



MONDAY – FRIDAY

6:30 AM – 5:45 PM

1734 YELLOWSTONE AVENUE

406-656-2300

2019

**EARLY CHILDHOOD CENTER
HANDBOOK**

TABLE OF CONTENTS

About us	3
Enrollment Requirements	4
Hours of Operation	5
Holiday Closures	5
Attendance Policy	5
Contact Information	5
Health Policy	6
Medicines	7
No School days	7
Personal Needs.....	7
Authorized Pick-up and Emergency Procedures	8
Toys/Belongings	8
Birthdays	9
Discipline Policy	9
Daily Schedule	10
Transportation	10
Parental Involvement	11
Payment Information	11
Pricing Information	11-12
Mandated Reporting of Suspected Child Abuse and Neglect.....	12
Acknowledgement of Receipt	14

THE BILLINGS CATHOLIC SCHOOLS EARLY CHILDHOOD CENTER

Billings Catholic Schools will provide an exceptional Catholic education emphasizing formation in faith, family spirit, and academic excellence.

The Billings Catholic Schools Early Childhood Center is a state-registered facility located at 1734 Yellowstone Avenue. Our objectives are to provide learning experiences for children under the leadership of qualified teachers and staff. We work hard to help each child develop an interest in learning, and a desire to do their best in all that they attempt. We promote each child's physical, mental, social, emotional, and spiritual wellbeing, hoping to develop a healthy, positive self-esteem that will enable each child to be happy and successful throughout his or her life.

ENROLLMENT REQUIREMENTS

The Billings Catholic Schools Early Childhood Center serves students who are enrolled in the Billings Catholic Schools and are 3-12 years of age. Students must be the required age by September 10th.

A child care deposit of \$150 is due by August 1st.

The following paperwork needs to be provided upon enrollment:

- The state's emergency contact and parental consent form must be filled out completely and signed
- Copy of updated Immunization Records
- OTC Medication Forms
- Photo Permission Form
- Copy of Birth Certificate
- Necessary Medical Forms (Epi-Pens, inhalers, etc.)
- Acknowledgement of Receipt of Handbook

Children must be potty trained (no Pull-Ups), and able to take care of personal needs.

HOURS OF OPERATION

Normal operating hours are 6:30 a.m. to 5:45 p.m. Monday through Friday.

Extended childcare will not be provided. A late fee (\$5.00 charge for every five minutes) will be assessed and payable immediately by the parent for all early drop-offs and late pick-ups. It is considered late, if your child/children are still here after scheduled childcare hours, or early, if here before assigned hours.

HOLIDAY CLOSURES

Labor Day	Christmas Eve Day	Good Friday
Thanksgiving Day	Christmas Day	Easter Monday
Thanksgiving Friday	Day after Christmas	Memorial Day
New Year's Day	Independence Day	

If a holiday lands on a Saturday or Sunday, we will be closed the Friday before or the Monday after the holiday. You will receive information if the center will close at any other time.

ATTENDANCE POLICY

Parents are asked to notify daycare (656-2300) by 8:00 a.m., if your child/children will not be in attendance that day. The child or parent must sign in or report to the provider upon arrival and departure so that accurate attendance records can be kept. Children must never leave or enter the classroom unattended.

CONTACT INFORMATION

If any student or parent's contact information changes, it is the responsibility of the parent to provide new and updated information to us in writing (phone numbers, addresses, etc.).

Emergency contact information should also be accurate, and someone other than the parents. These are people we call if we are unable to reach parents first.

HEALTH POLICY

According to the state regulations, we cannot accept a child who is ill. Parents are responsible to arrange for a child to be picked up **ASAP if the child becomes too ill to stay.**

Children may return to the center under the following guidelines:

