



Shamrock Zone

Child Care

(Year Round)

2024-2025

Policies and Procedures

Revised July 2024



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Dear Parents,

I am very excited to work for you as your childcare provider. My team of teachers and I look forward to learning more about your child(ren) and are excited to watch as they grow throughout their lives.

I have a degree in Child Development with a Director's credential specific to Early Childhood. I received my license in ages 3-6 Montessori in August 2019. I have been working in the preschool / childcare industry since 1999, here at Pacelli as a Montessori preschool teacher since 2019. I gained my Director experience as the owner of Discovery Learning Center since 2006. Discovery closed in August of 2023 allowing me to take on Director of Early Childhood at Pacelli Catholic Schools.

At Pacelli we provide your children with a well-structured and balanced day to achieve a fun learning experience that is the best fit for their early childhood educational needs.

Thank you for choosing Pacelli Catholic Schools for your child's early childhood education. On a daily basis, we strive towards fulfilling your expectations in all aspects of your child's development; academic, emotional, social, and spiritual.

Sincerely,
Deidre Smith
Early Childhood Director

Child Care Philosophy and Mission

Pacelli's Early Childhood program consists of two Montessori preschool classes and a child care program, Shamrock Zone, that is open before and after school, on NON-school days, and during the summer.

Our program strives every day to help children thrive, to assist our families in nurturing and guiding their children, to maintain a supportive community, and to strengthen Austin so it remains a good place to live and raise your children.

To fulfill our mission, we have set forth these core beliefs:

- We will provide your children each day with the opportunity to learn, to serve others, and to experience Christ's love.
- We will establish in them a lifelong foundation grounded in Christ's love, faith in God, service to the community, and academic achievement.
- We will cherish all children and want the best for them. We believe parents have the primary responsibility for nurturing and guiding their children and we will be there to support you in this responsibility. By helping you in doing this, we will form a partnership and will teach your children together. We will value relationships and community collaboration that is flexible, responsive and respectful to family life needs.

Child Care Admission Requirements

Pacelli's Early Childhood program (preschool & childcare) are required by the Minnesota Department of Human Services (DHS) licensing division to have completed, and on file the following forms and information:

- ***Child Emergency Contact Form***
- ***Immunization Records***
- ***Health Care Summary*** (well-child check up)

prior to your child's first day of Child Care or Preschool.

These forms are in addition to what Pacelli Catholic Schools admissions need for their records.

All information on the Child Emergency Contact form must be kept current. The program must be informed immediately if there are any changes in the recorded information. New forms will be completed yearly at the start of each calendar "school year."

Child Care Hours of Operation

- Childcare opens daily at 6:30am and closes at 6:00pm.
- When utilizing our childcare, families are **required to give set hours** by completing the **Childcare Daily Hour Form**. This will allow us to properly staff and meet teacher/child ratios set by the state of Minnesota.
- Hours can be changed at any time, with a notice to the Early Childhood Director. This will ensure proper teacher coverage.
- **Parents are required to clock their child in at arrival and clock out at pick up when attending childcare.**
- Computer for checking in/out is located by the childcare Room 1.
- Parents/ guardians will be assigned a pin/barcode to use for clocking their child in/out of childcare.
- Parents must communicate (make eye contact) with a teacher before leaving their child.

Billing

Using the time clock, your child's hours of care will be calculated and billing will be sent out on the following Monday of each week.

Child Care is \$4.00 per hour / \$5.00 per hour when a 24 hour notice is NOT given.

Invoices are due within 10 days of receipt.

Childcare contracts may be terminated if payment is not received.

Unscheduled Care

Because we are licensed by the state of Minnesota, we MUST follow all the guidelines for caring for children in a "childcare setting."

Meeting teacher to child ratios is required.

10:1 Preschool Age

15:1 School Age

If children are sent to the childcare program after school because a parent is running late, and it was not on the schedule, the fee for care will be \$5.00 an hour.

***There will be a late charge of
\$5.00 for the first 5 min after 6:00pm.
AND an additional \$5.00
for every minute after 6:05pm***

Child Care Daily Schedule (School Days)

6:30am Childcare opens

7:45am (School Age) Breakfast - Teachers will clock the children out of childcare at 7:45.

8:00am (Preschool) Breakfast - Teachers will clock the children out of childcare at 8:30.

3:00pm Preschool ends - Teachers clock children into childcare.

3:20pm School ends - Teachers clock children into childcare

6:00pm Childcare closes - Parents clock children out.

Daily Schedule (Summer)

6:30am - 6:00pm

Monday: Track & Field Day

Tue / Thur: Pool

Wednesday Mass @9:15am, Walk to the Library

Friday: Nature Center

Schedule subject to change

Communication

We use an app called ProCare to communicate almost EVERYTHING going on in our classroom. The app allows the school to post videos and pictures, keep a calendar with important dates and information. Watch for an email after enrollment in preschool or Shamrock Zone to sign up for the ProCare app.

