with your annual non-refundable registration fees prior to the start date of the school year (registration supplies/ materials \$175.00, class funds \$40.00, Class T-Shirt \$10.00= \$225.00 total per child).

1. Registration Form/ Application (with registration fees)
2. Admissions Policy Form
3. Parent Handbook Acknowledgement Form
4. Child Enrollment Record Form
5. Emergency Medical Release Form (notarized)
6. Infant/Toddler Health and Development Questionnaire
7. Child Health and Development Questionnaire (EC 2 Program Only)
8. Copy of Birth Certificate (new students only)
9. Current Certificate of Immunizations Form (from your pediatrician)
10. School Entry Health Exam Form (from your pediatrician)
11. Promotional Media Release
12. Influenza Virus Parent Acknowledgement "The Flu Guide for Parents"
13. Debit Authorization Form and Voided Check (new families)
14. Food Experience Permission Form

Registration Information Cont'd:

All forms including health forms must be completed by parents and returned before the first day of new classes each August. Parents are responsible for submitting current, up to date health forms from the pediatrician to the Director. Children with incomplete or expired paperwork will not be allowed to attend St. Paul's Children's Center until new paperwork is submitted to the Director.

Registration Supplies are due to your classroom teacher during open house.

Fees

In consideration of services performed by St. Paul's Children's Center, the following conditions apply:

- All registration fees are due prior to the child's start date and are non-refundable.
- Weekly tuition must be paid by automatic funds transfer through our debit system. We do not have the availability to charge a credit card.
- There is no reduction in tuition when SPCC is closed for in-service days or holidays such as Labor Day, Easter, Thanksgiving, Christmas Break, etc.
- St. Paul Children's Center closes for one week each year in July for maintenance.
- There is no reduction in tuition when a child is absent for any reason including illness.
- *The fee for children picked up late is \$3.00 per minute.*

Debit Transactions

- A \$30 transaction fee per family is added to your first debit withdrawal and annually each August.
- After 2 weeks of debit returns, the child may not return unless other arrangements have been made.
- Any return fees incurred by the church must be paid.

Withdrawal Procedures

Parents may withdraw their child from St. Paul's Children's Center at any time. A TWO WEEK written withdrawal notice is required when a child is withdrawn. Parents wishing to withdraw their child and fail to provide a two-week written notice will still be responsible for two weeks of tuition. Withdrawing revokes any registration for the next school year. Your family would have to reapply for acceptance to the center.

SPCC operates year-around. Summertime withdrawals are not permitted. Students completing EC-2 are expected to remain in the center until the August start date for the new school year.

Hours of Operation

St. Paul's Children's Center is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. Children may not arrive before 7:30 a.m. We begin our morning routine promptly at 9 a.m. All children are required to arrive no later than 9 a.m. Late arrivals are disruptive to the class and other students, therefore arrivals after 9 a.m., or mid-day drop offs are not permitted. (Special circumstances must have prior approval by the Director). Please email the Director/ lead teacher OR call St. Paul's Children's Center office phone line at 727-8223481 ext. 18 if your child will be late or absent. If your child does not arrive by 9 a.m., our staff is required to contact you, the parent or guardian. If you are unable to be reached, your emergency contact must be notified.

St. Paul's Children's Center closes promptly at 5:30 p.m. The fee for children picked up late is \$3.00 per minute. Parents must contact St. Paul's Children's Center if they will be late in picking up their child. *Excessive tardiness or late pick-ups are prohibited and will be at the discretion of the Director*

Illegal And Harmful Objects

Alcohol, tobacco, and drugs may not be carried or used at any time. Matches, fireworks, knives, guns, slingshots, chemicals and objectionable materials or objects are not to be brought to the center at any time. Use of any of the above may result in immediate expulsion. Smoking of any type is not allowed on campus. This includes the use of e-cigarettes and vaping.

Arrival / Departure Procedures

Arrivals: To ensure your child's safety, parents must follow and obey all traffic laws during arrival or departures. Parents may park on 20th Ave. or in the parish parking lot. Ring the bell at the Children's Center entrance for admittance to the center. As a safety precaution, parents may not hold the door open or allow admittance to anyone unless they are personally known to them. Parents will then accompany your child directly to their teacher. Parents must unpack their child's backpack and complete the sign in/out procedures for the classroom which includes parent signatures in the red daily attendance notebook. Children should arrive ready for school, have eaten breakfast prior to arrival and arrive in clean diapers. Older siblings must wait outside the classroom.

Departures: No child will be released to anyone who is under 18 years of age and is not listed on the Child Enrollment Record Form as an emergency contact. Anyone who is not known by St. Paul's Children's Center staff and is picking up a child will be asked to show a photo ID. Please notify us in writing (via email or letter) immediately of any changes to the list of people authorized to pick up your child. Letters allowing friends or relatives to pick up your child MUST be emailed or signed by the parent and dated, and must include the person's name, address, and phone number as it is listed on their ID.

Custody Agreements

The director must be given written notification as soon as possible when there are changes to emergency contact information. St. Paul's Children's Center cannot prevent a parent from picking up his/her child without a court ordered custody agreement. All custody agreements are kept in a confidential file in the director office.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-up

The staff of St. Paul's Children's Center will contact local police and/or the other custodial parent should a parent, or other authorized pick-up person, appear to the staff of SPCC to be under the influence of drugs or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent or authorized person access to their child even if that person is or appears impaired. However, SPCC staff will delay the impaired person as long as possible while contacting the other parent, the local police and Child Protective Services.

Daily Prayers

Prayer is an integral part of St. Paul's Children's Center philosophy and curriculum. All classrooms say daily prayers with the children and encourage, when developmentally appropriate, the children to say and use the hand motions. All prayers are begun and ended with the Sign of the Cross.

