

-----Family Policy Handbook-----

Revised July 2023

St. Joseph the Worker Day School



A Beautiful Place to Learn and Grow

**200 Preston Ave
Weirton, WV 26062
Phone: 681-328-3217**

St. Joseph the Worker Day School

Welcome to St. Joseph the Worker Day School. In this handbook, you will find all of the information pertinent to our childcare philosophies, business policies and expectations. You may use this handbook as a reference as needed throughout the year. Please read this handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child/children. When you enroll your child/children at St. Joseph the Worker Day School, you are agreeing to abide by our policies. Parents/legal guardians must sign and return the handbook's contract agreement and submit the form to the day school office upon enrollment. There will be a yearly revision to this Handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes to the policies and procedures, when more efficient processes are realized. You will be notified, in writing, of any changes that may occur.

The faculty and staff of St. Joseph the Worker Day School look forward to working with you in the care and education of your child/children. We believe that early childhood is a unique and important period of growth. Education and caregiving during this period will focus on all areas of development - physical, spiritual, social, emotional, and intellectual. These needs are met through a play-based program in a faith-based environment. We recognize that a child's development is also influenced by his/her family and community. We are committed to supporting families by maintaining open communication. A daily report will be sent home with your child. We encourage parental involvement in our education and caregiving activities. Parents are welcome to drop by and visit their child anytime.

NONDISCRIMINATION POLICY STATEMENT/EQUAL EMPLOYMENT OPPORTUNITY

Admissions, the provision of services, and referral of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons, with disabilities through the most practical economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aids, and the use of alternative

service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

St. Joseph the Worker Day School admits children from ages 6 weeks-12 years of age without regard to race, culture, sex, religion, national origin, or disability. When the parent or legal guardian of a child identifies that a child has special needs, the Director and parent or legal guardian will meet to review the child's care requirements. St. Joseph the Worker Day School does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child. The parent/guardian may be asked to complete a "Special Care Plan" in conjunction with the child's health provider. The program will attempt to accommodate children with special needs consistent with the Americans Disability Act. If the program is unable to accommodate the child's needs as defined by federal law, the Director will work with the parent to find a suitable environment for the child.

PURPOSE/MISSION STATEMENT

St. Joseph the Worker Day School, a division of St. Joseph the Worker Grade School, provides care and educational services to families with children 6 weeks of age to 3 years of age not potty trained. The mission of St. Joseph the Worker Day School is to provide and promote a healthy, inclusive, and nurturing learning environment where the child's God-given goodness is nurtured and encouraged. Our goal is to pursue and obtain a high-quality learning environment that encourages child development through a child's natural desire to explore, discover and create. Before your child can be enrolled, parents must complete and provide the needed documents. Families will tour the facility and meet with the Director and fill out all paperwork needed. Families are required to give the Day School a two week notice regarding withdrawing their child from the program. We vow to appreciate the children entrusted in our care and support the bond of child, family, community and cultural diversity by encouraging positive development and growth in every child. St. Joseph the Worker Day School is open Monday through Friday, 6:00am-6:00pm. Closed on all major holidays. Your child will learn: social- emotional skills, self-help skills, creative expression, music, math and science. St. Joseph the Worker Day School is a premiere early childhood facility focusing on early childhood education, child development, and spiritual development. We believe a child's early experiences enrich and stimulate future growth in both intellectual and character formation.

PHILOSOPHY

Our philosophy, as teachers, is to promote a healthy, safe and nurturing environment for the children in our care. We believe in teaching through an organized and curriculum based program. We believe in “learning through play.” We believe when a child is engaged and having fun they retain information better and are able to apply what they are learning to real life situations. We believe that all children are unique and that we not only influence their minds, when they are in our care, but also their hearts. Therefore, we believe in nurturing their social skills and helping them grow into loving and caring young people.

CENTER RESPONSIBILITIES

St. Joseph the Worker Day School will be responsible for providing the following:

- A safe and stimulating learning environment
- A curriculum based learning environment
- An all inclusive learning environment
- Daily and effective communication between children, parent and staff through the use of Day School App, phone or in person communication
- Timely and effective communication between staff and parents. (The Director may be contacted by Day School phone or email. Please allow up to 24 hours for response time).
- A nutritional morning and afternoon snack and lunch
- Staff mandatory training hours (15) to ensure the most up to date and effective care and education of young children.

Children will be taken outside every day, weather permitting. Children will be offered structured physical activities/exercise along with time for free play, for a minimum of 1.5 hours daily. If the weather does not permit, structured activities/exercises will be offered indoors for a minimum of 30 minutes, twice daily as part of our physical education program.

PARENT RESPONSIBILITIES

- A nutritional lunch (if not eating at the Day School)
- A blanket (only for children over the age of 1 year)

- Blankets and crib sheets should be taken home on the last day of care for the week and brought back, washed, on the first day of care of the next week.
- Extra clothes, appropriate for the season
- Dress child appropriately for daily outside activities
- Call or message if child will be absent
- Child supplies, such as: diapers, wipes, creams, bottles, formula/breast milk, change of clothes, pacifiers, baby food etc.
- Label all items with the child's first AND last name
- Updated Immunization Records/Health Assessments

HOURS OF OPERATION

St. Joseph the Worker Day School is open Monday through Friday from 6:00am-5:30pm.

St. Joseph the Worker Day School will be closed on:

- New Year's Eve
- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Summer Break (July 3rd-4th)
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve Day (if falls on a weekend, the Friday before)
- Christmas Day (if falls on a weekend, the Monday after)

*The Day School through its administrative staff (Fr. Dennis, Recheal Fuscardo, and Caitlin McLane) reserve the right to change these holidays on as needed basis as is determined to be in the best interest of the Day School and the children. The Day School will provide written notice of the holiday schedule to the families at least 2 weeks in advance of any change of said schedule.