You will get weekly information from the Pacelli school office through emails and newsletters.

Rest / Nap Time (Preschool-aged children)

During summer full day childcare, preschool-aged children will rest/nap quietly in their room from 11:45 - 1:30. Please provide a blanket and small pillow. These items will be sent home at the end of the week to be washed.

Personal Items/Clothing

blankets	jackets
pillows	snow pants
extra clothes	hat, mittens
shoes, sandals, boots	

All items MUST be well marked to eliminate mix ups.

Your child's blanket and pillow will be sent home every Friday to be washed before returning to school the following week.

It's important that you send your child in comfortable play clothes and shoes. Please, NO Flip Flops.

We go outside every day (weather permitting). Please send appropriate outdoor clothes for your child every day. Your child must bring their outdoor gear with them each day from school.

Extra clothes are needed as accidents happen. Spills, paint, and mud are to be expected. Provide 2 changes of clothes, labeled with your child's name in a ziplock bag to be kept in their locker.

Two changes of clothes for your child are to remain at school.

- top
- bottom
- underwear
- and socks

Even though your child may be fully potty trained, accidents can happen. Spills and outside weather can also play a factor in needing a change of clothing.

ALL ITEMS MUST BE LABELED with First and Last Name



Water Bottles (Summer Childcare)

Water bottles are provided by Pacelli for students and are to remain at school. Each day the water bottles will be cleaned and sanitized by staff to comply with the food code under MN rule, chapter 4626. The water bottles are only for water.

Meal Time

School age children - Breakfast (7:45am) and Snack (3:20pm) will be provided to school age children at no cost on ***school days***.

Preschool children - Breakfast (8:00am) and Snack (3:15pm) will be provided to preschool children at no cost on ***school days***.

On **non-school days during the school year**, ALL children utilizing Shamrock Zone childcare, must provide their own cold lunch. Breakfast and snack will be provided based on the cost chart below.

Pacelli serves healthy meals meeting all the food group requirements following state licensing guidelines. The breakfast/lunch menu is posted in the Pacelli weekly announcements as well as by the Shamrock Zone childcare room.

	<u>Breakfast</u>	<u>Snack</u>
Full Price	\$2.40	\$1.20
Reduced	\$1.20	\$.60
Free	\$0.00	\$0.00

Charges will be applied weekly to your FACTS account.

In the event that a child is allergic, an allergy information sheet (ICCPP) must be filled out by your child's Doctor and on file.

Child Care Closure Days

- August 19th, 2024 *Annual Teacher Training*
- September 2nd, 2024 *Labor Day*
- November 28th, 2024 *Thanksgiving*
- November 29th, 2024 *Friday after Thanksgiving*
- December 24th, 2024 *Christmas Eve*
- December 25th, 2024 *Christmas Day*
- January 1st, 2025 *New Years Day*
- April 18th, 2025 *Good Friday*
- April 21st, 2025 *Easter Monday*
- May 26th, 2025 *Memorial Day*
- July 4th, 2025 *Independence Day*

If any of the holidays fall on a weekend, the holiday will be observed on the Friday or Monday before/after the holiday.

Parent Grievance Procedure

If a parent has a grievance about Pacelli's preschool program or childcare program or activities, please contact the Early Childcare Director immediately. The director will work swiftly with you and the teachers if necessary to resolve the issue.

Behavior Guidelines

Our childcare behavior guidelines are focused around safety and directed towards a learning environment. If a child's behavior does not fall under these guidelines, their teacher will redirect the child. In doing so, the teacher will approach the children at their level to assist in correcting the behavior. At no time will the child be physically or emotionally punished.

Our behavior guidance policies and procedures will insure that your child's teacher will accomplish the following:

- A. Ensure that each child is provided with a positive model of acceptable behavior;
- B. Set goals that are realistic for the development level of each child;
- C. Redirect the child and group away from problematic situations and toward constructive activity, in order to reduce conflict;
- D. Teach the children how to use acceptable alternatives to problematic behavior in order to reduce conflict;
- E. Perform drills and learning skills that will help protect the safety of the children and staff persons; and
- F. Provide immediate and directly related consequences for a child's unacceptable behavior.

We use performance plans to help parents understand the behavior that has occurred. A performance plan is written and discussed with the parent if the child's behavior cannot be re-directed by the teacher and/or the director. A second performance plan will be written if the behavior continues or escalates and will be discussed with the parent. If a third performance plan has to be issued, a conference will be set up with the teacher, director, parents and Principal. If all options are exhausted and the behavior continues the parents will have a conference and will be excused from our program after a two-week notice has been given to the family.

Pacelli childcare prohibits any rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, spanking, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child. We will not use punishment for lapses in toileting. We will not withhold food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior. We will not use physical or mechanical

restraints, such as tying, other than to physically hold a child where containment is necessary to protect a child or others from harm.