EC-2

God is great.

God is good.

Let us thank Him for our food.

By His hands we all are fed.

Thank you God, for our daily bread.

Amen.

Infants and EC-1

Thank you for the sun.

Thank you for the sea.

Thank you for the fishies.

And thank you for me.

All my friends say "Amen!"

Our pastor and associate pastors visit the classrooms regularly. The children also receive ashes and a special blessing on Ash Wednesday.

Required Supplies- Infants

The following items must be provided for your child. All items must be **labeled** with your child's FIRST AND LAST NAME and should be brought prior to their first day of school.

- Diapers-(as needed)
- 1 Baby wipe container and 2 refill packs
- 2 FITTED crib sheets to fit mattress size 36 inches in Length & 24 inches in Width
 - Crib sheets must fit snugly around mattress
- 2 receiving blankets
- 2-Pack Long Sleeve Sleeping Bag (Sleep Sack Shirts)
- 3 complete change of clothes
- 5 cloth bibs
- Feeding spoons, 1 for each meal- (must be labeled)
- Bottles- prepared and ready to feed (daily)
- Baby food and snacks- (daily)
 - Finger foods, starting at 8 months (see our Food/ Nutrition Policy)
- 2 pacifiers
- Diaper rash cream (parent signature and doctor's note must be on file)
- 1 sippy cup with lid, starting at 7 months, **each piece must be labeled**
- Baby Daily Schedule from parent – feeding times, amount of formula, napping times

The following items do not need to be labeled.

- 3 boxes of facial tissues
- 3 pack, 75 count each of Clorox Disinfecting Wipes (1 pack of 3)
- 1 box sandwich size zip-top bags
- 1 box quart size zip-top bags
- 1 box gallon size zip-top bags
- 1 pack, Size C batteries
- 2 Softsoap Liquid Hand Soap Pumps, Aquarium - 7.5 fl oz Clear Softsoap brand handsoap only. No other soap is acceptable per PCLB. (Only Softsoap brand does not say “keep out of reach of children.”)

Infant Room Things to Know

- Parents should label carseats, take care to unload your child in the hallway, stack all car seats in our entry way, do not bring carseats into the office or classrooms.
- Parents must remove their shoes before entering the infant classrooms or wear shoe covers. Siblings should wait in the director office while parents drop off.
- Parents are responsible for unpacking their child's bag and checking for all supplies daily, including: bottles, diapers, crib sheets, blankets, and extra clothes (in the correct size and season).
- Parents must bring in all Bottles, Food, Sippy Cups, and Daily Sheets every morning.
- Place all bottles and perishable food into the classroom refrigerator (all items must be labeled).
- GLASS containers are not permitted. This includes bottles & food containers.
- Bottles must be prepared by parents and arrive ready to feed with a lid covering the nipple.
- Bottles will be heated in crockpot until age 1. **NO bottles after their first birthday.**
- We cannot refill sippy cups, so please send enough for the entire day.
- By 8 months of age, parents must provide finger foods for their child (we recommend beginning with one fruit and one vegetable) Please see our “**Food Safety and Nutrition Policy**” for additional information.
- Once your child turns 1 we do not heat anything. Note: we cannot microwave food. Please send in any food in a Thermos that you would like served warm (all items must be labeled).
- Everything must be labeled with your child's first and last name. We require families to purchase labels that are dishwasher safe. There are many websites available, here are a few: www.stuckonyou.biz , www.namebubbles.com , We also recommend www.inchbug.com for rubber bands that have your child's name on them and go around sippy cups.
 - Permanent marker on bottles or permanent marker on masking tape is not permitted or an acceptable form of labeling.
- As your child begins standing, walking, OR no later than 8 months old, your teacher will discuss your child's readiness to begin wearing shoes. We require hard bottom, closed-toed and closed-heeled shoes that tie, with ankle socks for safety and stability. Velcro shoes are not permitted. **Please see our shoe policy under “Dress to Play.”**

Required Supplies- EC 1

The following items must be provided for your child. All items must be **labeled** with your child's FIRST AND LAST NAME and should be brought prior to their first day of school.

- Diapers- (2 week supply)
- 1 Baby wipe container and refill packs (2 week supply)
- 3 complete change of clothes
- Blanket for naptime and small quiet lovey
- Diaper rash cream (Medication Record And Parent Authorization Form/ Note from the pediatrician if medically prescribed must be on file)
- 4 Sippy Cups with lids (daily)
- Monthly group snack (see sign-up sheet with your teacher)
- Lunch box (daily, see our **Food Safety and Nutrition Policy** for more information)
- 1 Small Cot sheet (Purchased from SPCC)

The following items do not need to be labeled.

- 3 pack, 75 count each of Clorox Disinfecting Wipes (1 pack of 3)
- 3 boxes of facial tissues
- Size AAA and AA batteries (1 package each)
- 1 box gallon size zip-top bags
- 1 box quart size zip-top bags
- 2 Softsoap Liquid Hand Soap Pumps, Aquarium - 7.5 fl oz Clear Softsoap brand handsoap only. No other soap is acceptable per PCLB. (Only Softsoap brand does not say "keep out of reach of children.")

EC 1 Things to Know

-All one year olds must be fully walking and off bottles to enter our ECi classrooms.

-ECi Children must wear shoes at all times; see our **Shoe Policy** for more information.

-Parents are responsible for unpacking their child's bag and checking for all supplies daily, including: diapers, cot sheets, and extra clothes (in the correct size and season).

-All food must be sent in a labeled lunch box, with all containers labeled. The food must be ready to eat per our **Food/ Nutrition Policy**. Note: we cannot microwave food. Please send food that your child can feed themselves. Pack ice packs in the lunchboxes to keep food chilled, or send warm food in a thermos.