- Children without fever of 101 degrees Fahrenheit or greater for 24 hours
- Children without vomiting or diarrhea for 24 hours
- Children with any bacterial infections listed below must be treated with an antibiotic for 24 hours
 - Strep Throat
 - Scarlet Fever
 - Impetigo
 - Pink Eye
 - Skin Infections
- A health care physician must evaluate generalized rashes
- Children with Chicken Pox may be admitted back once their sores have dried up (usually takes 5 to 7 days)
- A health care physician must evaluate children who are jaundiced
- A health care physician must evaluate children with symptoms of severe illness
- Parents are responsible to keep their child's/children's immunization records up to date
- We are required by law to report any signs of neglect or abuse of the children in our care and we promptly do so
- Children must come dressed appropriately for indoor and outdoor play. Shoes must be worn at all times. Socks must be worn at all times. Weather permitting, we go outside daily. Raining or below zero temperatures is generally the only time we do not go out.
- Food exceptions cannot be made for individual children except in the case of allergies. Parents must provide us with a clear understanding of food exceptions.
- Meals and snacks will be served at designated times.
- Parents must notify the Center Director within 24 hours if their child has been diagnosed as having a contagious disease.

MEDICINES

We will not distribute medicines at this center. Except for emergency medicine such as Insulin, Epi-pen, Benadryl, or inhalers with parental written permission and a healthcare plan signed by a doctor. The Insulin, Epi-pen, Benadryl and inhalers must have the original container with the label on it.

We do not give medication because of our affiliation with the Billings Catholic Schools. We share a campus and students/children. We believe it is safer for parents to administer non-emergency medications to remove the possibility of a mishap.

By signing the Acknowledgement of Receipt at the end of the BCS ECE Handbook, you acknowledge you have read and are aware of the Medicine Policy of the Center.

NO SCHOOL DAYS

It is necessary to sign up your child for care on NO SCHOOL days. This includes those children enrolled in a monthly program. We will post a sign-up sheet one full week prior to the No School day. After the fifth day, the sign-up sheet will be removed to arrange for workers and their schedules. We will not accept children once the sign-up sheet has been removed.

PERSONAL NEEDS

The minimum requirements for attending St. Francis Early Childhood Education are to be three years of age and potty trained (no Pull-Ups) and able to take care of personal needs. We do understand that accidents occur, and we will try to assist the child the best we can. If we feel we can not adequately clean the child, a parent may be called to take care of the child. This may sound harsh and inconvenient, but we need to keep the safety of all the children in mind.

We understand that some children may need a period of time to adjust to new routines and procedures. We are offering a 30-day grace period for children to get acclimated to their new school setting. After this time, if the child continues to have multiple, consistent accidents (five or more), it may require the removal of the child from our program. We appreciate your understanding.

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- Parents will provide a list of individuals who are authorized to pick up the child/children. Parents will keep the list current.
- In the event of a life-threatening emergency our procedure is as follows:
 - Call 911
 - Call the Parents
 - Call the Emergency Contacts
- In the event of an emergency (non-life threatening) our procedure is as follows:
 - Call Parents
 - Call Physician (if necessary)
 - Call the Emergency Contacts
- In the event of an evacuation the children will be walked to St Pius Church or Burg Park (17th St West and Wyoming Ave).

TOYS/BELONGINGS

- Please do not bring toys from home to daycare
- Toy weapons and loud toys are not allowed
- Please put your child's name on his/her belongings
- If a child intentionally and after warning breaks something in the center, parents may be responsible for the replacement cost
- Please send a change of clothes (including socks and underwear) with your child
- Kids need to have weather-appropriate outerwear
- If your child will be in daycare during naptime, please send a blanket
- If your child has a special comfort item from home, feel free to bring it to have at nap time

BIRTHDAYS

- Birthdays are special days, and you are welcome to celebrate birthdays at our school or at the center
- If you bring treats for the day, please check with your child's teacher regarding allergies. Please NO CAKE OR CUPCAKES. Cookies, popsicles, packaged fruit snacks, etc. are acceptable.

DISCIPLINE POLICY

"To discipline" means "to teach". Discipline is enforced to help your child grow and develop into the best of his or her potential. Children need to know the natural consequences of their behavior. We use generous amounts of praise for positive behavior. For unacceptable behavior we emphasize prevention of problems and use redirection to promote positive social relationships. The staff, parents and children will discuss any problems that may arise.

We look forward to a long and happy relationship with you and your child/children. This will be enhanced by open and honest communications. We will encourage your child's independence and growth with self-help skills and look forward to an open and friendly relationship is essential, so let's work together for the benefit of the children. **A child may be removed from the center for inappropriate behavior. A child that causes harm to another child, staff member or parent will be removed immediately.**

Although biting isn't abnormal it is a hurtful behavior that staff discourage from the start. Parents will be called immediately. If this becomes a recurring problem, the child will be removed from the center.

