



# **St. John Childcare PARENT HANDBOOK 2024-2025**

**St. JOHN CHILD CARE CENTER  
7341 Glenview Drive  
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**Website: [www.stjohnchildcare.org](http://www.stjohnchildcare.org)**

**Cindy Thornton, Director  
Zenobya Young, Assistant Director  
Patti Fischer, Administrative Assistant**

# OUR HISTORY

Founded in 1977 St. John Childcare assists in meeting the needs of the families of St. John the Apostle Church. We are part of the Family Life Ministries. The center started as a Mother's Day Out program and has now grown to include Before School Care, After School Care, Full and Part Time Early Enrichment, and Summer Camps.

## Vision Statement

### St. John the Apostle Catholic Church

We provide a spiritual setting for our diverse church community to worship and enhance our Catholic Faith.

### St. John the Apostle Childcare

Saint John Childcare provides faith filled formation of the child through teaching, creating, modeling, and learning. We inspire our children to grow emotionally, academically, physically, and spiritually to become stewards in the community.

## Mission Statement

### St. John the Apostle Catholic Church

St. John the Apostle Catholic Church inspires, proclaims, and spreads the good news of Jesus Christ by its discipleship, outreach ministering and evangelization to fulfill the spiritual needs of our parish and community.

### St. John Childcare Center

Our mission as a Catholic community is to incorporate a collaborative partnership with Saint John the Apostle Church and Saint John School.

## Philosophy

St. John Childcare Center is a Family Life Ministry of Saint John the Apostle Catholic Church. Our program meets each child's individual needs. We provide a family friendly atmosphere that provides a caring environment for all children and their families.

## Goals

We provide a program that is year-round. Teachers provide continuity of care by providing nurturing and enriched environment that supports learning. Our program incorporates a play-based curriculum. This helps assist teachers in creating a developmentally appropriate environment in each classroom as well as promoting a partnership with families. Our program provides religious teachings in the classroom and chapel.

*Hello!*

*I extend to you a warm welcome to St. John Child Care Center. Founded in 1977, the Child Care Center is one of the Family Life ministries started to meet the needs of the families of St. John the Apostle Catholic Church. The center started as a Mother's Day Out program and has now grown to include a Before School Care, After School Care, Full & part time Early Enrichment and Summer Camp.*

*I hold special pride in the center's professional staff. Selected for their knowledge of child development as well as their strong interpersonal skills, they are the strength of our program. They value, respect and respond sensitively to the unique needs that children hold.*

*It is my role and the role of my staff to not only facilitate the learning of children, parents, and one another, but also to work as enablers to the important work of our outstanding Child Care Center. We are pleased to embrace these roles.*

*Please do not hesitate at any time to ask questions. We are here for you and your family.*

*Sincerely,*

*Cindy Thornton  
Director  
St. John Childcare*

## *Important Information*

Name of Director: Cynthia Thornton

817-595-2654

My child's teacher(s) is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Class Name: \_\_\_\_\_

My child's lunchtime is \_\_\_\_\_ my child's naptime is \_\_\_\_\_

Important Phone Numbers:

Child Abuse Hotline: 1-800-252-5400

Poison Control: 1-800-222-1222

To contact your local childcare licensing office, you can write to:

Texas Health and Human Services, Child Care Licensing

1501 Circle Dr., Ste 310

Fort Worth, TX 76119

817-321-8604; [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

- A copy of the current Minimum Standard Rules for Licensed Childcare Centers is available for review in our childcare office.
- Copies of our most recent inspection results from licensing are on the parent board next to the childcare office.
- Resource pamphlets are available. They are located on the wall outside our Infant Program.

***"We thank you for giving us this opportunity to care for your children!"***

***St. John Childcare Center***

## **Enrollment Interview/Guidelines:**

An enrollment interview and teacher intake must take place before a child can start at St. John Childcare. We ask that if possible both parent/guardians and child be present to establish a good line of communication among teacher, parent, and administration. However, if this is not possible, it will be the responsibility of the attending parent/guardian to inform all others involved with the child's welfare of St. John Childcare policies.

### **Forms:**

All Registration Forms must be completed and returned to the office before a child may start. Per Childcare Regulation, you are required to answer all the questions on the admission form.

Anytime there are changes in the information given at registration (i.e., phone numbers, address, work place, etc.) you must notify the office immediately and in writing. It is imperative that we know how to reach you always in case of emergency. Please do not depend on a staff member to handle or "pass on" this, or any other, administrative information.

Before a child can attend Saint John's Childcare, they must have the following completed:

1. Registration Form
2. Enrollment Form
3. Emergency Card
4. Health Statement from Physician
5. Immunization Record-current
6. Parent Handbook Acknowledgement
7. Over the Counter Permission Form
8. Family Information Packet
9. Allergy documentation (if required) from the child's physician
10. Registration Fee and first week/monthly tuition paid

These forms give us vital information about your child so we can give them the best possible care. Texas Health and Human Services, the state agency that licenses and monitors the childcare center, requires these forms.

It is imperative for your child's health and safety that all forms are accurately completed and returned to the childcare office. Anytime there are any updates in your contact or medical information, including shot records, please submit this information to the office.

## **Immunizations:**

All children must have a current immunization record on file in our office. This is due when the child enrolls in the center. Immunizations must remain current.