-Only sippy cups may be placed in the refrigerator. We cannot refill sippy cups, so please send enough for the entire day. We recommend 4 sippy cups each day- one for a.m. snack, one for lunch, one for p.m. snack, and one before or after the playground.

-Everything must be labeled with your child's first and last name. We require families to purchase labels that are dishwasher safe. There are many websites available, here are a few:

www.stuckonyou.biz , www.namebubbles.com , We also recommend www.inchbug.com for rubber bands that have your child's name on them and go around sippy cups.

Required Supplies- EC2

The following items must be provided for your child. All items must be **labeled** with your child's FIRST AND LAST NAME and should be brought prior to their first day of school.

- Pull ups with Velcro sides only- (2 week supply)
- 2 Baby wipe containers and refill packs (2 week supply)
- 3 complete change of clothes, including socks and 1 pair of shoes
- Blanket for naptime and small quiet lovey (must be stored in cubby)
- Diaper rash cream (Medication Record and Parent Authorization Form/ Note from the pediatrician if medically prescribed must be on file)
- Monthly group snack (see sign-up sheet with your teacher)
- Lunch box (daily, see our **Food/ Nutrition Policy** for more information)
- Large back pack (not child size)
- 2 sport bottles filled with water daily (No glass permitted)
- 1 Large Cot sheet (Purchased from SPCC)

The following items do not need to be labeled.

- 3 boxes of facial tissues
- 1 box of disposable spoons
- 1 package dry erase markers (different colors)
- 1 box gallon size zip-top bags
- 1 box washable glue sticks, disappearing purple (pack of 2)
- 3 pack, 75 count each of Clorox Disinfecting Wipes (1 pack of 3)
- 2 Softsoap Liquid Hand Soap Pumps, Aquarium - 7.5 fl oz Clear Softsoap brand handsoap only. No other soap is acceptable per PCLB. (Only Softsoap brand does not say "keep out of reach of children.")

EC 2 Things to Know

-Parents are responsible for unpacking their child's bag and checking for all supplies daily, including: diapers, cot sheets, and extra clothes (in the correct size and season).

-There is no daily report given in EC2.

-When sending in pull-ups, please send in wipes as well. Always send in 2 weeks' worth.

-All food must be sent in a labeled lunch box, with all containers labeled. The food must be ready to eat per our **Food/ Nutrition Policy**. Note: we cannot microwave food. Please send food that your child can feed themselves. Pack ice packs in the lunchboxes to keep food chilled, or send warm food in a thermos.

-Sippy cups are not permitted in the classroom. Only sport bottles are used. Beverages in lunch boxes should be disposable juice boxes, small disposable water bottles, or small disposable milk chugs. Thermos for beverages is not permitted.

-No Diaper Bags in EC2. Only lunchboxes and a large backpack are needed.

-No Binkys/ Pacifiers are permitted

-Everything must be labeled with your child's first and last name. We require families to purchase labels that are dishwasher safe. There are many websites available, here are a few:

www.stuckonyou.biz , www.namebubbles.com , We also recommend www.inchbug.com for rubber bands that have your child's name on them and go around sippy cups.

Food Safety and Nutrition Policy

St. Paul Children's Center is required to follow guidelines set forth by the USDA and the Health Department, with regards to nutrition and food safety. These guidelines are required for snacks and lunches being provided by families for their children while attending St. Paul's Children's Center.

Nutrition

1. Good nutrition is critical to proper growth and development.
2. Children should arrive to school having had breakfast. Due to allergies, students may not walk into the classroom with food in their hands.
3. Parents must provide a nutritious and healthy snack/lunch and drink for their child.
4. Two food groups must be part of the snack/meal provided, with portions and choices appropriate for your child's age.
5. Refer to the nutritional information and requirements outlined on The USDA MyPlate website at <http://www.choosemyplate.gov> which has the guidelines for diet/food groups/ serving size/ age appropriateness.
6. Families will receive a 'gentle reminder' note if their child's snack/lunch was missing or incomplete.
7. St. Paul's Children's Children are encouraged to eat all of their lunch. Therefore, it's important to send only as much as your child can eat in 20 minutes. Please send food your child can eat unassisted in EC1 and EC2. All fruit must be peeled and sectioned. Sandwiches and meat must be cut up and ready to eat. We cannot microwave food. A thermos can be used to keep food warm.
8. St. Paul's Children's Center will supplement your child's snack/ lunch on any emergency situations where the proper nutritional requirements were not met.

Food Safety

1. Food for infants must be cut into pieces 1/4 inch or smaller to prevent choking.
2. Food for toddlers must be cut into pieces 1/2 inch or smaller to prevent choking.
3. We are not able to refrigerate or heat lunch items.
4. Fast food lunches, junk food of any kind, candy, gum, sports drinks and carbonated drinks will not be accepted and will be sent home.
5. Parents must include ice packs to keep perishable food cold.
6. Lunch boxes and all inside containers (all parts and ice packs) should be labeled with the child's first and last name
7. The children will be taught not to share their food with others at school for safety reasons, such as allergies
8. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to:
 - whole/round hot dogs

Food Safety and Nutrition Policy(cont'd)

- popcorn
- chips
- pretzel nuggets
- whole grapes
- nuts
- whole spoonful of peanut butter
- cheese cubes
- any food that is of similar shape and size of the trachea/windpipe

Food Allergens

For children with specific food allergies: Parents must document this on their Food Experience Form and Child Enrollment Record. Parents must also include a note from your pediatrician with the type of allergy the child has and what foods their child may not eat or handle while at school. Parents should provide extra snacks to be kept at school to use as needed for 'special occasions'.

