



Parent Handbook

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Revised November 2010

When your child is absent from school, please call the school office and specify that your child will not be in Day Care that day.

Day Care follows the head lice policy of the school.

Medications will be given only after the written forms have been filled out and given to the Day Care staff. Prescription medications must be in the original container and bear the child's name, dosage, and any special instructions. Other drugs must be in a child proof container bearing the child's name and dosage. The Day Care staff has blank medication forms available.



A written record is kept by the staff on all injuries occurring at Day Care and medications given by the staff members.

TAXES

Form 2441 can be used when declaring childcare on your taxes. The director will give you the appropriate tax number and yearly fee total if requested.

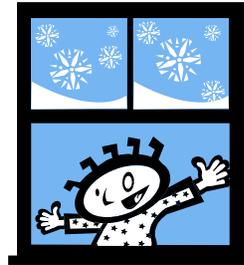
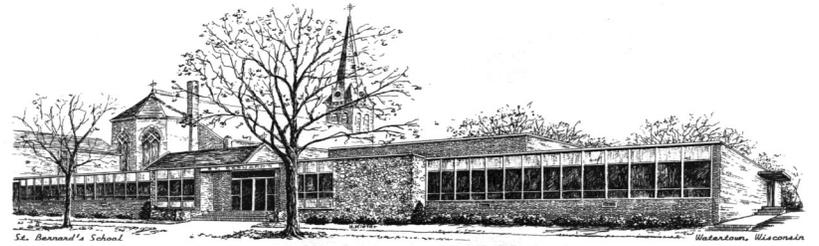
TELEPHONE NUMBER

The Day Care phone number is **261-0389**.

Email Address: daycare@stbern.org



St. Bernard's School Day Care Program



PHILOSOPHY

St. Bernard's Catholic Grade School recognizes child care as a present and growing need for families of every size and form.

The Bishops of the United States in their 1986 pastoral letter, Economic Justice For All, stated: "For those children whose parents do work outside the home, there is a serious shortage of affordable quality day care. Employers, governments and private agencies need to improve both the availability and the quality of child care services." Our goal is to provide day care in a relaxing, well-supervised environment for school-age children. Further, our aim is to offer a service to school families that will meet the needs of parents as effectively and efficiently as possible. We welcome your comments and suggestions at any time.

FACILITIES

The Day Care is located in the lower level of the old school building with entry off of West Main Street. Adequate parking is available for drop-offs and pick-ups. A bulletin board is located in the hallway of the Day Care area as our main means of communication and we urge you to check it daily. We also have limited access to the school gymnasium, library, and full use of the school playground.

AFFILIATION

St. Bernard's Day Care operates as an extension of the school program. Eligibility is limited to those pupils currently enrolled in the school. It is ultimately under the direction of the school administrator and the St. Bernard's Board of Education. A certified director will make the daily decision as to relevant programming while promoting the health, safety and welfare of the children.

ADMISSION

Registration for Day Care, new Pre-school and existing PK-5 school families will be held in the spring.

If openings still exist children will be accepted in this order:

- Parish members whose children attend another school program.
- St. Henry's students.
- Children from the community.

We reserve the right to save slots for new St. Bernard students who register through the school year.



HOURS OF OPERATION

M-Th 6:30 am—8 am, 11 am—6 pm

F 6:30 am—6 pm

on Monday through Friday (provided enrollment numbers are

met). Day Care is closed for the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following day, Christmas Eve day and Christmas Day. We also reserve the right to close any day before or after a major

holiday, depending on enrollment. A minimum of five full time children are needed for Day Care to remain

open during the school Christmas break. We will be open on non school days and half school days as long as five full time children are enrolled. Our Summer Program is operated on a year to year basis, depending on enrollment.



St. Bernard's Day Care carries liability insurance. This insurance does not include medical coverage for injuries resulting from normal supervised activities. We strive to provide a safe environment for your child(ren) and feel that this type of insurance provides adequate protection and helps maintain low tuition costs.



FIRE AND TORNADO PROCEDURES

Exits are clearly marked and children will have regular drills during center hours. The boy's locker room will be used in case of tornado.

NON-DISCRIMINATION

Every Catholic School in the Madison Diocese respects the dignity of each person and therefore will not bar admission to any child because of race, nationality, sex or physical disabilities.

Prayers, religious songs, and guidance will be incorporated in the program.

DISCIPLINE POLICY

A friendly, positive attitude will be displayed and encouraged by staff members at all times. Teachers will offer help and companionship to each student, and will work together to create a sharing, cooperative environment. This modeling will help the students to consider the feelings of others, and will also help each student build self-esteem. No staff member shall punish a child in a way that would be physically or



FEES

A yearly registration fee, per family, will be charged to all who make use of the Day Care Program. This fee is due at registration. Registration documents are available on our website: www.stbern.org.

There is a one hour minimum attendance per child per day. After the first hour you will be billed in half hour increments.

- **Regular Attendance** (any child who is scheduled to attend a minimum of one day per week)
- **Full Day Attendance** (after 8 hours)
- **Drop In** (child who is registered, but does not attend at least once per week)

The Day Care Director should be notified at least one day ahead for drop in unless it's an emergency.

St. Bernard's Tax ID Number is 39-0806179 for those parents who have flex plans or other plans which may help with the cost of Day Care/Preschool.

PAYMENT

1. Families will be billed every month.
2. Due date for payment will be noted on the statement.
3. If payment is not received by the due date a \$10.00 late fee will be added to your bill.
4. If payment is not received by the 15th of the next month, enrollment in Day Care will be suspended until bill is paid in full.
5. Bills may be paid in cash or by check made out to St. Bernard's School.
6. Please be aware that there is a \$20.00 service charge on checks returned due to insufficient funds.
7. We suggest that you keep track of your child care hours. If you should have any questions about your fees, please feel free to contact the Parish Office.
8. The Day Care facility is a non-profit organization. Our intentions are not to make money, but to provide a quality service to the parents of St. Bernard's School. Any proceeds from the service will be used to improve the facility.
9. Any child who is picked up after 6 p.m. will be charged a late fee of \$1.00 per minute per child.





When you bring your child/ren to the center in the morning, you **MUST** sign him/her in. Failure to sign in will mean that time will be estimated, which could result in additional fees. A sign-in computer is on the desk just inside the door. We are not responsible for a child unless s/he is signed in. When your child/ren come(s) to the center after school, s/he will sign in with the staff immediately following the 3:00 p.m. school bell. You or another authorized person will need to sign the child/ren out when they leave the center. Your enrollment form lists any person(s) authorized to pick up your child/ren at the center. We cannot be responsible for any child before s/he is signed in or after s/he is signed out. Your child/ren must be picked up from the center no later than 6:00 p.m. Parents and students must use the West Main Street door at all times.

The coordinator and Kindergarten or Preschool teacher must be notified of any changes in a child's schedule.



SCHEDULING

If you indicate your child/ren will be attending Day Care you are responsible for fees even if your child/ren does not attend that day. This includes school days, full days off of school and early release days. Days may be switched or added as space permits, with notification to the center.

LUNCH POLICY

Hot lunch is available on full school days for Kindergarten and Preschool students. (Hot lunch includes milk.) Milk (used to supplement a sack lunch) may be purchased. Each student has their own lunch/milk account number, which **must be used** when making deposits into their account. Checks should be made out to St. Bernard's Hot Lunch. If staff plans to make lunch at the center on a full non-school day, you will be notified in advance and asked to pay a nominal fee. Your child(ren) may bring a sack lunch on that day if s/he does not like what is on the menu.