Parent Handbook

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Mission Statement

The Nano Nagle Children's Center (NNCC) is a Christ-centered community where each person is a valued child of God. We are dedicated to cultivating the mind and heart. Our daily activities address the children's individual needs by providing developmentally-appropriate experiences for all children.

Philosophy

We believe in meeting the spiritual, social, emotional, physical, and intellectual needs of every child we serve. Every child deserves the opportunity to develop in an enriching, Christian setting.

Selection Criteria

The order in which children are accepted into the center is based on the following criteria:

1. Children of faculty and staff of NNCC, Saint Vincent School and Parish
2. Siblings of presently enrolled students
3. Saint Vincent de Paul Parish members
4. Other Catholics
5. Non-Catholics

Waiting List

An application and a non-refundable $75.00 processing fee must be submitted for *each* child to place him/her/them on our waiting list. **We do not have a "first come, first served" policy** regarding our waiting list; instead, we follow the selection criteria described above.

Holding Policy

When a desired spot becomes available in one of our classrooms, the next family on the waiting list will be contacted. If you do not wish to start your child at that time but want to hold the spot for additional time (a month, two months, etc.), we require half the monthly tuition amount for that classroom to guarantee your continued space on the waiting list.

Admission Requirements

Please provide a copy of your child's birth certificate and current immunization record with your application prior to admission. Immunizations must be completed on schedule for your child to remain in attendance. In the case of a divorce, a certified copy of the divorce decree, stating who has financial responsibility for child care charges, custody and when, must be provided to the director.

Payment Policy

NNCC billing and payments will be processed via the FACTS Financial Portal of the FACTS Family Portal Profile created during the application process. Monthly fees are invoiced through the FACTS Financial Portal the month prior to attendance for each child. Parents agree to enroll in automatic payments via the FACTS Financial Portal after the receipt of the first invoice for General Fees.

Parents/guardians are responsible for all collection fees, attorney fees, and court costs incurred by the center to collect any overdue balances of tuition amount. If tuition is past due one month, the child(ren) may not attend the center until the balance is paid. If the balance is not paid by the following month's due date, the child's spot will be given to the next child on the waiting list.

Termination and Schedule Change Policy

When your family no longer needs the services provided by our center or if a reduction to the schedule is needed, a four-week written notice must be submitted to the director. If a four-week notice is not given, you will be assessed fees from the time notice was given to three weeks out.

Center Hours

Nano Nagle will welcome children into our center from 7:30-5:30 Monday through Friday.

Extended Day Program (NNCC EDP)

Nano Nagle's Regular Schedule is from 8:00 am - 4:00 pm. We offer extended hours in the mornings from 7:30 am and in the afternoons until 5:30 pm. Parents can choose to enroll full time at a set fee per month or by attendance charged per day for mornings and by the hour in the afternoons. Rates are per child.

Charges will be assessed every month, the month after attendance. View Published NNCC Rates.

Late Pick-Up Fee

If you are late picking up your child, a late fee will be billed to your account *per child*. The late fee includes $5 for every minute up to 5 minutes and then $1 for every minute after that. For example, if you have one child and you arrive at 5:37 pm, you will be charged $27 per child. We understand that sometimes there are circumstances that are out of our control. Therefore, please contact the center and inform the NNCC staff as soon as you know of such a situation. We greatly appreciate your assistance with arriving on time as meetings, tours, and other obligations are scheduled starting at 5:30 pm. (June-August 5:00)

Arrival & Departure

- Prior to dropping off your child, please make visual inspections of the child for signs and symptoms of illness. Signs and symptoms to monitor for include fever, flushed cheeks, runny nose, sore throat, rapid/difficult breathing, coughing, vomiting, diarrhea, inconsolability, fatigue, concern for loss of taste or smell, and any new rashes. **Please do not send your child if you notice these signs and symptoms or if you know of others in your household who exhibit them.**
- When dropping off your child, a NNCC staff member will be at the entrance of the center.
- For drop off and pick up, scan the QR code in the Brightwheel app on the tablet provided. During drop off, a screen will appear for you to verify no fever or other symptoms. Your child will then be escorted to his/her/their classroom by the NNCC staff member.
- During pick up, your child will only be released to the parent or other specified adult on the emergency form. Please let us know as soon as possible if someone other than the parent/guardian will be picking up your child. Anyone other than the parent/guardian that picks up your child will need to provide a photo ID.
- Parents are welcome to pick up from the classroom at the end of the day.
- You are welcome to send a message via the Brightwheel app when you are five to 10 minutes away from the center.
- For the safety of your child, the doors to our building will remain locked with the exception of the drop off period between 8am & 9am, and again at pick up time between 3:00pm-4:00pm.

Absences/Late Arrival

Please let the NNCC staff know as soon as possible if your child will be absent or later than 9:30am. You may leave a message through the Brightwheel app. Absences do not affect the fee. Children may not arrive after 11 a.m. unless previously arranged through the director.