If at any time a closure is necessary, that is not a major holiday, notification of closure will be communicated by messaging, all-call systems, social media and/or news channels.

ADMISSIONS/DISCHARGE

Children six weeks up to three years of age are eligible for enrollment. The child's readiness to be separated from his/her parents/guardians and the parent/guardian's readiness to partner with the Day School's program and administration are necessary for a successful early care and learning experience.

It is our goal that each child has a friendly and fun early childhood experience while at the Day School. A pre-admission visit is required before a child may enroll.

The parent/guardian will discuss the child's developmental history, personal characteristics, and special needs with the director or assistant director. Policies, fees, and expectations will be discussed, as well as an overview of the program in which the child will participate.

Parents/guardians will receive an extensive information packet that will include many forms such as, but not limited to, the Day School application, a parent handbook, and required medical information. The pre-admission conference will be documented in the child's file.

There is a \$50.00 non-refundable registration fee payable prior to attendance. Discharge from the program can be done by either the parents/guardians or the Day School. Parents/guardians, who no longer need the Day School's services, must give a minimum of five business days notice. If a child has two consecutive weeks of non-attendance without payments, that child will be removed from the roster and the child's space will be filled. These two weeks of fees will be charged to the customer's account. Collection proceedings may be used to collect outstanding debts.

The Day School closes at 5:30 p.m. Chronic late picking up of a child will result in the discharge of the child from the Day School. We define chronic lateness as three late pickups in a 180 day period. Parents/guardians must understand that Day School employees, who need to stay later than their scheduled hours, must remain at the Day School until every child is picked up for safety reasons; therefore, employees must be paid overtime if a parent/guardian is late for a pickup. Consequently, the Day School will charge a late fee of \$20.00 per 15 minutes that a child remains on the premises after the closing time.

ENROLLMENT REQUIREMENTS

The experience for a child entering the Day School should be a positive and friendly one. Therefore, a pre-admission visit is required. A 30 minute visit is encouraged to help in the transition process. At that time, the family will have a tour of the Day School, have interaction with the child's particular class group, meet the teachers, and engage in conversations and activities. Policies, fees, and expectations will be discussed as well as an overview of the program in which the child will be engaged.

Parents/guardians of prospective children shall schedule an appointment, prior to the first day of attendance, to go over the following information provided in the packet given during the tour of the Day School.

Before your child can be enrolled, parents must complete and provide the following documents:

- Signed Fee Agreement
- Handbook Agreement Form
- Up to Date Immunization Records
- Health Assessment
- Birth Certificate
- Emergency Contact Form
- Photo Release Agreement
- Registration Form
- Copy of Parents' Driver's License
- Court Documents (Custody agreement, visitation, foster/adoptive parents, etc.)

Families wishing to enroll in the Day School, must tour the facility, meet with the Director and fill out all necessary paperwork.

An initial registration fee of 25.00/child will be collected upon enrollment.

6 WEEKS-3 YEARS OLD FULL/PART TIME SCHEDULES

The Day School offers two options for child enrollment, full-time and part-time. Full-time children may attend the Day School 4-5 days per week. Part-time children may attend 3 or fewer days per week. All children's schedules should be discussed with the Director prior to enrollment. All schedules must be followed; you may not bring your child for care on a day that they were not scheduled to attend.

Childrens' schedules may be altered during registration periods in September for the Fall

and May for the Summer.

EXTENDED TIME OFF POLICY/SUMMER ABSENCE

Families are required to give a two weeks' notice prior to being out of the Day School for any extended period of time for things such as vacation, summer break etc. 50% of your tuition is required for the week(s) you are out. We have to keep that spot for your child and we still have to pay staff while you are gone. If you are taking the summer off and will need care again in August, we cannot guarantee care unless you pay 50% of the tuition rate for your child each week. We have a waitlist, so to ensure we have space for your child this is required.

ATTENDANCE POLICY

Families will be expected to pay their weekly tuition, whether their child/children attends or not.

We ask that if your child/children will not attend as per usual that you inform the Day School by 7:00am. This will help us plan activities for the day. When your child does not attend the Day School you must call, email or message the reason-if it is a communicable illness we are required to record this in the event of other cases breaking out.

If there are any unforeseen circumstances that cause your child to be absent for an extended period of time, the Director reserves the right to review the childcare bill on a case by case basis and determine what, if any fees will be owed. Typically, 50% of weekly tuition rates will be expected when special circumstances arise (prolonged illness/surgery/family emergency).

If someone else will be picking up your child please let the staff know upon arrival. Photo ID will be required by the person picking up your child. Please let any individuals other than parents who may pick up the children know that they will be asked for a picture ID in order to ensure the safety of all children. Children will not be released to unauthorized persons.

INCLUSION

The Day School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make

every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual needs and capabilities.

*If your child has an identified special need, please let us know that need as soon as possible.

INSURANCE COVERAGE

The Day School carries general, director and officers liability insurance coverage, Additional information will be provided upon request.

TUITION PRICING AVAILABLE UPON REQUEST

Late Pick Up Rate:

Any child picked up after 5:30 pm will be charged \$20.00/every 15 minutes past 5:30 pm/child. This fee will need to be paid before the following pay period begins, or care will be terminated.

Meal Fee:

There is a monthly fee that will be charged to each child's account. This fee will cover breakfast, lunches and snacks for the month.