Food Experiences at School

Classroom cooking experiences will occur periodically throughout the school year. All families will indicate on their Food Experience Form and Child Enrollment Record if their child has any food allergies. Parents must also include a note from your pediatrician with the type of allergy the child has and what foods their child may not eat or handle while at school. Parents should provide extra snacks to be kept at school to use as needed for 'special occasions'.

Snacks and Lunches

EC1 & EC2 participate in community snack. Each child is requested to bring in a large nonperishable snack donation for the month. A sign-up sheet will be posted at the end of each month. Please choose from the list provided and do not deviate from the requested items without prior approval from the teacher.

Birthday Celebrations

We celebrate birthdays! Check with your child's teacher prior to the big day for classroom guidelines and any allergies. We require 1 week notice before bringing in a birthday treat. We encourage healthy choices for birthday treats. (Popsicles, frozen yogurt, etc.). Small/mini cupcakes are also acceptable. All treats must be store bought, to comply with Pinellas County Health Department regulations and for the health and safety of those children with allergies.

Healthy Lunch/Snack Ideas:

*** (all food must be cut into pieces smaller than 1/2 inch for toddlers, smaller than 1/4 inch for infants) ***

Fresh fruit (no fruit cups)
Fresh cooked vegetables
Cooked lean meats (chicken, beef, pork, fish)
Cheese slices
Peanut Butter and Jelly sandwiches
Grilled Cheese Sandwich
Quesadilla Wraps
Cheerios
Kix Cereal
Soft Cereal Bars
Mini-Muffins
Animal Crackers
Fig Newton
Vanilla Wafers
Graham crackers
Water
Milk

NOT PERMITTED:

Any food of similar shape/size of the trachea/ windpipe

Dried Fruit
Whole / round hot dogs
Popcorn
Chips
Pretzel nuggets
Whole grapes
Nuts
Whole Spoonful of Peanut butter
Cheese cubes
Candy
Cough Drops
Soda/ carbonated beverages/caffeinated beverages/ Sports Drinks

Dress to Play

Children should be dressed in sturdy, washable clothing that will allow them to play freely and permit participation in all art and playground activities during a busy day at St. Paul's Children's Center. Children will go outside each day, so please dress them appropriately for each day's weather. Jewelry of any kind is not permitted and may not be worn by children while at school in our children's center.

Children's clothing should allow them to undress themselves easily for bathroom purposes. Overalls, leotards, and belts are difficult to unfasten and do not foster independence. Shorts and pants should have elastic waist bands; no buttons, snaps, or zippers. Girls wearing skirts or dresses must wear shorts underneath. No onesies, bibs or pacifiers in EC1 or EC2.

Shoe Policy

Shoes are to be worn at all times while at school for children who are ready to wear shoes which includes all EC2, all EC1, and any infants walking, or infants preparing to walk*(See "Infant Room Things to Know" for more info). **Children must wear closed-toed and closed-heeled shoes with laces that tie, with ankle socks.** Sneakers and socks to the ankle are required at all times. We do not permit "no show socks". NO VELCRO, NO MOCCASINS, NO CROCS, NO BALLET SHOES, NO BOOTS, NO SANDALS, NO FLIP FLOPS, or SLIP-ONS. These all present a form of danger on the playground. Should your child continuously remove their shoes, we will require that you purchase a different pair.

Spare Clothes

In the event of illness or accident, a minimum of three complete sets of seasonally appropriate clothing (underwear, socks, shirt, shorts and one extra pair of shoes) must be kept in your child's cubby at all times. When the spare clothing is used, you will need to replace it for the next school day. Please put your child's FIRST & LAST NAME on all clothing and belongings to help ensure their safe return. If your child does not have extra clothing, you will be called to bring clothes or pick up your child for the day.

Cot Sheets

Each child is required by licensing to have a fitted cot sheet. Cot Sheets may be purchased from the director for \$15 during open house. These handmade sheets come in a variety of designs. They have a place for your child's name to be written on them. The children love them because they each have their own special sheet. One year olds will need to purchase a "small" cot sheet. Two year olds will need to purchase a "large" cot sheet. If a cot sheet breaks, is damaged, or becomes lost, you will need to repair or replace it. Extra cot sheets are available for purchase from the director office.

Nap Time

Nap time is a restful period in which your child is required to lay down quietly on their cot without disturbing others. Please send in a nap time blanket for your child that will stay in their cubby all week. Your child's blanket and sheet will be sent home every Friday for weekend cleaning. Please return a clean cot sheet and blanket every Monday. If your child does not bring their cot sheet to school on Monday, you will be called to bring it or pick up your child at naptime. Nap time loveys should be small, soft, contain no batteries, and make no sounds. All loveys must be small enough to fit in your child's cubby. They will be kept in your child's cubby each day except during nap time. Small travel size pillows are allowed. All nap time items (cot sheets, blankets, loveys, etc.) must be labeled with your child's First & Last name.

Treasures from Home

We strive to provide a variety of age and developmentally appropriate toys in every classroom at St. Paul's Children's Center. Please do not allow your child to bring toys to school as we cannot be responsible for loss or damage. Licensing requires age appropriate toys in each room. Toys brought from home often have parts that pose a choking hazard.

Communication

The success of St. Paul's Children's Center relies upon good communication with parents, staff and administration. We strive to keep good relationship with our families. Parent opinions and concerns are very important to us. We attempt to keep families informed in a variety of ways, including the following:

Phone/ Emails: Important parent communications are sent via email or phone calls to parents. When parents have questions or concerns in regards to a classroom situation, the policy is to discuss the situation with the classroom teacher prior to contacting the director. If parents have additional questions or concerns, please contact St. Paul's Children's Center via email or by leaving a voice message to schedule an appointment with the director. All phone messages and emails will be returned by the next business day.

