



ST. CECILIA

Early Childhood Learning Center

Parent Packet

5313 Madison Pike

Independence, Kentucky 41051

(859) 363-2304

Fax: 859-363-4315

Father Harry Settle, Pastor

hsettle@stcindependence.org

Erin Ludwig, Principal

eludwig@stcindependence.org

859-363-4311

859-363-4314

Stephanie Milleck, Director

ecclc@stcindependence.org

859-363-2304

Welcome to St Cecilia's Early Childhood Learning Center! A place where we strive for your child to feel welcome, loved, and eager to learn!

Sincerely,

Stephanie Milleck, ECLC Director

Philosophically Speaking

Childhood is a time like no other. It is a time for exploring... for creating... for discovering about oneself... for meeting the world... for learning how to learn... for being accepted "just the way I am." It is a time for blossoming and being cherished... a time for being allowed the time to be a child.

Our childcare center administrator and caregivers are committed to the belief that children have achieved... that is, they CAN DO a lot. It is the role of the caregivers to build upon those things that children can do. We believe that much of life's learning – including how to learn – occurs in the first five years of life. Since each child learns at their-own pace, our staff will look to them to decide how to support the next stage of development. This "can do" approach is the basis of our philosophy. This "can do" viewpoint allows the children we serve to become confident and to enjoy successes in an atmosphere of respect, warmth, and love.

Some Background

We offer full time weekday service for children from 12 months old through preschool age.

STC ECLC Hours

7:00am –5:30pm

Monday through Friday

The center is licensed to operate by the Kentucky Cabinet for Health & Family Services Division of Regulated Child Care (DRCC). Our license is posted in the lobby. Our compliance with all licensing requirements is monitored regularly. The license is renewed on time. Recent licensing compliance reports are also posted in our lobbies. To report any suspected violation of the state law call (502) 564-7962. All state childcare licensing rules are also available at the center.

Our staff takes part in professional development programs through state and local agencies.

Our Disciplinary Approach

Children at our center will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their feelings and concerns. Our staff members view discipline as guidance, not punishment. We want children to value cooperation and teamwork. We help them to learn peaceful approaches as ways to get along.

Children whose behavior endangers others will be supervised away from other children. The child will then process the problem with a staff member and any other concerned parties. Parents will be informed of behavioral concerns and if believed necessary, teachers, parents, and administrators will develop together a specific behavioral plan to support children who are struggling with frequent concerning behavior. If a child's behavior is of extreme concern, we may refer for further support and in rare cases may dismiss a child whose behavior does not improve with time and support. Our goal is always to support children who are struggling to avoid dismissal.

Our Staff

We seek employees who value working as a team with parents, colleagues, and volunteers.

We select our staff carefully to provide the best possible care and education for the children.

Each staff person has a National Background Check record check prior to hire.

Each staff member attends the Protecting God's Children for Adults program sponsored by the Diocese of Covington and participates in the Virtus update program.

Continuing education is an important part of working at St. Cecilia. Majority of our staff attend training in CPR and first aid, recognizing communicable diseases, recognizing and preventing child abuse, child development, and teaching methods. Each classroom teacher must complete a minimum of fifteen hours of Cabinet Approved Early Care & Education training each year.

Brightwheel

Brightwheel is a digital platform that connects teachers, administrators, and families. It is a sharing platform that allows teachers to update parents and caregivers with photos, videos, and other content throughout the school day.

Typical Schedule

Parents must always deliver the child directly to the teacher and sign in on the iPad. At departure, the parent must sign out.

Each classroom's daily schedule varies, activities alternate between quiet and active, free play, and total group experiences. Schedules & daily lesson plans are posted in classrooms.

Please note that schedules are flexible. We try as much as possible to let the schedule adapt to the children's interests and moods as well as the weather!

Outdoor Play

Children of all ages go outdoors in 30 minute increments, depending on weather.

Please dress them appropriately for the weather, as we will go outside if weather permits.

What to Bring from Home

All items brought from home must be permanently labeled.