The Texas Catholic Conference Education Department adopted a policy, which states that every student in a Catholic School in the State of Texas be immunized against vaccine preventable diseases caused by infectious agents in accordance with

the immunization schedule adopted by the Texas Department of State Health Services.

All families are required to bring a current immunization record for their child at the time of enrollment. The only exception to this requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician license number.

This is a Federal and State Health Law, enacted for the protection of all children and families.

Saint John's Childcare will not enroll a child who is not current on immunizations or have an affidavit from child's pediatrician.

This is also to protect your child and for all the children's benefit. The exception to this law applies to those children simultaneously enrolled in a regulated school. The Texas Health Department and the Tarrant County Public Health Department audits these records on an annual basis. When a child receives any immunizations or boosters, the parents must bring an updated copy of the record to the childcare office (this should be stamped or signed and dated by the doctor's office on the side in which the immunizations appear).

Required Shot Schedule Here is the immunization chart from the Health Department:

	DTaP	Polio	Hep B	HIB	PCV	MMR	Var	Hep A
By 3 months	1	1	1	1	1			
By 5 months	2	2	2	2	2			
By 7 months	3	2	2	2	3			
By 16 months	3	2	2	3	4	1	1	
By 25 months	4	3	3	3	4	1	1	1
By 43 months	4	3	3	3	4	1	1	2

\*VAR - One dose is required, or provide a statement documenting proof of the varicella illness

\*All staff, teachers, and caregivers are required to have T.B. test completed per North Richland Hills Health Department. All staff, teachers, and caregivers must present documentation stating that they are negative for Tuberculous (TB) before they can be present at our center.

### Hours of operation:

The center is open from 7:00 a.m. to 6:00 p.m.-Monday-Friday-to accommodate those who need Full-Time Care.

However, in the state of Texas the maximum time a child may be in childcare is 12 hours on any given day. We require that children be present at the center no later than 9:30 a.m., unless administration approves a prior request from a parent. This is so late arrivals will not disturb the classroom environment, will be counted for snacks, and take naps at appropriate scheduled times.

### Website Information:

Please visit our website at [www.stjohnchildcare.org](http://www.stjohnchildcare.org) for any additional information that you may need.

## **Release of Children:**

We release children only to authorized pick-ups listed on the Admission Form. All individuals authorized to pick-up are required to present their license for verification and verbally tell us the family code created at the time of enrollment. If a family needs to add and/or change any authorized pick-ups they need to come into the administration office and make these changes in person.

## **Parental Rights:**

St. John Childcare does not have the right to withhold a child from any parent having custody or joint custody, without a complete copy of current court orders, that clearly state custody details, on file in our office. We ask that families not involve the center in custody disputes, nor use our program for non-custodial visits or exchange.

**We will ask those families who cannot resolve their custody disputes to find alternative care for their child.**

## **Senate Bill 198 Link; Parental Rights**

<https://capitol.texas.gov/tlodocs/88R/billtext/pdf/SB01098F.pdf#navpanes=0>

## **Cell Phones:**

Please refrain from using your phone when you are dropping off or picking up your child. We ask that you direct your attention to your child and your child's teacher. Per our licensing guidelines, teachers may not use their cell phones in the classroom.

## **Code of Conduct for Parents/Teachers/Staff:**

1. Supervision of children is critical. Every staff member at St. John's Childcare knows to supervise children. Children cannot enter or leave the childcare center without adult supervision. Parent(s) must accompany children to and from their classroom always.
2. When children go to the restroom, Staff will stand in the doorway while children are using the restroom. If staff members are assisting younger children, doors to the facility must remain open.
3. Only positive techniques of guidance, including redirection, positive reinforcement, and encouragement are used rather than competition, comparison, and criticism.
4. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
5. Staff and Employees are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and attend prevention training.

## **Photographs/Videos/Still Images:**

We often take photographs of the children. There is a possibility we may use these pictures on our website, scrapbooks and in other forms of promotional materials or marketing purposes with no photo compensation. We require a photograph release form signed by all families at time of enrollment.

## Tuition/Finances

There are varieties of programs offered, including part-time and full-time. Each program has its own tuition fees. During the time of enrollment, we outline this in our tuition agreement. All Families are encouraged to set up automatic billing through Tuition Express at time of enrollment.

- A non-refundable \$150.00 **registration fee** per child is due at time of registration.
- We cannot waive tuition due to illness, exposures, or vacation. If a child is ill or a family goes on vacation, we will continue to process tuition. Your tuition covers your child's place in our program.
- **Holidays**-we do not bill tuition for the days that St. John Childcare is closed.
- **Monthly Program Tuition** is due by the first of each month. We will assess a late fee of \$15.00 for payments received after 6:00 p.m. on the 10<sup>th</sup> of each month.
- **Full-time Program Tuition** is due weekly. We will assess a \$15.00 late fee on Wednesday of each week.
- **All day care**- This program is for children who need to come when SJS is closed. The tuition for this program is billed separately depending on if you register. The tuition is due by the following Monday.
- A two-week notice is required prior to a child leaving the program.
- Families are required to pay all outstanding fees prior to leaving our program.
- Pick-up times for **Early Enrichment** are between 2:30-3:00 p.m. For **Extended Day and After school Care** any time before 6:00 p.m.
- **Early Enrichment Late Pickup Fees:** The late pick-up fee is \$8.00 per child for each quarter hour after 3:00 p.m.
- **Extended Day Late Pickup Fee:** The late pick-up fee is \$20.00 per child for each quarter hour after 6:00 p.m.
- There is a \$35.00 charge for all returned transactions made through Tuition Express.
- Please notify the office at least two weeks in advance if you need to change your child's schedule. We assess a \$15.00 administrative fee to all tuition accounts who do not provide a two-week notice.
- **Payment Agreements**-If for any reason a family is unable to pay tuition at the time that it is due, please contact the office so you can arrange a payment plan.