Children 6 months-10 months:

Part time \$15.00/month

Full time: \$30.00/month

Children 10 months-3 years:

Part time: \$30.00/month

Full time: \$60.00/month

BILLING/PAYMENT PROCEDURE

All invoices are processed through the app. Invoices are sent out monthly. Forms of payment currently accepted are cash or check. All fees must be paid by the due date on the invoice. If payment is not received at that time a late payment fee will be applied to your account at the rate of \$25.00 per billing cycle. In order to ensure accurate staffing and supplies to keep the daycare running, fees need to be on time. After 2 late fees, care will be suspended until all invoices are paid in full. The Day School cannot guarantee a spot will be held if payment is not made in a timely manner.

Please allow up to 5 days for your payment to be processed.

Any returned checks will incur a \$30.00 administration fee.

Tax Information: It is the parent/guardian responsibility to keep record of child care invoices/payment for the year.

EIN: 550434404

ARRIVAL AND DEPARTURE PROCEDURES

The Day School is a learning center from 8:00 am to Noon M-F. The Day School closes at 5:30 pm, and does not provide additional services for after hour childcare; and should not be used as such. If parents do not arrive to pick up their child by 5:30pm, staff will first try to call the parent(s) using all numbers provided on the emergency contact form. If no one is able to be reached, staff will contact the Director/Assistant Director. Our School Resource Officer, and the DHHR will be notified, as well as, the Hancock County Police Department contacted. If your child is picked up after 5:30pm more than 3 times in a 180 day period, care will be terminated.

Parents/Guardians are required to accompany their child into the Day School and to their child's classroom. No child will be allowed to be dropped off or picked up by a person under the age of 18 years of age. Parents are asked to share and relate any pertinent information about their child during drop off each morning, such as: not feeling well, sleep routines, appetite changes etc.

Children will be signed in and out using an App or paper/pen. Any family who uses CCRC or ELRC for assistance will sign the monthly log sheets.

Each child should be fastened in his/her own individual, correctly installed safety seat, seat belt, or harness, federally approved for the child's weight, height and age until they

are at least 4 feet 9 inches tall or 80lbs. Children in child restraints will not ride facing a passenger side airbag. The safety restraint device must display a label that says that the restraint meets federal motor vehicle safety standard 213. Car seat harness straps will be properly adjusted to fit the child who uses the seat. Failure to follow the transportation rules can result in termination from the Day School.

Many children go through different periods of separation anxiety with their parents. This is common and developmentally appropriate. To encourage a successful drop off we suggest the following tips:

1. Discuss and prepare (verbally prepare your child for their daily routine).
2. Separate once and done (give one hug/kiss, wave and walk out the door).
3. Be reliable (pick up when you say you will).

DAILY RECORD/HEALTH CHECK/ILLNESS

Upon daily arrival at the Day School, each child will be observed by the caregiver for signs of illness or injury that could affect the child's ability to participate in the daily program. An entrance health check and exchange of information between the parent and caregiver will take place. Parents are required at this time to inform caregivers if their child has received any type of medication in the last 24 hours.

If you are unable to remain home with your child, it is your responsibility to make substitute child care arrangements. Obviously, it is not possible to prevent the spread of all illness; however, minimizing exposure and providing good hygienic practices are means by which we can limit the problem and the resulting inconvenience. The childcare provider makes the final decision about whether a child is too ill to receive care from the Day School.

Children who have exhibited any symptoms of infectious illness within the proceeding 24 hour period, are likely to be contagious and should remain home.

Please do NOT give your child medication to reduce the fever and send them or return them to the Day School. If you withhold important information, such as your child being given medicine, it poses a serious risk for your child if something were to happen to

them.

We understand that common colds, ear infections and coughs are part of everyday life and will be handled by the staff to the best of our ability. Unfortunately, young children are not capable of proper hygiene practices when they are sick and it does make it difficult to care for them during times when they are ill.

Anytime a child is taken to the doctor for anything other than a routine check up, documentation, a plan of treatment and any medication prescribed (with side effects they may have from medication; ie. diarrhea) must be presented before returning to the Day School.

Symptoms that could prevent the child from being allowed to attend the Day School are: rash, sore throat, draining from eyes, ears or nose, red discoloration to the white of the eyes, head lice, vomiting, persistent cough etc. These symptoms are difficult to diagnose and the Day School reserves the right to ask for the child to be seen by a doctor, and be provided the required documentation from the child's licensed pediatrician to return.

No doctor's excuse may be used for more than a 2 week period, unless a 504 plan is set into place with the Day School, family and Pediatrician/Doctor.

If symptoms are still present after a two week period with a doctor's excuse, the child will need to be re-examined by their pediatrician and provide the Day School with a new excuse.

First Aid kits are located in every room of the Day School. They will be kept inaccessible to children and will be restocked accordingly. The Poison Control number is posted in every First Aid Kit.

St. Joseph the Worker Day School encourages our families to be on the alert for signs of illness in their children and to keep them home when they are sick.

Signs of sickness are as followed or your child not acting their normal self:

- Fever, temperature 99.0 °F or higher/or rising, or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose (not clear)
- Diarrhea, vomiting, or stomachache

St. Joseph the Worker Day School gives the teacher's the right to assess your child whether they are feeling well or not.

A child who has a fever of 100.4 °F or higher/or rising, and/or other signs of illness, parents will be notified immediately and your child will need to be picked up. In most cases the teacher will remove the ill child from the classroom to prevent the spread of germs.

When your child may return: In some cases a doctor's note maybe needed:

- One full day with no fever without the use of fever-reducing medications.
- Symptom free for one full day

Staff and management team has the right to send your child home if the situation affects any of our guidelines, policies, and/or regulations we follow.

No child while affected with any disease in a communicable form, or while a carrier of such a disease, or while affected with boils, infected wounds, sores, or a respiratory infection shall come to St. Joseph The Worker Day in any capacity in which there is a likelihood of a staff member/ other children transmitting the disease or condition to other persons/children.

