

Welcome

Welcome to St. Isidore Preschool and Childcare Center and to the After School Program. Due to the generosity of our founding Pastor, Father Price, we are able to offer Preschool Programs and a childcare center and later expand to the After School Program. Father Price valued quality Christian education for the young children of our parish and community. These beliefs were realized in the creation of the formerly known as the Father Price Childcare Center. St. Isidore Parish and School are excited to be able to offer a Catholic Preschool and Childcare Center to the people in the Columbus area. Our children deserve the best religious and educational background possible and we will work on fulfilling their needs in all areas of development. Along with offering a qualified Preschool, the Childcare Center also provides a licensed childcare for the children attending the Preschool, St. Isidore Elementary School and from our community.

Every child is a gift from God and special in his or her own way. Parents and children share the important task in guiding that child spiritually, socially, physically, intellectually, and emotionally as he or she works for the future. And we are pleased to embrace these roles.

Thank you for giving us the opportunity to share in the responsibility. May the Lord help all of us to grow and learn throughout this year together.

St. Isidore Preschool and Childcare St. Isidore After School Program

1872 38th Ave. 3821 20th St.

Columbus, NE 68601 Columbus, NE 68601

402-563-2305 402-563-2305

Philosophy and Goals

The Philosophy of education at the St. Isidore Preschool and Childcare Center and the After School Program mirrors that of the St. Isidore School: to provide opportunities for our children to grow spiritually, socially, physically, intellectually, and emotionally. We will accomplish this through various developmentally appropriate activities with child input and choice. Activities will be planned that enhance self-image and foster favorable attitudes toward learning.

The following goals provide the focus for the Preschool, Childcare, and After School Program Curriculum:

- To help the child grow spiritually, socially, physically, intellectually, and emotionally...
 - To encourage and continue the learning process at the preschool level.
 - To build self-esteem that will lead to later educational and personal success.
 - To encourage development of motor skills and build healthy outlooks.
 - To develop social skills
 - To develop respect and appreciation for the similarities and differences between people.
 - To help the child realize he/she is a Child of God and to begin development of his/her faith in the light of Catholic beliefs and practices.
- To instill favorable dispositions toward learning.
- To develop the potential in each child, building on individual strengths and weaknesses.
- To provide a structured yet not rigid, organized, but flexible, safe, yet interesting, atmosphere in the center.
- To develop a true working relationship between home and Preschool/Childcare/After School Program that benefits the child, the parents and the teacher.

Childhood is a time like no other. It's 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's a time for blossoming and being cherished...a time for being allowed the time to be a child. We respect parents as the most significant providers of care and nurturance. We are pleased to serve as extended family members.

STAFF

2-Day/3-Day/4-Day Preschool Teacher/Director Carmen Podolak

Preschool Teacher's Aide Karen Miksch

5-Day Preschool Teacher Renee Miller

4-Day/5-Day Preschool Teacher Rachael Schmid

After School Program/Child Care Director Cassie Patzel

PrincipalAmy Evans

Pastor/Licensee/Authorized RepresentativeFr. Joe Miksch, 3921
20th St. Columbus, NE 68601 402-564-8993

St. Isidore Preschool and Child Care Center and St. Isidore's After School Program are operated under the guidelines of the Omaha Archdiocesan Board of Education, and St. Isidore's Board of Education.

St. Isidore Preschool and Child Care Center is licensed by the State of Nebraska Department of Health and Human Services.

SESSIONS/HOURS OF OPERATION

St. Isidore Child Care Center is in operation all year, Monday-Friday from 7:00am-5:30pm.

Summer Hours for Childcare are 7:30am-5:30pm.