The Director is responsible for approving such payment plan.

- We will email all families one month in advance when we have to adjust tuition fees.
- Beginning January 1<sup>st</sup>, 2023 we will offer families that have been with us for at least 1yr 5 free vacation days. We will not bill you during this time. It is up to the individual family to email Ms. Cindy two weeks in advance so that we have record of when you will not be here.

## Tuition St. John's Childcare

<b>Full-time 7:00-6:00</b>		
6 weeks-12 months (Weekly Rates)	\$277.00	
13 mon.-18 months (Weekly Rates)	\$245.00	
19 mon.-3 yrs. (Weekly Rates)	\$237.00	
<b>Monthly Before School Care (\$7 Daily Rates)</b>	<b>7:00-8:00</b>	<b>\$7 daily</b>
2 days a week	7:00-8:00	\$56
3 days a week	7:00-8:00	\$84
4 days a week	7:00-8:00	\$112
5 days a week	7:00-8:00	\$140
<b>Monthly Rates EE ( \$ 42 dollars a day)</b>	<b>8:00-3:00</b>	<b>\$42 daily</b>
2 days a week	8:00-3:00	\$336
3 days a week	8:00-3:00	\$504
4 days a week	8:00-3:00	\$672
5 days a week	8:00-3:00	\$840
<b>Monthly Rates ED ( \$15 dollars a day)</b>	<b>3:00-6:00</b>	<b>\$15 daily</b>
2 days a week	3:00-6:00	\$120
3 days a week	3:00-6:00	\$180
4 days a week	3:00-6:00	\$240
5 days a week	3:00-6:00	\$300

- **After school Care/Noon Dismissals/ All Day Care Days-** Enrolled children please sign up in the foyer on the signup sheet. Unenrolled children we ask that you contact the office via email or phone to sign-up for noon dismissals, after school care and all-day care days. We waive the noon dismissal fee for all those children enrolled in our ASC program for that day of the week. Failure to register may result in a late sign-up fee of \$15.00. Children must bring their own lunch. All day care days are billed separately and need to be paid by the following Monday unless prior arrangements have been made.
- **Summer Camp-** We offer Summer Camp for children ages 4-12 years of age. We require a registration fee of \$150.00 when enrolling in our Summer Camp.

\*Annual tax statements are available; please contact the office to obtain one.

### **Partnership of St. John's Childcare and St. John the Apostle Catholic School**

Families who have a child/ children enrolled at both schools will now see Ms. Cindy, a teacher from SJS and an administrator for SJS when attending a meeting.

- The facility that is calling the meeting will be the location where families will go for the meeting
- This partnership is going to benefit both the family and the schools. This partnership allows St John Childcare to inform SJS School or vice versa of any behavior, illness or financial concerns that may be present.

This is a new policy and it is subject to change as we start this new and exciting partnership. If changes are made, emails will be sent out to the families.

### **Holidays**

St. John Childcare will observe the following days: **2023-2024**

### **Programs Closed:**

- Monday, June 19, 2023
- Tuesday, July 4, 2023
- Tuesday August 15, 2023
- Monday, September 4, 2023
- Wednesday, November 1, 2023
- Thursday, November 23, 2023
- Friday, November 24, 2023
- Friday, December 8, 2023
- Monday, December 25- Monday January 1, 2024
- Monday, January 15, 2024
- Thursday, March 28 and Friday, March 29, 2024
- Monday, April 1, 2024
- Monday, May 27, 2024
- Monday, June 19, 2024

- Thursday July 4, 2024

**The dates for “all day care” are: (2023-2024)-St. John School**

- September 15, 2023
- October 12, 2023
- October 13, 2023
- November 10, 2023
- November 20- November 22, 2023
- December 22, 2023
- January 2- January 5, 2024
- January 8, 2024
- February 8-9, 2023
- March 11- March 15, 2024
- March 22, 2024
- April 26, 2024
- May 10<sup>th</sup>, 2024

**The dates for “noon dismissal” days are: (from St. John’s School only NOT EE)-2023-2024**

- September 14, 2023
- November 9, 2023
- February 7, 2024
- April 25, 2024
- May 24, 2024

**Dress Code/Clothing**

Children should be dressed appropriately for all weather conditions. Closed toed shoes are necessary for playing on our playgrounds. Sandals and flip-flops are dangerous. Children should not wear these to school.