St. Joseph The Worker Day School takes extra appropriate measures to protect staff and children from the direct or indirect transmission of diseases, spills of body fluids, which include feces (diarrhea), blood, saliva, nasal discharge (that is not clear), eye discharge, and injury or tissue discharges.

The staff shall employ universal precautions for protection from disease and infection. Spills of body fluids, which include urine, feces, blood, saliva, nasal discharge, eye discharge, and injury or tissue discharges, shall be cleaned up immediately. Surfaces soiled by spills of vomit, urine, feces, and blood or blood-containing body fluids or by spills due to injury and tissue damage shall be cleaned and disinfected.

Persons cleaning contaminated areas shall avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids. Blood-contaminated material and

diapers shall be disposed of in a plastic bag with a secure tie.

Any child/staff experiencing any of these signs will be sent home immediately and not able to return until seen by a doctor. A doctor's excuse will be needed as well as the child/staff cleared of any of these symptoms before returning. St. Joseph the Worker Day School has a strict one full day symptoms free prior to returning rule.

PEDIATRICIAN CONSULTANT

The Day School uses a local Pediatrician as our Pediatric consultant. It is not unusual for us to contact them to ask questions. Information we share with them is confidential, however, children's names are never used.

MEDICATION POLICY

Medication Administration Policy/Rule: W. Va. Code St. R. § 7 8-21 -17

17.1. A center shall only administer medication with written permission from the child's parent and with a prescription or a written order from a licensed health care provider except as provided for in Section 17.5;

17.2. The center shall secure instructions from the child's parent for each medication to be administered. The center shall not accept instructions that indicate to administer the medication on an as needed basis unless the order is accompanied by a medical treatment plan written by the child's licensed health care provider which describes the as needed condition. All medication instruction must be legibly written, signed by the parent, attached to the medication log and shall include:

17.2.a. The child's first and last name;

17.2.b. The name of the medication to be given;

17.2.c. The reason the medication is being given; and

17.2.d. Directions for the administration of the medication including the specific dosage, specific frequency or time to be given, and the route to be given.

17.3. A center shall ensure that medication is only administered by designated qualified staff members with training in medication administration.

17.4. A center shall ensure that prescription medication is only administered when the prescriptive medicine bottle or package has the original pharmacy label showing the prescription number, name of the medication, date the prescription was filled, the licensed health care provider's name, the child's first and last names, specific, legible directions for administration and storage, and the expiration date

17.5. A center shall ensure that non-prescription medication is only administered when the following criteria are met:

17.5.a. The center administers oral non prescription medication for no more than 3 consecutive days within a 30 day period without written instruction from a licensed healthcare provider;

17.5.b. The center applies non-prescription topical products (ointments, creams, or lotions) for no more than 5 consecutive days within a 30 day period without written instruction from a licensed health care provider. Sunscreens or lip balms used for preventative purpose are excluded from this requirement;

17.5.c. The original non-prescriptive medicine bottle or package has a label with the child's first and last names written by the parent, specific, legible directions for administration including the appropriate dosage based on weight or age, directions for storage, and verification that the medicine will not expire during the time to be used;

17.5.d. Medication does not contain aspirin (acetylsalicylic acid) or any form of salicylate such as Alka-Seltzer®; or Pepto-Bismol ®;

17.5.e. Medication for cough, cold or congestion does not contain codeine;

17.5.f. Any topical containing diphenhydramine hydrochloride (Benydril®;) shall not be applied without written instruction from a licensed health care provider;

17.5.g. That the medication shall not be administered in a manner inconsistent with the manufacturer's recommendations without written instructions from the child's licensed health care provider.

We use the Seven Rights of Medication Administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Route
5. Right Time
6. Right Reason
7. Right Documentation

MEDICAL EMERGENCIES

Although supervision is constant, we cannot prevent all falls, trips and bumps. If the child is injured in a non-life threatening way, the child will be assessed and provided first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, you will be contacted immediately. If we are unable to reach you, we will start contacting people on your emergency contact list.

All staff members are certified in infant, child and adult CPR and FIRST AID. Appropriate actions will be taken, including calling 911. You or your families insurance is responsible for the cost of medical help or treatment due to accident or illness while in child care. Whenever any incident/accident/injury occurs, a copy of a completed incident report form will be filed in the incident log. The person picking up the child will need to sign and date a copy for the Day School to keep on record and will receive a copy for themselves. The incident log will be reviewed by the Director every 3 months to identify hazards for corrective action.

ALLERGIES

All allergies (and dietary concerns) will be clearly posted in each room and written on the child's information sheet. If you send any food with your child, or donate any food to any functions held at the Day School please ensure that these foods are NUT FREE. If they do not have the appropriate symbols or ingredients listed then they will not be served

to anyone for safety reasons, and will have to be returned home, or discarded.

For any and all allergies a written doctor's note must be provided. The doctor's note needs to state what the allergy is and what the replacement should be.

If your child has an allergy preventing them from eating our snacks/lunch or drinking milk, the parent will be responsible for the replacement meal or drink for snack and/or lunch.

IMMUNIZATION POLICY

Immunizations will be required according to the current schedule recommendations by the U.S. Public Health Service and the American Academy of Pediatrics (www.aap.org).

Children who are not kept up to date on immunizations will be dismissed after two written reminders to the parent/legal guardian over a one month period. All children under 2 years of age need a health assessment every 12 months including a copy of current vaccinations. School age children need a physical every two years. If you have a check-up scheduled, please ask the office for a physical form.