Preschool/Day Care Sessions Include:

2-Day T-TH (3 yr. Olds)8:00am-11:00am (maximum of 10 children/Teacher)

3-Day M-W-F (3-4 yr. Olds)8:00am-11:00am (maximum of 10 children/Teacher)

3-Day M-W-F (3-4 yr. Olds)12:30am-3:30pm (maximum of 10 children/Teacher)

4-Day M-T-W-TH (4-5 yr. Olds)8:00am-11:00am (maximum of 12 children/Teacher)

5-Day M-T-W-TH-F (4-6 yr. Olds)8:00am-11:00am (maximum of 12 children/Teacher)

5-Day M-T-W-TH-F (4-6yr. Olds)12:30pm-3:30pm (maximum of 12 children/Teacher)

5-Day M-T-W-TH-F (4-6yr. Olds)12:30pm-3:30pm (maximum of 12 children/Teacher)

Before/After School Program:

Serves 3-13 years Old7:00am-8:00am and 3:25pm-5:30pm (maximum 100)

Monthly calendars will be sent home informing parents/guardians about the upcoming special events

And topics in Preschool/Daycare/After School Program.

Center Closings

The Center will be closed on the following days and Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, 2-3 Days over Christmas Break, New Year's Eve.

The day before Thanksgiving, Spring Break, Easter Monday, and any other times we will be open. However, we reserve the right to close when attendance is expected to be less than 10 children on days stated above, when weather conditions are dangerous, when unforeseen emergencies arise, or when special training opportunities arise for staff. Families will be notified about the changes in the schedule as soon as all families have had a chance to sign up for the days posted. Child Care is available on the days the Elementary and Preschool have early out days and no school days. Child Care calendars will be sent home monthly with sign up days, please return as soon as possible to reserve your spot. You will also be notified on Bloomz and you can sign up there or call the center. 402-563-2305

Location

The After School Program is offered to all children ages 3-13. There are 2 locations for this program. The Kindergarten - 6th Grade children are cared for at the St. Isidore School Cafeteria. These children will be at the school from 3:25-5p.m (on Wednesdays 3:00p.m.-5p.m.) Or when numbers of children are low enough to take over to the Childcare Center. After 5p.m. (or possibly later depending on the number of children remaining) the remaining

children will be walked over by staff to the Child Care Center where their parents can pick them up. All children will be checked in and out by Staff through the Brightwheel App. Parents can sign up for the check in/out notifications.

Fees For Preschool

5-Day M-T-W-TH-F Classes--\$240 per month
4-Day M-T-W-TH Classes----\$190 per month
3-Day M-W-F Classes-----\$140 per month
2-Day T-TH Classes-----\$110 per month

An envelope for Preschool will be sent home the first of each month. Parents should enclose cash or a check made out to "St. Isidore Preschool" for the appropriate amount and return it to the mailbox inside the Preschool within the first week of each month.

Fees For Daycare/After School Program

\$4.25/hr. (\$4.00/hr. for each additional child) These rates are subject to change.

At child care registration time, parents will get a notification to sign up for Bright-Wheels. Bright Wheels will be used to sign children in/out and this program will send billing statements. The price of Child Care will be rounded to the nearest half hour and \$2.00 is the minimum fee per day, even if a child attends less than one half hour. Families will be charged \$5.00 per day/child if the Child Care is not notified in advance (24 hours notice) about foreseen absences. This means but is not limited to birthday parties, field trips or any other school

or family activities, getting off of work earlier, etc. The ONLY EXCEPTION is if children become ill, notify the Childcare Staff as soon as possible. Statements for Child Care billing are twice a month. Payments are due before the next billing date, unless other arrangements are made with the Director of Child Care who is in charge of the billing. A \$5.00 late fee will be charged on all accounts if payments are not received within that time frame. The due date is located on your billing statement. Each family will receive billing statements via Brightwheel. Payments may be made on the Brightwheel app. There is no fee for ACH payments through the app. There will be a 2.9% fee for credit card payments. Another option for payment is make checks to, "St. Isidore Child Care Center" for the appropriate amount and return it to the Child Care. Payments should be dropped off in the Child Care mailbox. It is located in the Daycare room marked "Daycare Payments".