Parent/ Teacher Conferences: Parents are encouraged to schedule a conference with the classroom teacher to discuss individual concerns or questions. The director is also available to assist parents with concerns that have not been resolved with the teacher's help. Please contact the director or the parish office in the event of an emergency.

Daily Sheets/ Folders: Infants and One year olds will receive a "daily sheet" regarding your child's daily activities which are given to parents at pick up. Two year olds have a classroom folder with any completed activities or important notes from the teachers that should be checked and emptied by the parents weekly.

Information Boards/ Newsletters: Center events, monthly curriculum themes and activities are posted on the parent information boards in the main entrance, the classrooms and in our seasonal newsletters.

SPCC Website: Parent Handbook, annual calendar and other center information can be found on our website at www.stpaulschildrenscenter.com

Health

Childhood illnesses/diseases, unfortunately, are part of growing up. Keeping your children healthy is a job that needs everyone's assistance. Hand washing and proper hygiene is critical to good health.

In the event of an illness or communicable disease, parents must contact St. Paul's Children's Center. Parents must have an alternative plan for care when your child is sick as children may not attend our center if any of the following conditions exist:

1. Fever within the last 24 hours, at home or school
 2. Severe coughing, causing the child to become red or blue in the face or making a whooping sound, Difficult or rapid breathing
 3. Diarrhea at any time in the past 24 hours, at home or school
 4. Vomiting at any time in the past 24 hours, at home or school
 5. Stiff Neck
 6. Dizziness, nausea, or unexplained rashes
 7. Exposed, open skin lesions
 8. Thick, yellow, green, or bloody discharge from the nose, ears, eyes, including pink eye.
 9. Unusually dark urine and/or gray or white stool
 10. Children with lice or nits
 11. Any other unusual sign or symptom of illness
- Any or all of these symptoms will be defined at the discretion of the director.

When your child becomes ill at school, they will be separated in a comfortable and supervised area while their parents are notified and arrangements are made for an immediate pick up.

If you are called to pick up your child due to illness, they may NOT return to school the next day. **Children must be fever free (without medication) and symptom free for 24 hours before returning to the center.**

Parents must notify the director in writing if your child is diagnosed with a contagious illness, and placed on an antibiotic, they may NOT return to school that day or the next day. This is to ensure that your child has been on the antibiotic for 24 hours prior to their return.

If your child is sent home with head lice, they cannot return to school until they have been treated and are nit free.

If your child has (or has been exposed to) a contagious disease or illness, parents must inform the office immediately and bring a physician's note upon returning to St. Paul's Children's Center.

Immunizations

The state of Florida requires that a current record of immunization be on file in the director office. A health exam by a physician, within one year prior to admission, is also required. Please schedule doctor appointments so that your child receives immunizations in the afternoon. Children occasionally get a fever and may not be in school with a fever. Parents are responsible for providing updated information to the director. **Children will be temporarily excluded from admission to the center if their immunizations are not current or if proper documentation is not on file in the director office prior to the first day of new classes or when the immunizations expire. There will be no grace period.**

Medication / Allergies

St. Paul's Children's Center does NOT dispense any medication. This includes, and is not limited to sunscreen or insect repellent; please apply these prior to arriving at school. Diaper Rash Cream requires a special form and parent signature.

Parents/ Guardians must provide written documentation from your child's pediatrician concerning any life threatening allergies. It is important that we distinguish between sensitivities and allergies. An allergy list is posted in each classroom at all times with the names of children and their known allergies.

Medical Emergencies

In the event of a medical emergency and/or accident, we will contact the parents of the child immediately. If we cannot reach the parents/guardians, and medical treatment is necessary, 911 will be called. 911 will be called for all extreme emergency care situations regardless of parental contact. Parental permission for St. Paul's Children's Center to contact 911 and make any emergency medical decisions that may be deemed necessary is part of this agreement.

Accident / Incident Reports

As children grow and explore, falls and accidents do happen. According to Pinellas County Child Care Licensing Board Regulations, washing the affected area, applying a band aid, and / or using an ice pack are the only first aid procedures that St. Paul's Children's Center may administer. If an injury requires more attention, the child's parents will be notified immediately.

All unusual and notable accidents and incidents will be recorded on an Accident / Incident Report Form. The form must be signed by the attending staff member, and a parent/adult signature is required at pick up. One copy of the report will be kept on file at St. Paul's Children's Center and one copy will be given to the adult that picks up. Parents will be notified by the director of any injuries to the head

Notification of Changes

Parents/ Guardians are required to notify St. Paul's Children's center in writing immediately of any changes in home or employment phone numbers, new address, new place of work, etc.

Emergency phone numbers are critically important. Two LOCAL emergency contacts must be listed on your Child Enrollment Record. They must be two separate people with two separate phone numbers, and reside locally in our area. Only local addresses will be accepted.

We also ask that any changes in routines at home be communicated so that the staff will be prepared to assist each child with new emotions or behaviors that may result at school.

Toilet Training

We are happy to assist parents in the toilet training process. Toilet training should begin in the home. EC-2 has a Toilet Training Procedure the parents are expected to follow which will help support what your child is working on with you at home.

A few signs that your child is ready to begin the toilet training process:

- stays dry in between pull up changes
- requests to use the toilet
- shows an interest and is curious about the toilet

Parent / teacher communication is critical regarding toilet training. Please notify the EC-2 teachers when you are beginning the toilet training process at home. Children that have begun the toilet training process at home will be offered and encouraged to use the toilet at least every two hours. Extra clothing, including underwear and shoes, should be kept in your child's cubby.

We reward children with stickers or other small treats for their toilet training progress at school. We encourage you to share what reward system you are using at home.