SUSPECTED CHILD ABUSE

All observations or suspicions of child abuse or neglect will be immediately report to Child Abuse and Neglect Hotline, no matter where the abuse might have occurred. If a parent or family member of a child is suspected of abuse or neglect the Director and/or staff is mandated by law and will report suspicions to the proper authorities. If a staff member is accused of neglect or abuse, the staff member will be immediately restricted from work pending a proper investigation by local authorities. All parents in that caregivers' group would be notified immediately. Caregivers found guilty of neglect or abuse will be terminated immediately.

VISITATION POLICY

Parents/Legal Guardians are always welcome to drop in and visit with their child. We ask that additional family members (ie. grandparents, aunts and uncles, etc.) not visit the Day School due to safety regulations regarding unauthorized persons in the center without proper clearances.

MEAL POLICY

All staff are trained in First-Aid and CPR within 4 months of hire. At least one person with training will be present during a children's scheduled feeding times.

Breakfast, brought from home, will be offered to any child who arrives before 8:00am. The Day School offers one morning breakfast, one lunch, and one afternoon snack daily. Milk will be offered at lunch time and water throughout the day. Children will be encouraged and required to sit during drinking and eating times, in order to avoid choking and to promote healthy eating/drinking habits. Under NO circumstances will young children be allowed to walk around or play with bottles/cups in their mouths. All food will be cut up according to the child's eating needs and the use of utensils are strongly encouraged.

Children sitting in high chairs will be strapped in securely and not rely solely upon the tray for restraint. The tray, arms and seat of the high chair will be cleaned and disinfected before and after each use.

Pacifiers are encouraged for use ONLY at nap time. NO pacifier holders or Wubbanubs will be allowed to be used in the classroom.

Bottle fed infants will either be held or fed sitting up. Bottle propping feeding in cribs, beds or while using other sleep equipment will not be allowed. Infants/toddlers will not be allowed to sleep with bottles in their beds/cots and if needed will be given a bottle before they get into their bed/cot. This will ensure safety and dental health.

Breastfeeding will be supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines in childcare with the mother's schedule. Mothers who desire privacy for breastfeeding may use the office or the staff lounge/library. Breast milk should be brought from home (kept cold) and labeled with the date and time expressed, child's first and last name, and if taken from the freezer and thawed, the date and time thawed. Precautions appropriate to handling of a body fluid will be followed. This includes good hand washing.

Only clean and disinfected bottles and nipples will be used. No bottle will be used or reused after sitting out for more than 30 minutes. Any baby food that is opened and given to the child will be discarded if they do not eat it.

Infants will be fed on demand to the extent possible, but at least every 4 hours. The introduction of solid foods will be accomplished routinely between 4-6 months of age, as indicated by an individual child's nutritional and developmental needs after consultation with the parent or legal guardian. After 6 months, children will be encouraged to begin to self-feed to the extent that they have the necessary skills. The encouragement of self-feeding includes the introduction of finger foods, holding utensils, and holding one's bottle.

The Day School does serve 100% juice to children. No child under the age of 1 will be offered anything but formula or breastmilk, without a doctor's excuse. The Day School offers whole milk at lunchtime and water at snacks and various other times throughout the day.

Children are encouraged, but not forced, to eat a variety of foods.

Children 12 months-24 months will only be given whole, pasteurized milk, unless they are on formula or have an allergy to milk. The parent will be responsible for providing an alternative to whole milk.

Children with food allergies will be required to bring their own lunch and snacks to supplement on days that these foods are served. Reminder of a doctor's note is required.

Children will eat in social groups with caregivers to guide and encourage but not force appropriate conversation and eating behaviors. If a child refuses to eat some type of food, staff will offer the food again a little later or prepare differently the next time. Children who do not get a Day School lunch are required to bring a nutritional lunch. Unhealthy packed lunches will be replaced by staff with the lunch served from the school. The parent will be charged, as necessary, when this is done. All lunches must be cold, staff are not allowed to reheat any lunches from home.

Together with West Virginia's Child and Adult Care Food Program (CACFP), Nemours Health and Prevention Services (NHPS) is providing this best practice nutrition guide to help young children in our state develop healthy eating habits early in life.

Children who are given healthy food options during early childhood are more likely to

continue healthy eating habits when they are older. You and your program play an important part in introducing your children to healthy food, by both providing nutritious food and teaching children how to make healthy food choices.

Following the American Academy of Pediatrics recommendations, our program will encourage children over a year of age to exclusively use a cup instead of a bottle.

The AAP clinical report, "Diagnosis and Prevention of Iron Deficiency and Iron-Deficiency Anemia in Infant and Young Children," does suggest that introducing iron-containing foods after 4 to 6 months of age helps meet an infant's iron needs.

Here is an overview of the AAP's recommendations for beginning solids:

- Start solid foods once your child is 4 to 6 months.
- Introduce foods with higher iron content, including iron-fortified cereals, red meat, and vegetables such as green beans, peas, and spinach.
- Give your exclusively-breastfed infant a vitamin with iron starting at 4 months of age until they are regularly eating baby foods with iron each day.
- Avoid choke foods. For instance, remember that giving infants or toddlers foods containing peanut protein does not mean giving them whole peanuts; it also does not mean giving a piece of steak that they have to chew.
- Hold off on switching to cow's milk until your child is at least 12 months old.
- Offer only 4 to 6 ounces of 100% fruit juice in a cup once your infant is 6 months old or not at all. Keep in mind that this is more of a limit and not a daily recommended amount. Most kids don't need juice.
- Offer some fluoridated water each day beginning at 6 months.

Start finger foods and table foods once your baby can sit up well and can easily pick up soft, small pieces of food that are well-cooked, finely chopped, or cut up.

*All full time staff have taken the appropriate food safety course and carry WV Hancock County Food Handler cards.