- ★ Blanket & crib sheet
- ★ Small pillow & pillowcase (if desired)
- ★ Bag large enough to store your child's naptime items.
- ★ Sweater or jacket
- ★ 2 (or more) changes of clothes
- ★ Family photo
- ★ Backpack big enough to hold a folder, any schoolwork, lunchbox – the same backpack can be used for preschool & daycare.
- ★ Diapers, extra underwear as appropriate to meet your child's developmental needs.
- ★ 1 boxes of tissues
- ★ 1 rolls of paper towels
- ★ 1 pack of baby wipes
- ★ Disinfectant aerosol spray

Please do not bring any toys from home

Illness Policy

If your child has any of the symptoms below they will be excluded from the center until a physician has certified that the symptoms are not associated with an infectious agent or they are not longer a threat to the health of other children at the center or the symptoms have subsided.

If the illness results in greater care needed than the staff can provide you will be called to pick up your child in a reasonable amount of time.

If your child is not able to participate in activity you will be called to pick up your child in a reasonable amount of time.

For a mildly ill child, exclusion would be based on the discretion of the director of the center.

Children are not permitted into the center with any of the following conditions:

Anesthesia: If your child is to receive anesthesia they will not be allowed in the center until 24 hours after the anesthesia is given.

Fever: of 100 taken auxiliary or higher accompanied by behavior changes, or other signs or symptoms of illness. The child must be fever free for 24 hours without medication before returning to the center. We will not administer medication to prevent a fever from returning. If your child has a fever, you will be called to pick up your child in a reasonable amount of time.

Signs/Symptoms of possible severe illness: Unusually tired, uncontrolled cough, irritability, persistent crying, difficulty breathing, or wheezing.

Uncontrolled diarrhea: 3 or more episodes within a day, parent will be called for pick up. Must be diarrhea free for 24 hours before being allowed back into the center.

Vomiting: 1 episode per day, parents will be called for pick up. Must be vomit-free for 24 hours before allowed back at the center.

Mouth sores with drooling: allowed back at center when sores are healed.

Rash with fever or change of behavior: allowed back at center when rash is no longer present.

Pink eye: White or yellow discharge that causes matting of the eyelids, pain and redness of the eyelids.

Chickenpox: Child will not be able to return to the center until all of the blisters have dried into scabs; usually about 6 days after rash onset.

Hand, Foot, and Mouth Disease: Child will not be able to return to the center until fever is gone and sores have scabbed over.

Hepatitis A OR B

Impetigo: Until the child has been treated with antibiotics for at least a full 24 hours.

Influenza: Until the child is fever free for 24 hours and doing well enough to participate in daily activities.

Lice: WE have a no active lice and no nit policy. The child may return the next day after treatment but may not have any nits or active lice. They will be sent home if nits or lice are found, no exceptions.

Measles: Until 5 days after the rash appears

Mononucleosis: Until the child is well enough to return to normal activities.

Mumps: 9 days after swelling begins.

Ringworm: 24 hours after treatment has started.

Roseola: Until the child is 24 hour fever free.

Rotavirus: Until diarrhea has stopped.

Scabies: until 24 hours after treatment has begun and 24 hours fever free.

Shingles: until sores have crusted over.

Tuberculosis: Until a physician states the child is no longer contagious.

Thrush: Until at least 24 hours after receiving an antibiotic.

First Aid and Medicine

Prescription and nonprescription medication shall be administered with written request of the child's parent or the child's prescribing health professional; and according to the directions or instructions on the medication's label.

Nutrition

We provide nutritionally balanced morning and afternoon snacks. The snacks include two food groups. Menus are posted in the lobby as well as each classroom. Copies are made available to parents upon request.

Breakfast

If your child does not have a chance to eat breakfast before he/she arrives, they may bring something to eat with them and we will provide the time and place for them to eat it.

Lunch

Lunch is served around 11:00. Please check with your child's classroom for an exact time.

EACH CHILD MUST BRING THEIR OWN LUNCH. We will provide milk for your child as long as there are no allergies/sensitivities. Children 25 months of age and older have 1% milk at lunchtime.

Lunch must include:

- ★ something from the bread group (bread, crackers, pasta, rice...)
- ★ a protein (meat, fish, chicken, beans, cheese...)
- ★ and either two vegetables or one fruit and one vegetable.
- ★ All four food groups must be represented in your child's lunch.

We are not able to heat or cut your child's food. Please send lunch ready to eat.

Safety

Incident or injury reports are completed whenever first aid is given, there is a blow to the head, whenever 911 or any unexpected event has occurred which jeopardizes the safety of others.