Children may not wear underwear to St. Paul's Children's Center until they are fully toilet trained at home, and have been accident free at home and school for two weeks. "Pull-ups" provide a lightweight plastic liner to maintain sanitary conditions in the classroom. If a child wearing underwear has an accident at St. Paul's Children's Center, they will be cleaned and put in a "pull-up". If a child wearing underwear has an accident two or more days in a row, they will be required to wear ONLY "pull-ups" to St. Paul's Children's Center for a designated time period. Children who are encouraged and allowed to toilet train when they show interest or are developmentally ready, ultimately complete the toilet training process with greater ease and are more successful. Pressure to toilet train before your child is ready, can have a negative effect on your child and may cause regression.

Placement and Transitions

The placement of your child is based on their age, emotional and physical development, and the availability of space in each classroom. Enrollment in St. Paul's Children's Center and classroom placement is for the "school year", August through the following summer. As your child grows and matures; every effort will be made to move your child up, provided space is available and they are developmentally ready.

Infants to One's

- Infants (2-12 months) will be placed in the infant room. Once a child turns one, they may transition to the one year old classroom provided all of the following criteria is met and space is available:

1. They are 1 year of age
2. They are walking in shoes, are steady on their feet, and able to walk up and down the stairs with some assistance.
3. They have transitioned to 1 nap a day and are accustomed to the one year old room schedule.
4. They are drinking independently from a sippy cup. No bottles will be given after a child's first birthday in the infant room.
5. They are off baby food and able to feed themselves finger foods.
6. They are able to sleep on a cot.

One's to Two's

- EC 2 is appropriate for mature two year olds and young three year olds who miss the September 1st cutoff date. One year olds who turn 2 may transition to this classroom provided all the following criteria are met and space is available:

1. They are ready to begin wearing pull ups. Only Velcro Pull-ups are worn in EC-2.
2. They can drink from a sport bottle. Sippy Cups are not allowed.
3. They can independently feed themselves.
4. They demonstrate maturity to be in a larger classroom with more children.
5. They are ready for more structured learning activities.

Two's to EC-3 at St. Paul Catholic School

- Registered and supporting parishioners and siblings receive first priority.
- The child must turn three on or before September 1st to attend EC-3 at St. Paul Catholic School.
- Must be toilet trained by June to attend EC-3 at St. Paul Catholic School in August.
- Children will not be retained in the two's due to not being toilet trained. We will recommend parents seek out other schools that accept three-year-old children that are not toilet trained.

St. Paul's Children's Center Discipline/ Expulsion Policy

St. Paul's Children's Center teaches life skills that will help your children manage and identify their emotions. While we must consistently enforce reasonable behavioral limitations, we are also sensitive to each child's ability to make positive behavior choices and to be responsible for their choices and actions.

St. Paul's Children's Center uses the "I Care Rules for Little Children" Philosophy:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use "I care" language.
4. We care about each other's feelings.
5. We are responsible for what we say and do

Licensing prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Childcare personnel never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Childcare personnel never use threats or derogatory remarks and neither threaten to withhold or withhold food as a form of discipline.

Reasons for expulsion, suspension, or dismissal:

Every effort will be made to prevent the expulsion or dismissal of children from our program. However, St. Paul Children's Center reserves the right to cancel the enrollment of a child for reasons, including, but not limited to:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in our Parent Handbook.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.
- Failure of the child to adjust after a reasonable amount of time; the child may not be ready developmentally at this time.
- The child has needs which we cannot adequately meet with our current staffing patterns.

St. Paul's Children's Center
Discipline/ Expulsion Policy (cont'd)

- The child's behavior threatens the health & safety of him/herself, the other children or staff.
- Bullying or hurting other children or staff (pushing, kicking, punching, cursing, threatening others physically or with words etc.)
- Other – at the discretion of the Director

Steps taken prior to expulsion:

Positive Behavior intervention supports include:

- Screenings
- Classroom/environment assessments
- Reaching out to inclusion specialists, specialized care teams, mental health consultants where available

Proactive Actions that will be taken to prevent expulsion:

- Staff will try to redirect the child from negative behavior
- Staff will teach the child appropriate skills to address challenging behaviors
- Staff will reassess the environment, activities, and supervisions
- Staff will always use positive methods and language while disciplining children
- Staff will celebrate appropriate behaviors
- Staff will maintain strong connections with the child at all times
- Staff will consistently apply consequences for rules
- The Director will be consulted and may speak with the child
- Incident report is written and signed by parents/guardian
- Family will be notified of disruptive behaviors that might lead to expulsion
- Teachers will work with families to develop positive behavior support strategies for continuity between home and school.
- With parental consent, a specialized care team will be formed to address how to best support the child; through observations, accommodations, and, if necessary, outside agency referrals.
- If inappropriate behaviors persist the family may be called to pick up their child.
- If the behavior does not improve upon the child's return to the center, the child is suspended for a period up to 5 days with the possibility of termination

St. Paul's Children's Center Discipline/ Expulsion Policy (cont'd)

Communication: Fostering positive relationships with families

Our families...

- Communicate regularly with staff to ensure consistency in guidance between home and school.
- Partner with us and allow us time to work with all children, including those needing higher levels of support.
- Understand and acknowledge that children are learning appropriate behavior skills and that we strive to serve the individual needs of each child while ensuring the safety of all children.
- Know that to best serve children, we may need to partner with local professionals to help give a child the best foundation for their social, emotional and academic success.

Transition to another provider

On the rare occasion that another setting is needed we may work with families to seek the best care for their child if it is agreed that our program can no longer meet their needs.

Anti-Bullying Policy

St. Paul's Children's Center is committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The Diocese of St. Petersburg and each School is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment is strictly prohibited, will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

- physically, emotionally, or mentally harming a student;
- damaging, exhorting or taking a student's personal property;
- placing a student in reasonable fear of emotional or mental harm;
- placing a student in reasonable fear of damage to or loss of personal property; or
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
- disrupting the orderly operation of a School.