DRESS CODE

Please dress your child appropriately. The activities may be messy. Do not send your

child in clothing that you do not want stained. Weather permitting; we will spend time outdoors. You also need to supply a complete change of clothing in case of an accident. We want to keep your child comfortable throughout the day. If the child has no spare clothing, the parent will be contacted to bring some. Additionally, all children of walking age MUST have hard sole shoes.

TOILET TRAINING/DIAPER CHANGING POLICY

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. The staff will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. We required at least 3 complete changes of clothing during Toilet Training. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. No child will ever be punished for toilet accidents.

Diaper changing will be done only in a designated diapering area. Food handling will not be permitted in the diapering area. The surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears and crevices.

All containers of creams, lotions, and cleaning items are to be labeled with each child's first and last name and instructions and stored in a locked box out of reach of children. All creams, lotions and cleaning items must have a medication authorization form filled out before use. If the cream, lotion, etc. is needed for more than 5 consecutive days for treatment use, a doctor's excuse will be required.

All staff will follow proper diapering procedure steps, which are posted in the diapering areas.

DAY SCHOOL CLEANING ROUTINES

The Day School will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and all staff will be notified about the need for clean-up. When surfaces are spoiled by body fluids or other potentially infectious material, they will be disinfected after they are cleaned with soap and water to remove all organic material. Surfaces will be disinfected using a bleach/water solution made fresh daily by the Day School staff opening facility for the day. To disinfect, the surface will be sprayed glossy. The bleach solution will be left on for at least 2 minutes

before it is wiped off with a clean paper towel or it may be allowed to air dry. The Day School will provide training for staff that is responsible for cleaning. Such training will include cleaning techniques, proper use of protective barriers such as gloves, proper handling and display of contaminated materials and information required by the United States Occupational Safety and Health Administration about the use of any chemicals.

Routine cleaning of the Day School will be supervised by the Director/ Assistant Director according to the schedule procedures in the staff manual.

PHOTOGRAPHS/VIDEO CAMERAS/SECURITY CAMERAS

We like to take pictures to share with the children, families and on our social media page. No picture will be taken of your child unless consent is given and a consent form is filled out.

There is use of security cameras in rooms and on the outside of the building. Security camera footage is confidential and only the Director, Assistant Director, Pastor, Principal and Church Office personnel will have access to such footage.

CONFIDENTIALITY POLICY

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by the Day School, will only be accessible to parents or legal guardians, and the Director and Assistant Director. Any medical conditions, allergies, learning disabilities or legal issues that a child's teacher and/or other staff may need to be aware of will be shared on a need to know basis for safety and health reasons. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent/legal guardian.

Day School staff are not allowed to give out their personal phone numbers to parents, and communication regarding the Day School may only be communicated through Day School phone, app, or in person.

Any member of St. Joseph The Worker Day School staff shall refrain from obtaining any list of St. Joseph The Worker Day School clients for personal or private solicitation purposes at any time during the term of their employment.

To ensure children are treated equally and no favoritism is shown, St. Joseph the Worker Day School now operates a no babysitting policy. By operating a no babysitting policy

we are actively safeguarding our staff and all the children in our care. St. Joseph The Worker Day School staff members, volunteers, or others affiliated with the facility are NOT allowed to babysit/home care enrolled children after hours; it crosses from the professional to the personal and has far reaching consequences in terms of safeguarding, public liability and confidentiality.

If there is no pre-existing relationship prior to the enrolment of the child, with the child and his/her family, babysitting outside of St. Joseph the Worker Day School hours is strictly forbidden. If an employee, volunteer or affiliated individual engages in caring for enrolled children outside of St. Joseph the Worker Day School hours, said person would be in breach of their contract and this could result in disciplinary action.

Commitment to My School / Non-Disparagement Clause:

Policy required parents, guardians, and friends including any parties of the St. Joseph the Worker Day School to “maintain healthy relationships” and to address conflicts with parents, guardians, staff and friends directly instead of behind their backs. The rule’s prohibition against statements to other parents, guardians, staff and friends that are intended to injure the reputation of the St. Joseph the Worker Day School or its management personnel significantly restricts Section 7 [of the National Labor Relations Act] rights. The rule specifically proscribed “statements either oral or in writing, which are intended to injure the reputation of St. Joseph the Worker Day School or its management personnel with customers or parents, guardians, staff and friends. A non-disparagement clause simply states that you won’t say anything negative about St. Joseph the Worker Day School or its products, services, or leaders—in any form of communication. Non-disparagement clauses try to prevent parents, guardians, staff and friends from doing anything from telling a friend that the boss is a jerk to posting a scathing take-down of the business as a whole on Twitter to giving interviews to journalists that shine a negative light on St. Joseph the Worker Day School. Whether it's talking to your neighbor or writing something in a trade journal or putting up a post on social media, all of that is captured under the umbrella.

- You agree that you will not disparage or encourage others to disparage St. Joseph the Worker Day School. For purposes of this agreement, the term disparage includes without limitation comments or statements made in any matter or medium in the press and/or the media about St. Joseph the Worker Day School which would adversely affect any manner of the conduct of the business of the

company, without limitations to the company's business plans or prospects or the business reputation of St. Joseph the Worker Day School.

- You agree not to disparage or denigrate St. Joseph the Worker Day School orally or in writing, and that neither you nor anyone acting on your behalf will publish, post, or otherwise release any material in written or electronic format, make speeches, gain interviews, or make public statements that mentioned the company, its operations, clients, employees, products, or services without the prior written consent of St. Joseph the Worker Day School.