1. Comfortable clothing for an active day is very important. Tennis shoes and socks are the best choice for footwear. Children should have the proper outerwear during the winter months as we always play outside when the weather permits. After School Care, children are welcome to bring play clothes to change into after school.
2. Families are required to provide a change of clothing for your child (socks, panties, underwear, and any other articles of clothing). If a child must change into clothes that belong to the center (for spills, accidents, etc.), we ask that you launder the clothing and return it to us.
3. It is important that your child dress in appropriate clothing to have success in the restroom. All children need to wear clothing that they can easily manage by themselves. Examples are loose fitting pants, shorts that they can pull up and down easily. This is especially important for children who are in the process of potty learning.

4. Girls must wear shorts under their dresses. (This is all children 1 yrs. and older)

## Attendance

St. John Childcare program is year-round. We offer a variety of programs.

When signing up for a specific program please keep in mind the following:

1. Each child is expected to attend regularly and at the scheduled times. A familiar pattern enables the child to take part in routines more easily and allows for a sense of security.
2. Children unable to participate in scheduled activities due to illness should not attend. There is not enough staff available to care for children outside the group.
3. If for any reason a child is unable to attend on his/her scheduled day (i.e., vacation, illness, family emergency) parents should contact the childcare office. This calms our concerns and allows us to schedule drop-ins. For your convenience, we have an answering machine and e-mail.
4. **COVID:** We are revising our previous Covid guidelines to reflect current data. If a case of Covid arises we will report the case or cases to both Tarrant County Health Department <https://www.tarrantcountytx.gov/en/public-health/disease-control---prevention/COVID-19.html> and also to HHSC Texas Health and Human Services Commission, and consider their current recommendations to protect the children in our care. After which, we will contact the affected families with additional information.
5. All children are enrolled on specific days; therefore, we cannot exchange days not enrolled.
6. If a child is absent for two consecutive weeks without communication from the parents, the childcare office will attempt to contact the parents by phone. If we cannot contact the family, we will remove the child from the program at the start of the third week. In order to rejoin the program, a space must be available AND the parent must pay a second registration fee (as well as any unpaid balance.)
7. When families have a change in their telephone number, job, address, or new physician and hospital for their child, they must notify the childcare office immediately so that we can amend the proper file information.
8. A calendar for the school year is in the appendix of this handbook.

## Checklist of “What to Bring”

**Infants**-diapers, wipes, diaper ointment (labeled), change of clothes, formula and or breast milk, baby food, pacifier (if needed), and bottles (labeled with child’s name). We need enough clean bottles to complete the child’s day. We cannot sanitize or disinfect any bottles.

**Safe Sleep for Infants**-During enrollment each family must read and sign a Sleep Contract provided to us by DFPS, Department of Family and Protective Services.

\*with the exception for a tight-fitting sheet, all cribs must be bare for an infant younger than 12 months.

\* Infants may not sleep in restrictive devices. Documentation from a health care

professional is required for an infant to sleep in a device other than a CPSC approved crib.

\* We will remove an infant from their car seat if they arrive and are asleep. We will transfer them to their crib so they may continue sleeping.

\*We are unable to swaddle infants unless a "Sleep Exception" form along with a signed statement from a healthcare provider stating that a different sleeping position for the child is medically necessary.

**Ones-** training cup(s), 1-inch mat or child size sleeping sack, diapers, diaper ointment, wipes and an extra set of clothes, sippy cups.

**Twos and Threes-** diaper/pull-ups with Velcro, diaper ointment, wipes, comfortable clothes for potty learning, extra panties/underwear in the event of a potty accident in addition to extra clothes, and a 1-inch mat or child size sleeping sack.

## **PLEASE LABEL ALL YOUR CHILDREN'S ITEMS**

### **Over-the-counter ointments and sprays-**

During the Enrollment process each family must sign an over-the-counter form that gives Saint John's Childcare permission to apply the following (parents must supply these items):

- sunscreen
- diaper ointment
- insect repellent
- Other lotions

**After School Care:** You are welcome to bring a change of clothes so your child can change out of their uniform. We do not allow children to bring toys from home.

### **Your First Days**

A positive daily transition from home to school is imperative. Children react differently to the separation from their parents when coming to school in the mornings. Based on the age of the child you will see different behavior exhibited. Some children are full of confidence and are excited to be with other children and some children are frightened or angry. Others are afraid of being away from mom and dad.

Take your child to the classroom, give them a big hug and kiss, let them know you will be returning, and leave the room. The longer you stay, the more separation anxiety you will cause your child.

It is helpful for some children to have a security item to help them feel comfortable. Some of these items may be a blanket, soft toy, pacifier or an article of clothing that belongs to their mom or dad.

**REMEMBER** – You can call and check on your child at any time throughout the day. We will be more than happy to let you talk to your child's teacher. We also communicate with families via a Remind App and email. These are just a few of the tools we use to communicate with families daily.

## **The Child's Day**

Each classroom has a schedule designed for a specific age group. Teachers implement a wide range of activities and materials to assist each child in their learning. These activities are included in a weekly lesson plan posted on the parent board in the classroom. Depending on the program enrolled in, the children receive a morning and afternoon snack. We do not provide lunches please see Lunches and Snacks below. All children are required to go outside twice a day.

