

Prairie Catholic Daycare....

“Where we cherish the child and nurture the mind through the eyes of the Lord.”

Prairie Catholic Daycare provides a safe, caring, spiritual, and learning environment for children three years of age or older. The day care program is open during the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday. Daycare will be closed on all major holidays.

3-K program will begin at 8:00 a.m. to 11:00 a.m. during the school year. Lunch will be in the school cafeteria area at 11:00.

3-K children will enjoy art projects and activities, music/story time, large/small motor activities, short walks and inside/outside play. Along with learning about respect and manners, children will enjoy snack time and have the opportunity to explore the vast selection of toys, puzzles and games that are available. Learning activities are centered on various educational themes, the four seasons of the year and holidays. Quiet Time will begin at noon.

After school, all students enjoy snack time before beginning homework and/or playtime.

Daily Arrival

A child in the day care program needs to be accompanied by his/her parent/guardian each morning where he/she is checked into the day care. **The parent/guardian will also be responsible for signing the child in for the day by entering the time the child arrives at the day care.** Daily arrival is in the day care through the main door. School-age children will remain at day care until 8:00 a.m. at which time he/she will walk to school for classroom instruction.

Daily Release

A child in the day care program will be released only to his/her parent/guardian or to an individual who has been authorized by the parent/guardian to pick up the child. **The parent/guardian or authorized person is required to sign the child out when picking him/her up in the afternoon.** Departure is through the main door at day care.

Donations

We ask for donations in the form of one or two large boxes of Kleenex tissue per year, a snack and juice **per child for sharing with all children at our center. This is due at the beginning of each quarter.**

Prairie Catholic Daycare appreciates any donations!

Fees

Registration Fee:

\$25.00 non-refundable family registration fee is due at registration time.

Scheduled Hourly Rates: (Scheduled rates apply to children who have a weekly contracted time between the family and the day care.)

\$4.00 per hour for one child

\$6.50 per hour for two children

\$7.50 per hour for three children

\$8.50 per hour for more than three children

Drop-In Hourly Rates: (Drop-in rates apply to children who do not regularly attend or do not have a weekly contracted time between the family and the day care.) *This includes children who attend a day with no notification and/or daycare receives a last minute call asking for childcare.

\$5.00 per hour for one child

\$8.00 per hour for two children

\$10.00 per hour for three children

\$12.00 per hour for more than three children

*If a family uses drop-in care more than twice a school year, a \$25.00 non-refundable registration fee will be requested.

****PRICE SUBJECT TO CHANGE****

Late Fee

Children who are picked up later than 5:30 p.m. will be **charged \$10.00.** This will be a separate payment to the day care staff working at that time.

Breakfast

Children may choose to bring in breakfast food if they are having a late start at home.

Lunch Fee

Cost: \$1.50 per lunch ticket per day or \$7.50 per week. A carton of milk is included with hot lunch. Lunch tickets may be purchased the first day of the week from the school. Cold lunch is permitted. If your child needs a carton of milk with cold lunch, please send 30 cents in your child's lunch box. Lunch is served in the school cafeteria at 11:00.

Child Care Payment

Regular and prompt child care payments will be expected **every two weeks** unless other arrangements are made. Please make checks payable to: **Prairie Catholic Daycare**. Payments may be paid on Monday for the previous two weeks. An unpaid balance may bar your child from further use of the day care program until your account is settled.

Health Forms and Safety

An up-dated copy of your child's health form will be kept on file throughout the school year. Parents/guardians or their emergency contact will be notified if a child exhibits signs of illness or is injured during the day care program period.

If your child's schedule changes in any way, or he/she will be late, or is not attending day care for the day, PLEASE contact: Prairie Catholic Daycare at 326-5383 and leave a message.

For many reasons, this is very important and helps us with planning our program each day!

Also, if your child is ill or not feeling well, PLEASE keep your child at home and/or make other childcare arrangements for your child until he/she is NO LONGER CONTAGIOUS and is feeling better.

Prairie Catholic staff and the other children appreciate this kind gesture!
(Please review the illness chart displayed at day care.)

Parents, if YOU are not feeling well....please use consideration to others.

Personal Items from Home

1. Refer to Donations.
2. Book bag
3. An extra set of clothes/underwear in case of accidents or spills.
4. Child-size blanket for a short quiet time. PLEASE....no sleeping bags.
5. Proper and EASY play clothes/shoes for each day. (Indoor and Outdoor)

Please remember if your child plans to bring an appropriate toy item from home, he/she must be willing to cooperate and share, otherwise, the item may be placed in their bag.

Money, balloons, toy weapons and all electronics must be kept at home.

Responsibilities of Each Child

- Abide by the rules of good behavior to prevent harm from self and others.
- Respect all staff members, other children and all property.
- Share and respect equipment and facilities with others.
- Remain with a staff member at all times.
- Come to the day care immediately after school unless parents/guardians have informed the staff of other arrangements.
- Inform day care staff if child needs to remain after school with his/her teacher.
- Dressing appropriately for indoor/outdoor play.
- Learning to accept consequences for inappropriate actions.

If a child violates these expectations, we will first take action by removing the child from the group and seating him/her for a time out period. If the child does not respond to time out and the problem behavior persists, the principal of the school will meet with the child. Should there continue to be problems, a conference will be arranged with the parents/guardians, the principal, the child and the day care director. The child may be dismissed from the day care program.

Thank you for choosing Prairie Catholic Daycare and for following these very important procedures. We hope your child has a very enjoyable experience at our center!

***We have read and understand the Prairie Catholic Daycare handbook, and we respectfully agree with your wishes. (Parent' signature)*

Parent's signature

Date

Parent's signature

Date