SUPERVISION POLICY

No child will be left unsupervised. Caregivers will directly supervise infant, toddler and preschool children by sight and sound at all times, even when the children are sleeping. Caregivers will regularly count children on a scheduled basis, at every transition, and whenever leaving one area and entering into another to confirm the safe whereabouts of every child at all times. Teachers monitoring large motor play will position themselves so as to view high risk areas of concern the most. All children using indoor or outdoor play equipment will be supervised.

COMMUNICATION POLICY

Staff will communicate to families through the app, by Day School phone, or using face to face contact. The staff of St. Joseph the Worker Day School are not to communicate through personal cell phones (ie. texting or calling). Day School number: 681-328-3217 / Fax #: 304-723-5122.

RATIOS

Child/Staff Ratios followed by this program will always comply with State Regulations. The following are those requirements:

Age:	Child:	Staff:
6 weeks-13 months	4	1
13 months- 25 months	4	1
25 months- 3 years	8	1

DISCIPLINE POLICY

Caregivers will use positive guidance, redirection, planning ahead to prevent problems, encouragement for positive behavior, consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined.

Caregivers will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults.

Aggressive behavior toward staff or other children is unacceptable. Aggressive physical behavior toward staff or other children is grounds for immediate termination of care.

Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

Every adult who cares for children has the responsibility to guide, correct, and socialize children toward appropriate behavior. Positive guidance and discipline are crucial because they promote children's self-control and regulation, teach responsibility and encourage thoughtful choices. The more effective the caregiver is at encouraging appropriate child behavior, the less time and effort is spent on correcting and redirecting misbehavior.

Discipline Strategies:

1. Redirection
2. Logical Consequences
3. Participate in the Solution
4. Breathe and Break Time

Steps for Continual Misbehavior:

1. Staff will report behaviors and what strategies they have been using to the Director, verbally and through written documentation.
2. The Director will observe the child then meet with the teacher to discuss implementing a behavior management plan.
3. The BMP will be discussed with parents/legal guardians and be implemented in the classroom. Often the plan will begin with tracking the behavior, documenting before, during and after the behavior.
4. The BMP will be reviewed and modified over the next two weeks. After 30 days, a meeting will be held with parents if there is not enough improvement with BMP. The parents could be asked to have the child evaluated.
5. If the parents do not wish to get an evaluation, the Day School may choose to

extend the BMP or terminate child care.

Discipline and Behavior Management Policy:

No child shall be subjected to any form of corporal punishment. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their level.
- DO use short supervised periods of time-out sparingly.
- DO stay consistent in our behavior management program.
- DO use effective guidance and behavior management techniques that focus on a child's development.
- DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
- DO NOT delegate discipline to another child.
- DO NOT withhold food as punishment or give food as a means of reward.
- DO NOT discipline for toileting accidents.
- DO NOT discipline for not sleeping during the rest period.
- DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
- DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
- DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
- DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk

CURRICULUM

The Creative Curriculum® for Infants, Toddlers & Twos supports the development of the whole child with high-quality, comprehensive resources for intentionally teaching and caring for our youngest learners during these most critical and formative years of development.

Daily routines and meaningful learning experiences in mathematics, language and literacy, cognitive and physical development, science and technology, the arts, social studies, English-language acquisition, and social-emotional learning shape today's children as tomorrow's leaders.

DUAL LANGUAGE LEARNERS STATEMENT

St. Joseph the Worker Day School supports language diversity in all classrooms. We work with families on an individual basis to learn more about cultural and language preferences and how to best teach each child. Home languages are incorporated into the curriculum on a daily basis with the help and support of the child's family. Dual language usage by the child is encouraged and supported in the classroom through numerous learning opportunities and the structured daily schedule.

PARENT-TEACHER CONFERENCES, ASSESSMENTS AND PORTFOLIOS

Teachers are trained to use the assessment tool: Ages and Stages, as well as observation. They will use these tools multiple times a year, and additionally if there are any behavioral or learning concerns. Parents are encouraged to ask to see the portfolios and assessments every few months. Conferences will be held upon request of the parent whenever deemed necessary by the parent, teacher or Director.

TECHNOLOGY POLICY

No technology will be used in the classrooms (infant-1 years) for viewing, except on rare occasions, such as parties, holidays. Ipads are used for music, parent communication, and signing children in and out. School Age children will be allowed the use of technology, which is closely monitored, and will only be allowed to play and watch educational videos/games.

PARENT OUTREACH/FUNDRAISERS

The Day School will try to implement an outreach every month for families to work together at home. Parents are encouraged to visit their children during lunch times, volunteer to read a short story, help with class parties, etc. Please let your teacher's child know if you are interested.

Fundraisers are a great way to help the Day School raise money for updates that may be needed. The Director will always let families know what all money raised is used for and is always willing to take suggestions for updates and fundraisers.

PARENT ADVISORY BOARD

St. Joseph the Worker Day School parent advisory board is used to establish effective communication between parents and the Day School. Through effective communication, shared ideas, suggestions and input will affect positive change in the following areas: physical site, programs and policies, communications, staff and community outreach. The board will use email every other month on a scheduled week to discuss any issues, ideas, etc. with the Director and other members of the board.

Board members will be decided upon in August of each year. If you are interested in being a board member, you are encouraged to contact the Director.

SPECIAL PROGRAMS

Open House:

Open House will be held every 4 months from opening to 11:30 am. Open house is a great opportunity for families to meet other families of our Day School. It also gives parents some extra time to speak to their child's teacher, one on one informally.

Holiday Celebrations:

Will be announced prior to the event.

HANDWASHING POLICY

Signs will be posted at each sink with the times when proper hand washing is required and the steps to follow. All staff, volunteers and children will wash their hands at these listed times.

Hand washing is extremely important in helping to prevent the spread of germs to other children.