## **Physical Activity**

All children receive physical activities, 60 total minutes outdoor play daily. (weather permitting). We ask that families dress children appropriately depending on the weather. In addition, please make sure that children are dressed appropriately for outdoor play. Children need to wear closed toed shoes and have a jacket for colder weather. During inclement weather, children utilize our alternative play areas for physical activity.

All children receive 90 minutes of moderate to vigorous play daily. Each teacher has a daily schedule posted in their classroom which lists activities. Some of these activities include music/movement, dancing, exercises, stretching, and any other planned activities that promote moderate to vigorous play.

## **Before School Care**

- A. The children attend a quiet, relaxed atmosphere just before starting their school day. We do not serve breakfast however; you may bring breakfast from home.
- B. A teacher and/or parent will escort children inside the building and to their classroom.

## **After School Care**

- A. School age children should report to their after-school classroom immediately following dismissal. A SJCC after school or SJS teacher escorts children to after school care. No student may leave the care of their teacher for any reason unless the childcare office has written permission from the parents to allow the student to leave. This includes extracurricular activities such as sports, cheerleading, student government, clubs or tutoring.
- B. Homework time, arts and crafts projects, as well as games and recreation, are a few of the growth activities planned.
- C. Snack time is approximately 3:50 pm each day.
- D. All students are encouraged to work on and complete homework assignments. Our goal is to help the children complete homework here so they can enjoy their time at home with their families. Homework done late in the evening can be a chore instead of a learning experience. Parents can check assignments for accuracy and remain informed of their children's learning. The after-school staff will make every effort to help in this area, but if a student chooses not to do their

homework that is a matter left between the parents and the student.

- E. Children who are in Pre-K-Kindergarten are required to complete their homework at home with their family.
- F. Children who are in 1<sup>st</sup>-8<sup>th</sup> grade are required to work on their homework in the after-school program at SJCC.

## **CLASS PARTIES**

- 1. The class parties celebrated during the school year are Halloween, Christmas, Valentine's Day and Easter. We will ask parents to donate favors and snacks to contribute to the party's success. Treats and favors should not be a choking hazard or contain peanuts.
- 2. If you would like to bring a snack for your child's birthday, please notify the office at least one week in advance. (According to the North Richland Hills Health Department, all snacks must be store bought; therefore, we cannot accept homemade snacks.)
- 3. If you would like to send birthday invitations out for your child's birthday party, please ask your child's teacher for the class roster so you can address invitations to all the children.

## **Water Activities**

Water activities are outside on the south playground. There will be **no swimming**. Only water activities that consist of the sensory table and sprinkler.

## **Redirection and Positive Intervention**

Discipline-

- A. Our goal is to build a positive self-concept. Good behavior will be recognized and encouraged. We encourage children to be self-directed and to exhibit self-control.
- B. Teachers demonstrate an attitude of understanding, fairness, and, most of all love. We try to teach by example, with fair and consistent rules, and in a relaxed atmosphere where discipline is relevant to the behavior involved.
- C. Teachers give each child clear direction at the child's level and within their understanding.
- D. We do not allow any form of Corporal Punishment. Children who have conflicts or problems with others at our Center will be encouraged to verbalize their angers and concerns. Our teachers guide rather than punish. We do not allow any form of fighting.
- E. No child is ever humiliated, shamed, frightened, or subjected to verbal or physical abuse by the staff.

- F. Children of all ages -We use positive redirection strategies to help each child.
- G. Children who are biting-We recognize that biting is a terrible experience for the victim, the parents of the victim, the teachers, the Director and parents of the child who bit. We also recognize that biting is “developmentally appropriate” for the young children. We have implemented a series of procedures and documentation to try to track and evaluate the act of biting in our classrooms.
- H. Serious discipline problems may result in a parent meeting with the Director. If a child continues to be a discipline problem after all methods of correcting the situation are attempted then it must be determined, that the child may not be suited for a group care program and the family must find alternative care for their child.
- I. Language Policy 3rd - 8th grades: Abusive language is described as any language that is offensive to others in the form of personal insults, racial insults, all sexual content and general cursing. If a child is heard using abusive language, the following steps will be taken:
- J. First Offense - The child writes a paragraph stating that he/she will only use acceptable language on the campus of St. John’s.
- K. Second Offense - The Director notifies the family. The child writes a letter to their parents about the language they used. We ask that the parents sign the letter and have their child return it to school.
- L. Third Offense - At this time, the parents and the Child Care administrators will meet in a conference to determine further action.

## **Drop-Ins**

If a parent has a drop-in request, he/she must contact the office to make the necessary arrangements. We cannot accept drop-ins without confirmation from the office; we have to adhere to student/teacher ratios. There is an additional charge for this service.

## **Communication**

Daily communications, monthly newsletters, Facebook, and Remind App are some of the ways we communicate to our parents. Our e-mail address:

[stjohnchildcare@hotmail.com](mailto:stjohnchildcare@hotmail.com)

## **Emergency Plans**

Our Emergency Preparedness Manual is in the Administrative office for further review.

## **Severe Weather/Drills**

### Fire and Tornado Drills & Evacuation of Building

1. Each classroom has a fire and tornado evacuation map, which includes what routes to follow.



2. Each month we conduct fire and tornado drills. These drills help familiarize teachers and children with evacuation procedures.
3. The Child Care Center, as well as the Family Life Center are equipped with a smoke alarm system, CO2 detectors and fire extinguishers. The City of North Richland Hills conducts annual fire inspections.
4. In case of an evacuation from the building for an extended period, we will go to Ashwood Retirement & Assisted Living at 7501 Frawley (817-804-3100) and make emergency calls from that location.