"In accordance with Federal law the US Department of Agriculture policy, this institution is prohibited from discrimination on the bases of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 2052-9410 or call 1-800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

DAILY SCHEDULE

6:30a – 8:15a	Free Play (combined groups)
8:15a	Morning Classes Begin
8:15a – 11:00a	Morning snack, Recess, Centers, Clean-up (individual groups)
9:00a	Recess
11:00a – 11:30a	Lunch (individual groups)
11:15a	Morning Classes Return
11:30a – 12:15p	Free Play or Outside Play (individual groups)
12:00p	Afternoon Classes Begin
12:15p – 2:00p	Nap time prep, Naptime/Quiet time (individual groups)
2:00p – 2:30p	Free Play (individual groups)
2:30p – 3:20p	Clean-up, Afternoon snack (individual groups)
3:00p	Afternoon Classes Return
3:20p – 4:00p	Outdoor recess (individual groups)
4:00p – 5:00p	Free Play (individual groups)
5:00p – 5:45	Free Play (combined groups)

TRANSPORTATION

We occasionally take field trips. When transporting the children, we use Sarpy Transportation or the City of Billings Public Transportation.

PARENTAL INVOLVEMENT

- We have an open-door policy and parents are welcome to visit anytime.
- Parents may call during business hours.
- Our communication board is located by the sign in and out computer. We will update all new information on the board and in the classroom newsletters.
- Conferences may be scheduled to discuss a child's progress, behavior, interests, and activities.
- Parents are welcome to visit our website: www.billingscatholicschools.org

PAYMENT INFORMATION

Payments can be:

- Mailed to P.O. Box 31158, Billings, MT 59107
- Put in the black daycare box in the secretary's office. (DO NOT PUT IN YOUR CHILD'S FOLDER. PARENT IS RESPONSIBLE FOR DELIVERING PAYMENT TO BOX)
- Made by electronic debit

Child care deposit of \$150 is due by August 1st

PRICING

Class & Care Options:	Age	Days	Class Times	Child Care	Cost
5-Day Pre-K & Care	4-5	M-F	Full Day	6:30a - 5:45p	\$745
5-Day Preschool & Care	4-5	M-F	AM or PM	6:30a - 5:45p	\$665
3-Day Preschool & Care	3-5	MWF	AM or PM	6:30a - 5:45p	\$470
2-Day Care only	3-5	T/Th	Not Included	6:30a - 5:45p	\$195
2-Day Preschool & Care	3	T/Th	AM or PM	6:30a - 5:45p	\$345
3-Day Care only	3	MWF	Not Included	6:30a - 5:45p	\$320

- **Hot lunch is not included in the price of the program**
- All child care programs are paid monthly and are due the 1st of the month
- Payments will be considered late after the 15th. A \$40 late fee will be assessed for late payments. If the 15th falls on a weekend or holiday, payment is due the Friday before or the last day before the holiday that the center is open. Payments will be collected the morning of the 16th.
- Delinquency in payment will result in the account going to collections and removal of the child from the program
- Two weeks written notice is required for withdrawal from the program
- Any changes to the child's program must be requested in writing
- **Tuition refunds/credits are not made for absences, holidays, or vacations, nor is it possible to "make up" absences due to illness, holidays, or vacations.**

MANDATED REPORTING OF SUSPECTED CHILD ABUSE

The director or any staff member of the day care facility who has reason to suspect that any child has been abused or neglected is required to personally report the matter promptly to the department child abuse hotline at 1-866-820-5437. The day care provider or staff member shall make the report within 24 hours of receiving information concerning suspected child abuse or neglect.

Student name(s): _____

Acknowledgement of Receipt

I/we, _____ and _____ have read and understand all policies, pricing, and billing procedures outlined in the Early Childhood Education Handbook. By signing below, I acknowledge receipt of the handbook, and agree to abide by the terms and policies as outlined.

(Parent or guardian signature)

(Date)

(Parent or guardian signature)

(Date)