Admittance to the building is by a doorbell. All doors are always locked for security reasons. Doors are easily opened from the inside in case of emergency. Parents and staff members are to be aware of others at the door who may "slip in" behind them. Parents and employees are asked to never admit an unfamiliar person.

All center employees must report any suspicion of child abuse or child neglect. All teaching staff have training to recognize signs of neglect and abuse. We will report any suspected child abuse or neglect to the proper authorities. Policies are in place to suspend for investigation a staff member suspected of abuse, in the unlikely event that it occurs.

Safety Drills and Procedures

The city of Independence provides a School Resource Officer to St. Cecilia School. The officer will do periodic walk-throughs of the school to ensure safety procedures are being followed and to identify potential concerns. The SRO is also here to educate and aid in the daily operation of the school whenever needed.

First Aid – At least one staff member will be on site at all times who is trained in First Aid, CPR, and AED training.

Fire – Fire drills will be conducted monthly throughout the year.

Tornado, Earthquake, Shelter-in-Place, & Lock Down- will be held four times a year.

Emergency Transportation

If a child is seriously injured and needs treatment immediately, the center will call the life squad for assistance transporting the child. A staff member will go to the hospital with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff person remains at the hospital until the parent arrives or longer if possible.

Enrollment & Financial Information

Our hours of operation are 7:00 AM - 5:30 PM daily Monday-Friday.

Please see our calendar for more details.

There is a \$25 fee due at the time of registration. We budget for everyday costs related to our dedicated teachers and our educational resources. To cover these costs, weekly billing will reflect your child's schedule, whether your child is in attendance or not.

All families are REQUIRED to have a FACTS account to make preschool & daycare tuition payments.

Please use the unique link below to set up your FACTS account to make online payments: <https://online.factsmgt.com/signin/3WHNB>

We offer full day services for children from 12 months of age through preschool age. Tuition fees are collected weekly.

No sick or vacation allowances are made. No reimbursements are given for unforeseen center closings or days missed due to illness.

Children who have not left the building by 5:30pm are considered "late pick-ups". We ask you to call if you know you are going to be late. After closing hours, if a child has not been picked up, staff members make all efforts to reach the parents and secondary contacts. Fees for late pick up are: \$1/minute.

Licensing states that we must have the following items ON FILE BEFORE a child can be admitted to start:

- ★ a completed registration form.
- ★ a current immunization certificate
 - *The form must contain all the following: expiration date for the form, all the child's information (including DOB), signature and date from a medical professional. (Within 30 days of enrollment.)*

St. Cecilia also requests the following to be kept on file:

- ★ a copy of your child's birth certificate
- ★ a copy of your child's social security card

Drop Offs & Pick Ups

Please park as far to the left on our driveway located off of Locust Lane as possible.

- ★ **Drop offs:** Please come to the main door to be let in. There is a doorbell located on the right if someone does not come to the door upon your arrival.
- ★ **Pick ups:** Please come to the main door to be let in. There is a doorbell located on the right if someone does not come to the door upon your arrival.

Please be aware that there can be a bit of congestion during prime times of the day. Please bring your patience to protect everyone's safety. Thank you.

School Closing Policy

St. Cecilia School and ECLC will follow, when able, Kenton County for winter weather school delays. A one-hour delay will mean the center will open at 8:00am and a two-hour delay will have the center opening at 9:00am. It should be noted that if there is a delay of an hour or more announced our Morning Preschool Class for that day will be canceled.

If Kenton County closes, St. Cecilia may close or may choose to keep school in session. If school is in session on these days, each parent must make their own decision as to the hazards involved in getting to and from school. If a parent feels it is too hazardous to try getting to school, they should not make the attempt. When it becomes necessary to close or delay school, the following procedures will be followed:

- ★ An announcement will be made using the phone calling system.
- ★ The local news stations will be notified. Parents should look for St. Cecilia – Independence and the status.
- ★ An announcement will be made on social media.
- ★ If the decision to dismiss early, parents will be notified via email and phone calling system.

Termination of Services

A parent's right to withdraw a child from St. Cecilia Early Childhood Learning Center is respected. A two-week written notice is needed for withdrawal. There may be situations in which termination of service to an individual child or family is started by center management. Although each circumstance is unique, efforts will be made by the parties concerned to improve the situation prior to a termination decision.