## **Inclement Weather**

1. Due to closures or delayed opening for snow and ice days, the Director notifies each family via, phone and/or Remind App. It is very important you keep the child care office informed of any changes in your phone number or email.
2. If in doubt, please call 817-595-2654 after 7:00 a.m. If we are open, someone will answer the phone. Do not accept a busy signal as a sign that someone is at the Childcare Center. Make sure you speak with someone and get the proper information

## **Transportation**

Saint John's Childcare does not conduct fieldtrips. In the event of a medical emergency transportation to an emergency hospital is by ambulance only.

## **Health/Medical Emergencies**

### Physician & Hospitals

The name, address and telephone number of the child's physician and/or hospital must be on record in the Childcare office. It is the responsibility of the parents to notify the office of any changes.

### Illness, Medications, and Injuries

1. No child who has had any fever in the past 24 hours or who shows any of the symptoms listed below for the past 24 hours may return to the Center. These conditions may threaten the health of the other children and Childcare staff.
2. Any child showing symptoms of illness OR temperature (100°) will be isolated from the other children. Examples are vomiting, diarrhea, green/yellow runny nose, evidence of lice infestation, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, lethargy, difficulty breathing, wheezing, and mouth sores with drooling. We require ill children picked up within an hour.
3. The only medications dispensed are for HYPERCONNETICS, ASTHMATICS, and DIABETICS AND EPILEPTICS. This is by the authority of the Diocese of Fort Worth. These medications are stored in the Child Care office. Before we can administer medication, both parent and doctor fill out the medication form for Administration to

dispense the medication.

4. The above medication must be in its original container with the prescription number, name of the medication, child's name, dosage and the prescribing physician's name on the label. We cannot give siblings the same medication unless prescribed.

5. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INTO THE CENTER. PARENTS MUST BRING THE MEDICATION INTO THE CHILD CARE OFFICE. Medication should never be left in the classroom or the child's backpack.

6. A child diagnosed with any illness or disease listed below, please inform the Childcare office so we can notify the appropriate classrooms, parents, and agencies immediately.

AIDS	Meningitis Bacterial
Amebiasis	Mumps
Campylobacteriosis	Polio
Chickenpox	Rubella
Conjunctivitis (Bacterial or viral)	Salmonellosis
Coronavirus	Shigellosis
Cryptosporidiosis	Streptococcal Infections
Diarrhea	Scarlet Fever
Diphtheria	Tetanus
Hepatitis	Tuberculosis
Impetigo	Typhoid Fever
Measles (Rubella)	Venereal Diseases
Meningitis - Viral	Viral Hepatitis
	Whooping Cough (Pertussis)

7. St. John's Childcare staff is not responsible for any accident or injury occurring while your child is participating in this program.

8. We notify families in the event their child has an injury while in our care. We complete a Boo-Boo report and ask a family member to sign it at pick-up. Parents receive a copy of the Boo-Boo report. We keep the original report on file in the Child Care office. We administer first aid as needed. There is always a staff member on duty trained in both first aid and CPR.

9. We notify families immediately in the event their child is seriously injured. We also complete an incident report. We follow the instructions from the parent. If we are unable to reach either one of the parents or the emergency contact people, if necessary, we will call 911. Parents provide special instructions on the Admission form of where to transport their child in the event of an emergency. We follow the advice of the operator and any transportation to an emergency hospital is by ambulance only. Parents can receive a copy of the Incident report upon request.

10. An incident report is completed and sent to the Diocese of Ft. Worth for injuries

requiring medical attention.

11. Texas State Law requires that childcare centers report all child abuse or suspected child abuse. Saint John's Childcare Center complies with these regulations. Please advise the teacher and the office of any home injuries that may have previously occurred.

12. If your child is not able to participate in daily activities, please keep them home until the situation is resolved. All staff must stay with their class. Additional staff is not available for one-on-one care.

## **Preventing and responding to abuse and neglect of children**

### **What is Child Abuse?**

To help prevent child abuse, you need to understand what it is. Child Abuse is any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, although children often experience more than one kind of abuse.

**Physical** abuse includes actions such as beating, burning, or punching a child.

**Sexual** abuse includes rape, touching or fondling, or involving a child in pornography.

**Neglect** includes failure to provide for a child's basic physical, medical, or emotional needs. Leaving a young child home alone or failing to provide needed medical care is neglect.

**Emotional** abuse may involve criticizing, insulting, rejecting, or withholding love from a child

All staff, teachers, and caregivers are required to have annual training on preventing and responding to abuse and neglect of children, including:

- 1) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect;
- 2) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- 3) Strategies for coordination between the center and appropriate community organizations.
- 4) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect.