We will not separate a child from the group unless the following has occurred:

- A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- B. The child's behavior threatens the well being of the child or other children in the program.
- C. A child who requires separation from the group must:
 - ◆ Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
 - ◆ The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - ◆ The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

If a child is separated from the group 3 or more times we will notify the parent.

Emergency, Accident and Health Policies

Your child's childcare teachers are all trained in procedures to help prevent accidents and are certified in First Aid and CPR.

In the event of a minor injury, care will be given by the teacher and parents will be notified.

If a child is in critical condition, 911 will be called. Parents will be informed and an accident report will be filed and shared with the parents.

The source of emergency care is Mayo Health Systems in Austin.

Staff will NOT transport children.

In case of an injury your child obtains while attending childcare, you are required to provide the correct medical care and insurance for your child, unless there is negligence on the part of the school.

Sick Policy

If a child becomes sick or has a temperature of 100 degrees or higher, the parent will be called immediately. The child will be assisted with needs, away from group activities, until the parent arrives. This will help prevent any passing of a virus from one child to another. In the event that your child was exposed to a contagious illness, it will be posted on the parent communication board near the time clock and by your child's classroom door.

Parents please notify us right away of any contagious illness your child has, so we can let all of our families know. This may help prevent the spread of the illness.

Please keep in mind, your child must be 24 hours symptom free or on a prescription for 24 hours prior to returning to school.

You cannot give your child fever reducing medication and send them to school.

If your child has an antibiotic and needs a teacher to administer it while at school, the medication must be in a current bottle with your child's name on it. A form will also need to be filled out and signed by the parent.

The Minnesota Department of Health requires all children to be symptom free for 24 hours before returning to school (example: fever, vomiting, uncontrolled diarrhea). Symptom free means **without** Tylenol or Ibuprofen prior to attending that day. Or a child should be on an antibiotic for a FULL 24 hours before returning to school. Some doctors say 3 doses are sufficient. However, the Minnesota Department of Health requires that students must be out for a full 24 hours, even when taking an antibiotic.

Safety Procedures

Each morning before opening, a staff will conduct a daily inspection for possible hazards. Fire drills will be done each month to meet state licensing requirements. Tornado drills will also be done once a month between April and September. Teachers are trained in these drills and are trained in fire prevention / safety.

If an unauthorized person attempts to pick up a child, the staff will need to get approval from the parents or legal guardian before the child is released. The authorities will be called in an event where an unauthorized person tries to leave with a child, or if a person who is incapacitated or is suspected of substance abuse tries to pick up a child. The authorities will also be called if no one comes to pick up a child at the end of the day and we cannot get in contact with the parents or guardian.

If a child goes missing, all staff will be notified immediately and will report a roll call to the director. The parents will be notified and 911 will be called. All exits of the building will be monitored. Finding the child will be our only priority until the child is found. We make every effort in preventing a child from wandering off and have regular stranger danger education and drills.

Our Early Childhood building enforces very stringent rules to prevent injuries while your child is in our care. We assist children on play equipment and have mats and other safety equipment that helps prevent children from making contact with hard services. We maintain water temperatures below 120 degrees to insure your child does not get burned. We maintain safe play areas so your child does not subject themselves to poisonous materials or any materials that would cause choking or suffocation. We do not allow any child to be unattended during their time they spend in our care. We do not allow any children to leave the fenced area except when we go on field trips or walks, at which time the children are closely monitored.

Pacelli Preschool and Childcare is a drug and alcohol free facility. We will not allow any use of these substances on the property and will not allow the child to be transported by a parent/guardian suspected to be under the influence .

Maltreatment of a Child

If at any time a teacher feels that a child is being abused or neglected at home or outside of childcare, the teacher, as a mandated reporter, will contact the Department of Human Services, the local Social Services, and the local Law Enforcement Center.

Any inquiries must be reported and the reporter will not be retaliated against.

Numbers for these services are listed below.

Department of Human Services, Division of Licensing: 651-431-6051

DHS Licensing: Wendy Evan 651-431-6030 ext 4006

Maltreatment: 1-651-431-6600

Department of Social Services: 507- 437-9700

Department of Law Enforcement: 507-437-9400

Licensing Information

Pacelli Shamrock Zone and Montessori Preschool is licensed by the State of Minnesota Department of Human Services, St. Paul, MN 55101.

Their phone number is 1-651-431-6015.

Wendy Evan is currently our Licensor 651-431-6030 ext 4006

Our total capacity is 82 children

Our program is not to exceed 40 school age or 82 preschool/school age children.

Parents will be notified if our license changes at any time.

At any time parents may request to review our program plan.

If at any time our program allows a research firm to collect data or does any public relations activity involving the children, we will first receive written consent from the child's family.