



Kearns-St. Ann

EARLY CHILDHOOD CENTER

HANDBOOK

We strive to meet the developmental and emotional needs of every child in a safe, loving, and enriching Christian environment.

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MISSION STATEMENT

We Teach the World!

Kearns-Saint Ann Early Childhood Center, as a ministry of Saint Ann Parish and in partnership with families, we strive to meet the social, emotional, and developmental needs of every child in a safe, loving, enriching, Christian environment that fosters a deep love of God, and Catholic values.

PHILOSOPHY

Kearns-Saint Ann Early Childhood Center promotes a love of learning within a diverse, safe environment. We believe in guiding a child to develop as a whole person; socially, physically, emotionally, and spiritually, through the practice of service, compassion, love, and respect.

We provide a play-based environment where lifelong learning is nurtured by our compassionate and professional caregivers. Kearns-Saint Ann caregivers promote: love of God, others, and self.

ADMISSION REQUIREMENTS

Parents/guardians must provide a copy of the birth certificate, copy of current immunization record and all new enrollment forms to the director prior to admission. Immunizations must be completed on schedule for the child to remain in attendance.

SELECTION CRITERIA

Kearns-Saint Ann School policy for admission is as follows:

- 1st Siblings of presently enrolled students.
- 2nd Parish members where the school is located.
- 3rd Parishioners of regional parishes.
- 4th Other Catholics
- 5th Non-Catholics

HOURS OF OPERATION

Kearns Saint Ann Early Childhood Center is open to enrolled children Monday – Friday 7:00 a.m. and close promptly at 6:00 p.m. A Late fee of \$5.00 per minute will be billed to your account. We understand sometimes there are circumstances that are beyond your control, please call the centers to inform the staff as soon as possible. This late fee also applies to half day, and Pre-K Extended half day schedules. Half day hours are 8:00 a.m.-12:00 noon. Pre-K Extended half day hours are 11:00 a.m. – 3:00 p.m.

SCHOOL CLOSURES

If Granite School District cancels school due to inclement weather, KSA will also cancel school, extended day, and KSA ECDC. Information regarding school closures is generally broadcast on KSL (1160 AM) or KDYL (1060 AM)

LATE ARRIVALS/ABSENCES

Please let the staff know as soon as possible if your child(ren) will not be attending. You may leave a message on our phone at any time. Absences do not affect the fee. If your child(ren) will arrive later than 9:00 a.m., please call and inform the center. Children may not arrive after 11:00 a.m. unless previously arranged through the director.

DROP- OFF AND PICK- UP

- Parents/guardians must accompany the child into their classroom.
- All parents/guardians are required to sign their child in and out each day. This is for the safety of the children.
- Children may be picked up at any time of the day. If picking up during rest/naptime (12:00 noon 2:00pm) please be quiet and respectful of the sleeping children. It is best practice and our policy not to wake a sleeping child. Staff will not wake a sleeping child the parent/guardian must wake them when picking up during naptime.
- Only parents/guardians or persons listed on the emergency contact form may sign out and pickup a child. Unless written permission has been given by a parent/guardian to the director. If any persons other than the legal parent/guardian will need a ID to pick up.

CHANGE OF ADDRESS/PHONE

Parents/guardians are to report any change of residence or phone numbers to the Director as soon as possible. Changes in parental custody or guardianship, with legal documentation, are also to be updated so that appropriate changes can be made regarding emergency medical release information.

TERMINATION POLICY

A two-week written notice must be submitted to the director, when services are no longer needed. If a two-week notice is not given, you will be assessed fees from the time notice was given to two weeks out.

PAYMENT POLICY

Kearns – Saint Ann Early Childhood Center uses an automatic withdrawal program to collect fees. The automatic payment process is strictly controlled by state and federal laws to be absolutely confidential and limited to what has been authorized by parents.

Parents/Guardians are responsible for all collection fees, attorney fees, and court costs incurred by the center in order to collect any overdue balance of tuition amount. If tuition is past due one month the child may not attend the center until the balance is paid. If the balance is not paid by the following month's due date, the child's spot will be given to the next child on the waiting list.

EMERGENCY PROCEDURES

Kearns Saint Ann Early Childhood Center has in place emergency procedures for fire, earthquake, intruder alert, and bomb threat. All of these procedures are in keeping with our safety regulations from the diocese and South Salt Lake police and fire departments.

CHILD ABUSE AND REPORTING

If a school employee **has reason to believe** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonable result in such, the employee is required by Utah law to immediately make a report to DCFS and to notify the school's administrator.

HEALTH ISSUES

Kearns – Saint Ann Early Childhood Center is not equipped to care for sick or ill children. In order to protect your own child as well as others in the class, please do not send a child to school if you detect nausea, fever, sore throat, severe cold or cough, or a suspicious skin rash or infection. Contagious diseases such as Conjunctivitis (pink eye), impetigo, hand-foot-and-mouth, chicken pox, etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor.

If a child exhibits one or more of the following symptoms which may indicate an infectious disease, their parent/guardian will be notified immediately. After being notified the parent/guardian must make arrangements for the child to be picked up within one hour. If a child is sent home with one or more of these symptoms they must remain home until they are symptom free for 24 hours or have a doctor's note stating that they may return to school.