Community systems such as <http://www.Help&Hope.org> Help for Parents and Hope for Kids

County	DFPS Program	Service Provider	Phone	Services Offered
TARRANT	Community Youth Development <a href="#">[learn more]</a>	<a href="#">Tarrant County</a>	817-740-4370  817-676-3908 (24/7)	Youth based curriculum, recreational services, academic support services, life skills classes, mentoring, youth leadership development, and youth advisory council
TARRANT	Community-Based Child Abuse Prevention <a href="#">[learn more]</a>	<a href="#">The Parenting Center (HEAL)</a>	817-632-5505  817-332-6348	Home visitation, parent leadership, resource and referral.
TARRANT	Services to At-Risk Youth <a href="#">[learn more]</a>	<a href="#">ACH Child and Family Services</a>	817-886-7106  817-335-4673  888-296-8099 (24/7)	Crisis intervention and counseling, short-term counseling for at risk youth and their families, emergency care (youth shelter), youth life skills, and parenting classes.
TARRANT	Statewide Youth Services Network <a href="#">[learn more]</a>	<a href="#">Big Brothers Big Sisters Lone Star</a>	972-573-2339  888-887-2447 (24/7)	Community-based mentoring and school-based mentoring.
TARRANT	Statewide Youth Services Network <a href="#">[learn more]</a>	<a href="#">Texas Alliance of Boys &amp; Girls Clubs</a>	512-301-7711	Boys and girls club experience, stay smart youth-based curriculum, and smart leaders' youth leadership development.
TARRANT	Texas Families: Together and Safe <a href="#">[learn more]</a>	<a href="#">Catholic Charities Diocese of Fort Worth, Inc.</a>	817-289-3888  817-534-0814 (24/7)	Parent education and training, home visitation, childcare during appointments, basic needs support, transportation, resource and referral.
TARRANT	Texas Home Visiting <a href="#">[learn more]</a>	Fort Worth Independent School District	(817) 814-2283	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.

TARRANT	Texas Home Visiting <a href="#">[learn more]</a>	Parkland Health and Hospital System	(214) 266-1139	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.
TARRANT	Texas Home Visiting <a href="#">[learn more]</a>	Tarrant County Public Health Department	(817) 413-6320	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.
TARRANT	Texas Home Visiting <a href="#">[learn more]</a>	WINGS Dallas	(214) 584-2326	Families receive services through evidence-based based home visiting programs and are referred to supplemental services as needed.

## Hearing and Vision Screening

Children who have turned age 4 are required to have vision and hearing screening. We keep a copy of these screening documents on file in the Administrative Office of Saint John's Childcare.

## Snacks/Lunches

We do not provide lunches. Children will need to bring their lunch. We will provide milk for lunch, morning, and afternoon snack. We will need each family to bring a lunch for their child. Below are the guidelines for lunches:

- Food brought from home cannot be heated, it must be ready to be served
- Must be in a lunch kit that includes an **icepack** so the lunch does not spoil
- All lunch kits must have the child's first and last name on it
- **Please no peanut butter products**
- Parents are responsible for the nutritional value of their child's lunches.

Depending on the program enrolled in, the children receive a morning and afternoon snack. This is included in the tuition fee. A menu is posted in the hallway next to the office. Children enrolled in our after-school programs and have an early dismissal will need to bring their lunch from home. Saint John's Childcare is not responsible for the nutritional value of snacks and lunches brought from home.

Families may access [www.fns.usda.gov/tn/mypate](http://www.fns.usda.gov/tn/mypate) for sample menus, introducing new foods, and understanding nutritional labels.

## Special Diets and Food Allergies

If your child has a specific food allergy, please notify the office during the enrollment interview. In most cases, we can work around this and still provide for your

child's nutritional needs. Your child's physician will be required to complete a FARE form (Food Allergy & Anaphylaxis Emergency Care Plan)

### **Common Food Allergies (healthline.com)**

When the body's immune system reacts abnormally to something a person eats or drinks, this is a food allergy. According to Food Allergy Research and Education (FARE), approximately 15 million American's have food allergies. Children are more likely to experience food allergies. Approximately one in every 13 children in the United States lives with food allergies. A food allergy may affect the skin, the gastrointestinal tract, or the respiratory or cardiovascular systems. Many types of foods can be allergens, but certain foods are much more likely to trigger an allergic reaction.

According to FARE, eight foods are responsible for 90 percent of food allergies. They are cow's milk, eggs, peanuts, fish, shellfish, tree nuts (such as cashews or walnuts), wheat, and soy.

### **Parent Involvement**

1. Families can access the newsletter via our website
2. The Childcare Center encourages parents to keep the lines of communication open with their child's teacher and the Director. Parents are welcome to review copies of staff and parent handbooks as well as the minimum standard rules and most recent Licensing inspection reports.
3. There are no regularly scheduled parent/teacher/Director conferences. If you feel a conference is necessary, call for an appointment. Should the Director or teacher feel a conference is necessary; the office will call the parents for an appointment.
4. Teachers may not contact families via email or phone unless approved by the Director. In addition, these conversations should only take place during normal business hours. Per the staff handbook no staff may babysit children enrolled in our program.
5. Parents are welcome at the center any time. Parental involvement is valued. However, visiting parents must realize teachers must continue to do their jobs of watching and interacting with the children and cannot "chat or visit." Also, remember that parents in a classroom can be very confusing to young children and disruptive to classroom activities. If you want to participate at party time, please remember, all food served must be handled by a person with a NRH food handler's certificate.
6. We invite parents to share personal interests, including hobbies, talents, cultural backgrounds, etc. with our children.