After Hours Fees: If you cannot pick your child(ren) up by 5:30 p.m. closing, there will be a fee of \$10.00 per child after 5:30pm. Every minute after 5:30 is an additional \$1.00 charge on top of the \$10 per child.

There are certain circumstances, which if staff is notified that a parent is running behind then no

extra charges will occur. This discretion is left up to the Director. An annual child care expense report will be given to each family in January for taxes. Assistance is available for low income families from the Nebraska Department of Health and Human Services. If interested, please ask for more information.

A \$50 non-refundable fee is collected at the time of registration for both Child Care/After School Program (per family)

And Preschool (per child). There is a Childcare Activities Fee that is collected for the Summer Program. The amount and collection of fee is determined at the beginning of the Summer Program

Termination Of Care

Termination of care could happen if the following occurs:

*If bills are not paid in a timely manner.

*If child's behavior becomes out of control and could cause harm to himself/herself, another child, or staff member and needs more care than we are able to give.

The Director and Principal will determine if termination of care is needed in these situations and in any others that may arise.

Preschool Birthdays -Preschool will make a point of celebrating birthdays. Your child may bring a treat for each child in the class. The children who have birthdays in the summer will be celebrated in the month of May at the Preschool.

Preschool Show-n-Tell Days -Each day a different child will be assigned to bring something for show and tell. The child does not have to bring something on the day assigned to them, but it would benefit them if they do. Show and Tell encourages language development. You may look at the calendar to see what the "theme" is for that week and possibly bring something that pertains to the theme. Otherwise your child is welcomed to just bring something special to them and will want to talk about it. A list of names and dates will be sent home each month on the calendars. The day your child has snack is the same day they have show-n-tell. Day Care and Preschool children are strongly encouraged not to bring toys from home. They are allowed to bring them on their show-n-tell days but will put the show-n-tell in their book bag once they talk about it and pass it around. These toys and items may get lost or broken so it is best they leave them at home. Toys brought from home can also cause some hurt feelings by other children. It is easiest to avoid this altogether and not have any toys brought from home.

Preschool Snack List -A snack list will be sent home on the monthly calendar for students to take turns bringing snacks. Parents should provide a wholesome snack-bars, raisins, fruit, crackers, cheese, muffins, vegetables, etc. No candy or gum please. If candy is sent to Preschool for the child's birthday then we will send it home with each child.

Drug Free Work Place-The St. Isidore Preschool and Child Care Center and St. Isidore's After School Program follow State guidelines for a drug free workplace. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited. There is no smoking on the premises.

Equal Opportunity -The St. Isidore Preschool and Child Care Center and the St. Isidore After School Program will admit students of any faith, race, nationality, or ethnic origin. The center will provide instruction concerning the Catholic Faith in its curriculum.

Targeted Age Group or Preschool, Child care, and After School Program-The Preschool provides classes for 3-5 year olds. We ask that enrolled students in the 3 year old preschool class be attending Kindergarten in two or three years. And the students in the 4-5 year old preschool class be attending Kindergarten the next school year or attend the 5 day Preschool program if not quite ready for Kindergarten. An evaluation is completed on each child in the 3 Day and 5 Day Preschool classes. This evaluation is done for parents to see their growth and readiness for Kindergarten. Parent/Teacher Conferences are held in the Spring to discuss the evaluation. If you are not sure about sending your child to Kindergarten the following year, we ask that you register your child for the 5 day Preschool to hold a spot just in case you choose to send him/her to Preschool. The Preschool Programs fill up fast and we take registrations early in November. If you decide to send your child to Kindergarten then we can refund you the registration fee, if we are able to fill that spot.