Prolonged Absences/Hold Spot

If a parent would like the center to hold the spot for their child/ren during a prolonged absence, the parent agrees to pay the equivalent of 50% of the current rate for the child/ren. A prolonged absence is one that will be 3 or more weeks. All prolonged absences must be scheduled with the director. It is preferred that the parent notify the director by the 10th of the previous month prior to the prolonged absence whenever possible to avoid having to adjust assessed fees.

To hold a spot for a period of 3 weeks or more, the parents agree to pay the equivalent of 50% of the current rate if there is an available spot for their child but the parent chooses for the child not to attend.

Sick Child Policy

- We understand that it is difficult for working parents when their child is sick. However, it is extremely important that the health and well-being of all the children and NNCC staff be taken into consideration. If your child does get sick during the day, we need a phone number who we can call who will be able to pick up your child as soon as possible. Please be sure to update the profile in the Brightwheel app with the necessary information. Your child must be picked up as soon as possible; no later than one hour from the time the parent/guardian was notified of the child's illness.
- If your child has a temperature over 100.0 degrees, exhibits behavior changes, and/or does not feel well enough to participate comfortably in the daily activities, he/she will need to be picked up from the center.
- If your child has had diarrhea, vomiting, or a fever, and was sent home from our center, he/she will need to remain home the *day following* being sent home and may not return until he/she is **free of symptoms for 24 hours, as well as has not been given any fever reducing medications for at least 24 hours**.
- If your child has mucous discharge from the nose, eyes, or ears, it may be an indication of an infection, so please keep your child home in such a case.
- It is difficult to keep children from spreading germs through hand to mouth contact (i.e.: touching nose or ears, rubbing eyes then touching toys). **Our policy overrides any doctor's note as to when a child may return to the center.**
- When your child contracts any communicable diseases such as chickenpox, impetigo, hand-foot-mouth, conjunctivitis (pink eye), etc., **he/she may return to the center only with a physician's release.** We appreciate your assistance in helping us keep our center as healthy as possible.

- When a child tests positive for **Covid**, we will follow CDC/Health department protocols and guidelines.

Medications

To administer medication, whether it is over the counter or a prescription, we need either a "Parent Request to Administer Medication" or a "Physician Request to Administer Medication" form completed and on file. Separate forms must be filled out for each medication for each child. The director or assistant director will store and administer the medication.

Dress Code

All children should be dressed in comfortable play clothes. Closed toe and rubber soled shoes are recommended as they are the safest for climbing and time spent outside. Please make sure your child is dressed appropriately for the weather (waterproof gloves, hats, socks, coats, boots, snow suits, etc.) as we do go outside to play. Please send with your child a weather appropriate change of clothing to remain in the classroom. Your child should bring his/her water bottle to and from the center each day with him/her. Please wash the water bottle each night. Please limit what is brought into the center with your child.

Discipline

We teach and model to children how to behave in a Christian manner: *do as Jesus would do and to respect self, others, and space*. Children need guidance, rules, limits, and reinforcement. Teaching expectations, being consistent, giving choices, redirecting, setting limits, and providing reinforcement are some ways that we will shape behavior. Break time (time out) will be used in extreme cases and limited to one minute for every year of the child's age, with the overall goal being to teach the child self-discipline.

Snacks and Lunches

Two nutritious snacks and a lunch will be served to all children who eat table food. Infant formula and food will need to be provided by the parents. Food allergies must be disclosed, as well as food supplemented as needed by parents.

Toilet Training Policy

It is the policy of our center and the Diocese of Salt Lake City that all children entering the three-year-old program be toilet trained. The teachers in our two-year-old program will gladly assist in the toilet training of your child. When you are ready to have your child use the toilet, we recommend underwear only (except at naptime). Please send several pairs of underwear and changes of clothes while your child is toilet training.

Rest Time Policy

It is for the benefit of the child that he/she takes time to relax his/her body each day. If your child is not a "napper", he/she will need to rest his/her body for at least 45 minutes, after which he/she may read a book or do a quiet puzzle.

Birthday Party Policy

You are welcome to celebrate your child's birthday by sending in a **store-bought treat (this is state law)** for him/her to share with his/her teachers and classmates. Please make sure to check with us regarding possible food allergies of other children.

Emergency Procedures

NNCC is committed to providing a safe and healthy environment. Our NNCC staff is trained in CPR, First Aid, and Food Handler Safety. We practice fire, earthquake, and intruder drills, as well as complete training for these emergencies.

Child Abuse Policy

The center follows the same procedures as Saint Vincent de Paul School. If you would like a copy of this policy, please let us know. We are obligated by law to report any suspected abuse to the Division of Child and Family Services (DCFS) immediately.

Media Release

NNCC, Saint Vincent de Paul, and the SLC Diocese will use photos of our children for promotion and/or recognition purposes. The director of NNCC will also post pictures on the center website and social media. By signing the NNCC Handbook you are agreeing for us to use your child's pictures. If you do NOT want us to use your child's photo for any of the above purposes, please email the director as soon as possible.

Current Rates

Current Rates are valid from August through July attendance. View Published NNCC Rates.