

St. Anne Catholic School Summer Program Policies 2021
Monday - Friday, 7:45am to 5:30pm
Enrolling from 3 to 12 years of age - must be completely toilet independent

Childcare Director: Colleen Kotrba Office Manager: Shawna Prestianni

Teachers: TBA

Please review our policies:

- **Illness:** Following childcare policy, a child will be sent home if s/he has a fever of 100.4 degrees fahrenheit or higher, diarrhea, or vomiting (no refund is available).
- **Registration:** Personal and emergency information will be kept on file on the SIS (student information system), and it is the responsibility of the parents/guardians to keep all information current.
- **Rate:** \$4.40 per hour, billed for the full hour in which the child is in attendance for more than the first five minutes. Staff member(s) will clock children in and out upon arrival and at pick-up in the SIS.
- **Late Fee:** \$2.50/ minute after 5:30pm (time is determined by staff member's cell phone)
- **Calendar Deadline:** Fill out the monthly calendar to schedule the days needed for summer childcare. Calendars are due at the end of the month prior to the month for which you are requesting childcare. This allows us to have the correct number of staff scheduled for each day. If there is a day where childcare will be needed and has not been requested, contact Shawna Prestianni for availability.
- **Billing Policy:** The families' FACTS accounts will be invoiced under the Incidental Expenses - Childcare by the 10th of each month for the previous month. Payment is due upon receipt.
- **Medication:** No medication is ever allowed to be sent to childcare with a child including but not limited to vitamins, cough drops, acetaminophen or ibuprofen, sunscreen, lip balm, etc. Any medications needed during the day must be brought in the original package and the medication form filled out and signed by a parent/guardian. All medications will be kept in a locked cupboard and given out by a staff member. *Please apply sunscreen each morning before leaving home. Staff will encourage your child to reapply sunscreen after lunch.*
- **Lunch and Snacks:** Free Summer meals will be available at Lincoln Elementary but snacks **will not** be provided. Please bring food and snacks with ice packs per food safety regulations. Food choices are an important part of children's development so please keep in mind foods from each food group. Visit www.choosemyplate.gov for healthy choices and recipe ideas. Also **please bring a water bottle clearly labeled with your child's name.**

- **Drop-off and Pick-up:** For drop-off, the adult will park and bring the child(ren) into the parish center through the southwest door. The adult will stop at the table outside of the childcare room (skyroom), sign the child(ren) in on the iPad and answer the health questions. For pick-up, the adult will park, come into the parish center through the same southwest door and sign the child(ren) out on the iPad. If the children are outside, the adult will go back out and let the staff member know they have signed the child(ren) out and the child(ren) will be released to the adult. If needed, they may go back inside to gather personal belongings.

Safety Procedures and Guidelines

Please do not bring your child(ren) if they have symptoms of a fever, cough or shortness of breath. Children with any of these symptoms should stay home for ten days after the symptoms appear and 72 hours after showing no signs of any symptoms and fever free for at least 24 hours without the use of medication.

If any symptoms develop while in the childcare center, the child will be isolated in another room with an adult who will call the emergency contact on file and ask that the child be picked up as soon as possible. It is recommended that the child be tested for COVID-19 and stay home as described above. Children or staff members who have been exposed to someone with COVID-19 will be required to quarantine for 10 days from the last date of exposure. If a negative test result is obtained on day 5-7, the child may return to childcare after seven days of quarantine. In the case of an outbreak in the childcare facility, Josephine County Public Health will be notified as well as all parents/guardians and staff.

- **Cleaning and disinfecting:** Staff members will clean and disinfect all rooms at the end of each day following CDC recommendations to help minimize the spread of COVID-19 or any other viruses.
- **Social distancing:** Staff will promote safe distancing by limiting the number of children in play areas. Children will be seated three to six feet apart when eating snacks and lunch. Staff and children will wash hands with soap and water for 20 seconds when moving between areas, before and after eating, and before and after outside play. Children five years of age and older are required to wear face coverings (face shields are no longer allowed) at all times except when eating at which time the six foot distancing will be maintained.
- **Medication:** Medications will only be given once the permission form is filled out and turned in to a staff member. The medication must be in its original container with the child's name clearly printed on the container.

Items to Bring to Childcare

- Backpack
- Breakfast (optional), lunch, morning and afternoon snacks
- Water bottle clearly labeled with child's name
- Change of clothes
- Sunscreen, hat and sunglasses (highly recommended)
- Medication with permission form if needed

Do not bring toys, blankets, pillows, stuffed animals or any electronic devices from home.

Behavior Guidance

It is the goal of the St. Anne childcare program to assist the child in developing internal self-regulation skills based on the expectation that **children may not hurt others, the environment or themselves. Hurt can be physical or emotional.** This guiding principle, clearly stated in language a child is able to understand, will be consistently modeled with children as well as between staff members. The behavior guidance strategies are:

- Teachers will model appropriate coping skills by
 - being courteous and kind during each interaction.
 - sharing feelings, providing explanations, and using words when upset.
 - separating themselves from a frustrating situation to give themselves time to cool off.
 - thinking before acting.
 - providing natural consequences for children.
- The environment is the third teacher (the first and second being the parent/guardian and the teacher).
 - This is the child's environment and will be a comfortable and welcoming place for children. It will be set up with accessibility to materials and traffic patterns in mind.
 - Quiet spots for relaxation will be a part of each room.
 - Acknowledging that many problems can be prevented or improved by changing the environment, the environment will change based on the needs of the children.
- The daily routine will be developmentally appropriate in the sequencing of activities, transitions and variety of activities.
 - Children will be given adequate time - long play periods, few transitions, unhurried time for transitions.
 - The daily routine, although expected to be consistent, will not revolve around the clock but rather around the children's rhythms and responses to curriculum.
- Expectations will be age and developmentally appropriate.
 - Staff will set limits that children can understand and depend upon.
 - The guiding principle is simple. **Children may not hurt others, the environment or themselves. Hurt can be physical or emotional.**

St. Anne Catholic School Childcare Program abides by all Oregon Child Care Licensing rules including discipline procedures. A copy of the licensing rules is kept in each room.

St. Anne Catholic School Childcare reserves the right to terminate childcare enrollment in the event of non-payment of fees or a severe and/or ongoing disciplinary issue as determined by the director.