- fever of 101 degrees or higher.
- an unexplained rash
- irritability
- lethargy
- a persistent cough
- vomiting
- diarrhea
- infected eyes with discharge

MEDICATIONS

At Kearns – Saint Ann Early Childhood Center in order to disburse medication, whether it is over the counter or a prescription, the director needs to have both a “Parent Request to Administer Medication” and a “physician Request to Administer Medication” form completed and on file. Separate forms must be filled out for each child and medication. All medications must be in the original package from the store or pharmacy. All medication must be labeled with the child’s first and last name. The director or lead staff member will store and administer all medications. Under no circumstances shall a student have any type of medication, inhaler, or drugs such as aspirin and similar medications on their person or with his/her personal belongings.

TOILET TRAINING

It is the policy of Kearns – Saint Ann Early Childhood Center and the Diocese of Salt Lake City that all children entering the three year old program be toilet trained. The teachers in our 2 year old program will gladly assist in toilet training your child. When toilet training begins please send several pairs of underwear and changes of clothes. Soiled clothing and bedding cannot be washed in the center. It will be sent home with the parent/guardian to be washed. Any items belonging to KSA ECC will need to be returned the following day.

DIAPERING

It is the policy of Kearns- Saint Ann Early Childhood Center that all diapers will checked at least once every two hours. Changed promptly when wet or soiled and when a sleeping child awakens.

Caregivers will inform parents/guardians at least two days before their child is out of diapers or wipes. If a child runs out of diapers or wipes KSA ECC will provide them, and the parents/guardians will be charged a diapering or wipe fee.

The diapering fee is \$2.00 per diaper. The wipe fee is \$5.00 per package of wipes.

CLOTH DIAPERS

Cloth diapers will not be rinsed or washed at the center. They will immediately be placed into a leak proof container provided by the parent. Parent will provide at least 6 diapers with waterproof covers per day. If the child uses all their cloth diapers, and does not have back up disposable back- ups KSA ECC staff will provide disposable diapers and the parent/guardian will be charged the diapering fee.

DISPLINE POLICY

At Kearns – Saint Ann Early Childhood Center we teach and model to children how to behave in a Christian manner: to do as Jesus would do and to respect self, others, and space.

Children need guidance, rules and limits. Being consistent, giving choices, redirection, and positive reinforcement are some of the ways that we will guide behavior.

Whenever possible, the teacher will use natural consequences in the classroom when a student has misbehaved. Inappropriate conduct will result in consequences. A “Calm down chair/space” is used when an upset child needs time to calm down so the caregiver can talk to the child about their choices, and natural consequence. There is no timer set by the caregiver for this calm down time. When the child feels calm, and can speak and listen to the caregiver in a respectful manner they may rejoin the group.

DRESS CODE

Kearns – Saint Ann Early Childhood Center does not require children to wear the school uniform.

Our infant classroom is shoe free. Caregivers have shoes/slippers that they wear only in the classroom.

- Please send your child(ren) in comfortable play clothes.
- Dress your child appropriately for weather conditions. If it is above 32 degrees Fahrenheit and no adverse weather conditions exist we play outside.
- Clothing depicting Alcohol, Drugs, Tabaco, Profanity, or sexually explicit content may not be worn at any time.
- Diapers and under garments must be covered with pants, shorts, or tights/leggings. □ No sandals or open toe shoes. Rubber soled shoes recommended
- For safety reasons no bracelets, necklaces, rings or dangling earrings.

TOYS FROM HOME

Toys and electronics from home are not permitted.

- Children may bring a book to share with the class during Storytime or read during rest/naptime. One comfort item is allowed for rest/naptime.
- A blanket and small pillow is allowed for rest/naptime on “show and tell” days no pets or electronics will be allowed.

MEALS

Parents/guardians need to provide a healthy, well balanced lunch from home.

Kearns – Saint Ann Early Childhood Center will provide a morning snack and an afternoon snack.

- If a child is using bottles for formula or breast milk the parent/guardian must provide at least 4 clean bottles and nipples per day.
- Parents/guardians are responsible for taking home and washing their child's dishes, water cups, and milk bottles every day. KSA ECC will rinse all dishes, and milk bottles after use.

REST/NAPTIME

- Infants will nap on their own schedule.
- Children 12months-3years will rest/nap from 12:00 noon-2:00pm.
- Each child may bring a blanket, small pillow, and comfort item.
- Children are not required to sleep. However they must remain quiet on their mat during rest/naptime.
- Kearns – Saint Ann Early Childhood Center staff will not wake a sleeping child. Staff will make a wakeful environment at the end of rest/naptime by turning off the naptime music, turning on the lights, and allowing the other children to play.

BIRTHDAY PARTIES

Birthday treats may be sent to the Center and will be served during afternoon snack. All treats must be store bought .Please check with the staff regarding allergies.

No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class or to all the boys or all the girls. Balloons and/or flower bouquets are not permitted.

CURRICULUM

The distinctive purpose of Catholic schools is to create a Christian educational community where human culture and knowledge, enlightened and enlivened by faith, are shared among teachers, staff, parents and students.

Kearns – Saint Ann Early Childhood Center is a loving, caring, play based learning environment. Caregivers will help the children in their care learn and develop important life skills such as;

- Fine and Gross Motor.
- Social and emotional.
- Problem solving.
- Pre-reading and pre-math. □ Self-esteem.

We also help children develop:

- A respect and love of God.
- Beginning foundation of the beliefs and traditions of the Catholic Church □ Respect of individuals, groups, nations, races, and cultures □ A sense of wonder and appreciation for beauty and the arts.