Anti-Bullying Policy(Cont'd)

I. Definitions

- a) Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.
- b) Harassment means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.
- c) Cyber-stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.
- d) Cyber-bullying is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g. Facebook, MySpace, Twitter, etc.) chat rooms and instant messaging.
- e) Cyber-bullying includes the following misuses of digital and/or electronic technology: teasing, intimidating, or making false accusations about another student by way of any technological tool.
- f) Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.
- g) The definitions hereunder apply to any student who either directly engage in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

II. Scope/Expectations:

The Diocese of St. Petersburg and each School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and each School prohibits bullying and/or harassment of any student:

- a) that occurs on school premises at any time;
- b) during any educational program or activity conducted by the DOSP or the School;
- c) during any school-related or school-sponsored program or activity;
- d) that occurs on any bus or vehicle as part of any school activity; or

Anti-Bullying Policy(Cont'd)

- e) through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program; vi. though an incident of alleged bullying and/or harassment may occur off of the School's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a School's ability to provide an education is significantly impaired, as determined by the School and/or the DOSP, disciplinary sanctions may be issued.

III. Reporting Complaints

- a) Each student, parent and/or any other members of the School's community has a duty to immediately report any incident of bullying and/or harassment to the School administrator.
- b) The administrator will provide the reporting party with the Bullying Complaint Report Form which must be completed, dated, and signed by the reporting party so that the School may initiate further inquiry and investigation, when appropriate.

IV. Disciplinary Action

- a) Concluding whether a student's action, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions.
- b) Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities.
- c) The disciplinary action may be unique to the individual incident and may vary in method and severity based on the School's and/or DOSP's sole discretion.
- d) False reports or accusations of bullying and/or harassment also constitutes a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary actions as outlined in our Discipline/ Expulsion Policy.

Biting Policy

St. Paul's Children's Center strives to maintain a safe environment for all children. On occasion, biting does happen. We understand that biting is developmentally appropriate for young children who are teething and/or do not yet have the verbal vocabulary to express their emotions. St. Paul's Children's Center maintains these guidelines when biting does occur:

1. Staff immediately addresses the child who bit and redirects the child to a safe place.
2. Staff addresses the needs of the child who was bitten. Wash affected area with soap and water and / or apply ice on injury.
3. Staff will discuss with both children that biting hurts and we use our teeth for food.
4. Allow each child to state their feelings. Discuss alternative behaviors rather than biting.
5. Staff will complete an incident / accident report for each child.
6. If the skin of the child is broken, the parent will be notified by phone.

St. Paul's Children's Center believes parent / teacher communication and teamwork is best for your child. Staff will monitor all biting incidents for development of a pattern. When the following behaviors are noted, we will schedule a parent information conference to discuss alternative positive behavior reinforcement strategies.

1. When biting becomes a "first resort" behavior.
2. When a habit begins to form. (2 weeks of intermittent biting)
3. Biting more than once each day.

When a child uses biting behaviors more than once during a day, St. Paul's Children's Center will implement positive redirection strategies to help encourage positive choices. St. Paul's Children's Center staff will determine if it is in the child's best interest to remain in their classroom. The child will visit the Director's office. If a child uses biting behavior three times or more in one day, the parents will be notified for early pick up and the child will be sent home for the remainder of the day. This is for the safety of the children in the classroom.

** Please communicate all major life changes and routine changes to St. Paul's Children's Center. Even the slightest change such as a parent being out of town for business, will affect your child's behavior at school. **

Volunteers

All volunteers must be at least 18 years of age and are required to pass a background check, get fingerprinted, and complete Safe Environment, Blood Borne Pathogens and all required Pinellas County Licensing Board courses. If you are interested or you would like additional information, please contact St. Paul's Children's Center at 822-3481, ext. 18.

Mandated Safe Environment Training

The US Council of Catholic Bishops met in Dallas in November of 2002, to deal directly with the topic of protecting children, youth, and vulnerable adults in our communities. From this meeting, the Bishops issued The Charter for Protection of Children and Young People, which mandates training for individuals who come into contact with children and youth. This training helps individuals recognize, prevent, and report child abuse, including sexual abuse.

Our Diocese has chosen to present the Girls and Boys Town Center for Adolescence and Family Spirituality program as a vehicle to deliver this training. Attendance at Safe Environment Training is mandated for anyone in ministry – priests, deacons, religious, educators, parents, volunteers, and church staff... anyone who will have a supervisory role with youth.

The Safe Environment curriculum for students at St. Paul's Children's Center is based on the standards and benchmarks of the programs in each classroom. In the infants through EC2, classes are taught through developmentally appropriate whole-group lessons with the Director, and teachers.

Policy for the Protection of Children and Vulnerable Adults

The Diocese of St. Petersburg policy, revised in light of the U.S. Bishops' Charter for the Protection of Children and Young People, is available on-line at www.dioceseofstpete.org. The Diocese of St. Petersburg Code of Conduct for those working with youth is also posted on-line for your reference. Copies may be obtained in St. Paul's Parish Office.

Child Abuse/ Department of Children and Families

The State of Florida requires all staff of any child care facility to be on the lookout for, and report any and all suspected cases of child abuse to the State of Florida. St. Paul's Children's Center staff members are mandated reporters and are obligated to report any suspected cases of child abuse and / or neglect.

St. Paul's Children's Center will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

Emergency Procedures

St. Paul's Children's Center will work closely with St. Paul Catholic School and the Diocese of St. Petersburg to determine any emergency closing procedures.

If St. Paul's Children's Center experiences extreme weather conditions or power failure, we will contact all parents via their cell phones immediately for early pick up. We cannot operate if conditions do not comply with Pinellas County Child Care Licensing Rules and Regulations.