7. As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our Center. Donations to the Center are tax deductible.

### **Breastfeeding:**

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Saint John's Childcare offers all parents and especially breastfeeding mother's a place to sit and breastfeed their child. Parents are welcome to bring breast milk to school.

### **Individual Property**

1. **The Child Care Center is not responsible for any personal belongings. We ask that parents do not allow their children to bring toys to the Center. Children may bring a special stuffed toy for naptime.**
2. Children must have their full name clearly marked on all items.
3. The lost and found is located in the Center's hallway.

### **Electronic Devices**

Children may not have electronic devices in the classroom. This includes iPhone, tablets, headphone, and iPad.

### **Pet Visits**

Staff and children immediately wash their hands after interacting (touching) the pet. The teacher cleans the pet on a regular basis. Per CCR-, (childcare regulation) dogs and cats are required to maintain their vaccines as required by Texas Health and Safety Code, Chapter 826.) You must have a statement of health from a local veterinarian at your childcare center for dogs, cats, ferrets, and other than small rodents, such as guinea pigs, mice and hamsters.

### **Safety**

#### **Arrival/Dismissal**

1. We ask that parents closely supervise their children in the driveway, lobbies and other areas of the Family Life Center and church campus.
2. Parents must park their cars (north parking lot) and personally accompany their child to the assigned Child Care classroom. Parents must make certain that the teacher knows your child is present before leaving the classroom and signing them in for that day.
3. Parents **do not park** in the drive thru in front of the Family Life Center. Please park in a space in the parking lot.
4. As parents depart with their child from the classroom, playground, gym, etc., they must make sure at least one teacher is aware that the child is leaving

5. Only parents and those persons on the child's enrollment form can take the child from the Center. Each family creates a family code upon registration. Before releasing any child, Proof of identity (driver's license) is required.

Please stop by the office if your child's records need updating with the list of names for this purpose. The staff at the Childcare Center cannot release any child with only a verbal authorization.

6. In the case of a divorce, we must have a court document stating that a parent cannot pick up a child.

7. **Diocesan policy states that employees of Saint John's Child Care Center may not babysit for any family that has their child enrolled in any of our programs.**

### **Gang Free Zone**

Any area within 1000 feet of the childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### **Closing Statement**

Saint John's Childcare provides a unique and caring plan to meet the needs of the children of our parish, our school and the local community. We hope our families feel like we have created a home-away-from-home atmosphere. We appreciate feedback from our families and are happy to elaborate on any facet of our program. Please feel free to visit us at any time.

Appendix: Staff Requirements  
St. John's Childcare Contact Information  
Program Overview

All St. John's Childcare programs are conducted under the direction of a credentialed director and devoted staff each of whom meets all state, local and diocesan requirements including:

- DFPS background checks
- FBI background checks
- Negative TB tests
- 24 hours of pre-service training
- 24 hours of annual training
- 1<sup>st</sup> Aid and CPR training
- Food Handling/Childcare worker training
- Safe and Sacred training (child or family abuse and/or neglect)-per Diocese



Contact information: St. John's Childcare

7341 Glenview Drive (mailing address)  
7409 Glenview Drive (physical address)  
North Richland Hills, Texas 76180  
E-mail: [stjohnchildcare@hotmail.com](mailto:stjohnchildcare@hotmail.com)  
Fax #: 817-595-2689  
Phone #: 817-595-2654

**PROGRAM OVERVIEW**

<u>Program</u>	<u>Age</u>	<u>Time</u>
Before School Care	1 yr. olds – 8 <sup>th</sup> grade	7:00 a.m. – 7:30 a.m. (M-F)
Early Enrichment	1 yr. olds – 3 yr. olds	8:00 a.m. – 3:00 p.m. (M-F, M/W/F, T/TH)
Full Time	6 weeks-3 yr. olds	7:00 a.m.- 6 p.m. (M- F)
After School Care	Pre-k – 8 <sup>th</sup> grade	3:00 p.m. – 6:00 p.m. (M-F)
Extended Day	1 yr. olds – 3 yr. olds	3:00 p.m. – 6:00 p.m. (M-F)
Summer Camp	Pre-k - 8th grade	7:00 a.m. – 6:00 p.m. (M-F)

--The doors do not open prior to the assigned times for each program to allow teachers adequate preparation time.

--Our program provides an inclusive environment that serves special needs children. The Director will assess each child based on their individual needs decide whether we can adequately provide for care based on the child's special needs.

--We do not discriminate against any race, creed, sex or national origin in hiring of staff and enrollment of our students.

--We are a licensed childcare program that is by the Texas Department of Protective & Regulatory Services. We will go far beyond these standards to supply you and your child with quality childcare in a safe environment.

--Children will be assigned to rooms and will be designated as "teams" divided into age-appropriate groups.

--The policies and procedures presented herein are for information and illustrative purposes and are in no way to be interpreted or construed as a contract. The rules contained in the handbook are not considered exclusive. The church reserves the right to amend or withdrawal any policy or matter set forth in the handbook at any time. A two-week notice will be given for any changes.

## **St. John's Childcare Handbook Acknowledgement Form**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Parent Handbook

Parent's Signature: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_