PET POLICY

The Director will be responsible for checking that the appropriate care instructions for pets are followed:

Pets will meet the following guidelines:

1. Any pet or animal present at the Day School, indoors or outdoors, must be in good health and show no evidence of disease.
2. Children and their families and staff are prohibited from bringing pets into the Day School or on Day School grounds, without permission from the Director.

PLANT POLICY

The Director will be responsible for checking that all plants receive the appropriate care instructions and meet child care guidelines.

A list of poisonous plants, their appearance, location and commonly produced reactions is available from local poison control centers. These plants will not be permitted in the Day School environment. No plants are permitted that are toxic; generate a lot of pollen, or that drop small flowers or leaves.

TOY POLICY

All staff is responsible for checking that all toys receives the appropriate care and meets the following guidelines:

1. Toys accessible to children 4 years of age and under meet the “toy tester or ruler” guidelines. Objects that have removable parts or a diameter of less than 1 ¼ inches and a length of less than 2 ¼ inches, or are small enough to fit completely in a child’s mouth.
2. No latex balloons, plastic bags or styrofoam objects can be accessible to children under 4 years of age.
3. All toys mouthed during the course of the day will be set aside in an inaccessible container before another child plays with the toy. Mouthed toys will be thoroughly washed with soap and water and disinfected. Toys may be washed and disinfected

by hand or by washing in a dishwasher.

4. Cloth toys for children are still mouthing toys will be limited to use by only one child and cleaned in a washing machine and dried in a clothes dryer every week, or more often if heavily soiled.
5. All other types of toys will be washed weekly.
6. Toys are not permitted to be brought from home unless the child's teacher has requested.
7. Toys are checked daily for safety concerns, and those beyond repair are discarded.

NAP TIME/SLEEPING POLICY

Infants are provided a crib for napping and sleeping periods. Children over 12 months will be given a cot to sleep on.

The lead teacher of each group will check that each crib, cot or mat is labeled with the name of the one child who uses it. Before sleep equipment can be used for different children, all surfaces of equipment will be cleaned and disinfected.

Infants will be put to sleep on their backs without loose bedding or soft objects. Children who can turn themselves over will be allowed to assume a sleeping position that is comfortable for them.

The lead teacher/assistant teacher will check that all sleeping equipment is placed at least 3 feet away from other children sleeping and that sleep surfaces are sanitary.

Bedding materials will be stored in such a way so that there is no contact between the sleeping surfaces or children.

Children will not share bed linens. Sheets and blankets should be taken home by the parent on Friday (or the last day of care for the week) and washed.

SMOKING, PROHIBITED SUBSTANCES AND GUN POLICY

The indoor and outdoor environment used by the program is designated as a non-smoking area. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. All staff will maintain sobriety while providing child care. Caregivers, staff or other adults who are inebriated, intoxicated or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately.

No guns or other lethal weapons will be in the Day School.

The Day School has the right to not allow the child to go with the pick-up person if they suspect that the pick up person is under the influence of drugs or alcohol. Weirton City Police will be called.

DESIGN AND MAINTENANCE OF THE DAY SCHOOL

The Day School will meet or exceed federal, state and local guidelines for childcare centers. Cleaning of the Day School will be performed according to guidelines written and monitored by the Director.

All potentially toxic materials such as pesticides, toxic cleaning materials, and aerosol cans will be used according to manufacturer's instructions. In no instances will these materials be used so that children are exposed to any hazard. Examples include: spraying of pesticides while children are present or onto surfaces touched by children; using caution when painting or renovating to minimize the children's exposure to paint fumes and lead.

DOCUMENTATION OF AUTHORIZED CAREGIVERS

All children's files will contain written authorization by the child's parents or legal guardian of the names, addresses and telephone numbers of individuals who are approved to pick up the child for them, and to take the child out of the facility on trips.

Should an unauthorized person try to pick up the child from the Day School the Director will contact the custodial parent or guardian named on the emergency contact form. The child will not be released without written consent from the parent/legal guardian, accompanied by a proper photo ID from the pick-up person (a telephone call will not be accepted).

Any pick- up person not recognized by the staff will be required to provide a photo ID before the child is released.

The Director will notify the Police Department if an unauthorized person seeks custody of the child.

PERSONS WHO MAY POSE A SAFETY RISK POLICY

The child will not be released to anyone who cannot safely care for the child. This will also include proper safety car restraints and seats being used. The Director/staff will notify the police by calling 911 to manage an adult under the apparent influence of drugs or alcohol or an individual who poses a safety risk. The Director/staff will contact the emergency contact person to make arrangements for the child's transport to a place of safety. If no one is available to care for the child, the Director will contact appropriate authorities for guidance.

(This includes abusive or intoxicated parents or legal guardians and any adult who cannot take the child safely from the facility).

FIRE DRILLS, ESCAPE AND EVACUATION

Fire Drills are performed 2 times a month. Each room has two emergency exits and multiple exit routes out of the building. The exits are posted in each room. Our emergency evacuation site is The Franciscan House, located across the street on the right side of the building.

REVIEW AND REVISION OF POLICIES, PLANS AND PROCEDURES

The Director will make policies, plans and procedures available to families, caregivers, staff and consultants on an annual basis and whenever the policies are changed. Copies of standing policies will always be available for family or staff review during the Day School's hours of operation. When a child is enrolled in the Day School, parents/guardians will sign that they have read, understood, and agreed to abide by the content of the policies. When new staff members are assigned to work in the facility, they will sign they have read, understood and agreed to abide by the content of the policies.

St. Joseph the Worker Day School has the right to review and change policies when needed. We will always try to give timely notice when policies are changing, however, there may be occasions where this is not possible.