Pre-Hurricane Procedures

St. Paul Children's Center will follow the decision of the Diocese of St. Petersburg in regards to school closings in preparation for a hurricane.

Post-Hurricane Procedures

St. Paul Children's Center will assess our situation and make a decision by 3:00 p.m. for the following day.

Parents will be notified of any emergency closings of our center via email or by direct phone call or text from the director's personal cell phone.

Emergency Drills

St. Paul's Children's Center conducts monthly emergency drills with our staff and students using our written plan of Emergency Procedures. The specific drills practiced are listed below.

Fire Drills:

Students are taught where and how to exit the building in case of fire. For fire drill or fire emergencies, the fire alarm will signal to evacuate the building. Teachers regularly instruct students regarding specific procedures.

Tornado/ Tropical Storm/ Hurricane Drills (Inclement Weather):

Students are taught to exit the classrooms to the hallway during hazardous weather drills and emergencies. Teachers regularly instruct students regarding specific procedures.

Lockdown / Lock-in (Shelter in Place):

Students are taught the proper procedures for taking shelter in the building in the event of a potentially dangerous person, active shooter or weapon on campus. Students are taught the procedures for modified lockdown in the event of a dangerous situation or person in close proximity to the school. Teachers regularly instruct students and practice drills regarding specific procedures for what to do or where to go in the event that we would evacuate the building.

**** St. Paul's Children's Center may not let anyone, including parents/ guardians, in or out of the building during a lockdown/lock-in.**

Extended Day

The St. Paul Extended Day Program is available to meet the needs of families with children enrolled at St. Paul Catholic School. The program is available during the months that St. Paul Catholic School is open only, from school dismissal until 5:30 p.m., Monday through Friday. All students must be registered for the Extended Day Program in the event that the parent is late for car line. (Please see the St. Paul Catholic School Handbook for details on Extended Day Registration Fees).

Children will be walked/transported from St. Paul Catholic School to the Parish Building/Franciscan room daily by the staff and patrols. Please notify St. Paul Catholic School and St. Paul Children's Center if your child will be absent from Extended Day. If your child does not arrive by 3 p.m. and we have not been made aware of any absence, our staff is required to contact you, the parent or guardian. If you are unable to be reached, your emergency contact must be notified.

Parents are required to sign out their child each day. Students in Extended Day are to be picked up no later than 5:30 p.m. It is imperative that parents contact St. Paul's Children's Center at 727-822-3481 X 18 if they will be late in picking up their child. Families who do not pick up by 5:30 p.m. will be charged an additional \$15 for each 10 minutes they are late. Habitual lateness may result in you being asked to find another means of after care for your child/ children.

No child will be released to anyone who is under 18 years of age and is not listed on the Child Enrollment Record Form. Anyone who is not known by St. Paul's Children's Center staff and is picking up a child will be asked to show a photo ID. Please notify us in writing (via email or letter) immediately of any changes to the list of people authorized to pick up your child. Letters allowing friends or relatives to pick up your child MUST be signed by the parent and dated or emailed, and must include the person's name, address, and phone number as it is listed on their ID.

Special circumstances dealing with custody issues must be discussed and documented with the director. All documentation must be on file.

Extended Day Children and their Parents/ Guardians are required to follow ALL St. Paul Catholic School and St. Paul Children Center policies as outlined in the parent handbooks.

In Closing.....

The staff at St. Paul's Children's Center is looking forward to providing a quality early learning experience for your child. Many blessings to you all.



**St. Paul's
Children's Center**

Parent Handbook and Policies Acknowledgment Form

All parents/ guardians are required to review and return a signed copy of this form.

1. I/We agree that my child's health records are shared with St. Paul's Children's Centers teachers and staff, as applicable to my child's involvement in the program.
2. I/We understand that the notarized Emergency Medical Release, which includes any allergies my child may have, would be shared with emergency medical personnel in the event of an accident or health concern related to my child.
3. I/We give permission to consult the child's physician/health resource in case of emergency if the parent/guardian cannot be reached.
4. I/We understand that while we do not accept Religious Exemptions with regards to immunizations, an enrolled child may be under immunized if we have a doctor's note confirming their pending appointment.
5. I/We agree to provide all instructions from my child's medical professionals for any special health needs such as allergies, chronic illness (e.g. asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes).
6. I/We consent to visibly posting my child's food allergy information, his/her medical plan (steps the physician has outlined in the event of a reaction), to ensure that all staff are aware of his/her special needs.
7. I/We agree to notify the center in writing upon any change to the family's address, phone or email contacts.



**St. Paul's
Children's Center**

Parent Handbook and Policies Acknowledgment Form (cont'd)

8. I/We have read "The Flu, A Guide for Parents" brochure (included in the Registration Forms/ Welcome Packet and posted on our website).
9. I/We have received a copy of the center's Discipline/Expulsion Policy. (Located in the Parent Handbook and posted on our website).
10. I/We have read and understand the Anti-Bullying/ Harassment Policy. (Located in the Parent Handbook and posted on our website).
11. I/We have received and read a copy of the center's Food and Nutrition Policy, which addresses food safety, food allergens, and appropriate nutritional guidelines for preschoolers with regards to lunch and snack requirements (Located in the Parent Handbook and posted on our website).
12. I/ We understand that twice a year in September and April, we will receive a copy of and will be required to sign an acknowledgement form for the "Getting In/ Getting Out" Flyer developed by the Prevention Unit of the Office of Family and Community Services.

I/We have read the 2019-2020 Parent Handbook and agree to abide by the guidelines of the St. Paul's Children's Center Policies and Procedures as stated.

SIGNATURES REQUIRED - BOTH PARENTS AND/OR GUARDIANS

Signature: _____ Date: _____

Signature: _____ Date: _____