The St. Isidore Preschool and Child Care Center provides care for children ages 3-13

The St. Isidore After School Program provides care for children ages 5-13

Confidentiality Policy-The St. Isidore Preschool and Child Care Center and St. Isidore's After School Program are very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The Programs at St. Isidore Preschool and Childcare will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Children will need to be picked up and dropped off inside the center so we can see that they are brought in and leave safely. We also ask if you have any young children that they be brought in with you instead of staying in the vehicle just in case it takes you longer to drop off or pick up and because it is safer for your child. Children

arriving at school more than 15 minutes before preschool class, will be charged a minimum of \$4.00 day care fee for that time. Please have your child picked up within 15 minutes after the end of class. After 15 minutes, a \$4.00 day care fee will be charged. Children may only be picked up by a parent, an older sibling (older than 16 years of age), the emergency contact or a person designated in writing by the parent. Babysitters and grandparents may pick up children only if the teacher is notified in writing or by phone call by the parent. Identification is required from those (other than parent) that picks up the children at the St. Isidore Preschool and Child Care Center and from the After School Program.

Health

St. Isidore Preschool/Childcare operates for well children and staff only. Children who are mildly ill (minor cold symptoms) may remain at the Center. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable disease will remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will contact the emergency contacts indicated by the parent.

We will not serve children with:

***a fever of 100.4 degrees or above (a child should be free of a temperature of 24 hours before returning to class.)**

*a skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash

*pin worm (enterobiasis)

*ring worm (tinea dermatophytosis)

*scabies (Acariasis)

*fifth disease (human parvovirus infection (erythema infectiosum))

*diarrhea and/or vomiting two or more times in a day

*rotovirus

*evidence of head lice or other parasites

*severe coughing

*Respiratory Syncytial Virus (RSV)

*influenza

*COVID-19

*discharge from the eye or ear conjunctivitis/pink eye— should be kept home until conditions improve

*with signs and symptoms of chicken pox, measles, and mumps

These reportable diseases above and below are underlined. An outbreak of any disease on this list will be reported to parents of all enrolled children.

List of diseases Public Health may/will contact the center with guidance:

Some communicable diseases (including but not limited to the list below) may require public health authorities to consult with the center to prevent and/or identify further infections. If any child in our care is diagnosed with any of these diseases, we may need to work with public health to prevent other infections. We may be asked to help notify the parents with specific information provided by our local public health department.

*Measles

*Mumps

*Rubella

*Pertusis

*Haemophilus influenza type B (Hib) (Invasive infection only)

*Diphtheria

*Neisseria meningitides (invasive infection only)

*Hepatitis A

*Shiga toxin producing E. coli (STEC, including E. coli 0157:H7)

*Shigella

***TB**

*Suspected food or waterborne clusters or outbreaks

Also, if your child is complaining of a headache or stomach ache that affects his/her normal activity level, the child should stay home.

Immunization Records will be required by State Law.

Clothing

Students may wear any kind of comfortable clothing. Some play will be on the floor so delicate clothing may be soiled. Outdoor play time will be used with the children, weather permitting, therefore, sandals and dress shoes are not suggested for their own safety when climbing and running. “Crocs”, “flip flops”, and “sandals” are not appropriate for wear at school. Please label all coats, hats mittens, book bags, etc. with your child’s name so they do not become lost. We suggest a change of clothing be brought and left at school. Please put clothes in the zip lock bag provided and return to school with your child the first day. (Example: shorts, pants, socks, shirt, and underwear). Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Snow pants and boots are needed for snowy days. Light sweaters or jackets should be made available, as well.

School Supplies for Preschool and Daycare

Please send a large book bag with your child to school. Items suggested for the school/daycare are: hand sanitizer, Clorox wipes, napkins, Kleenex, spoons, and Lysol spray. We welcome any gently used toys to be donated. Other suggested craft items are google eyes (any size), cotton balls, glitter (any color), pipe cleaners(any color),beads (any color), noodles, suggested craft items are colorful feathers, and large craft sticks. These items are used often and any item donated is greatly appreciated.

Child Protection- Teachers are required by law to report suspicions of child abuse/neglect to the Child Protective Services Hot Line or to the Department of Health and Human Services. The hot line number is 1-800-652-1999 and may be used by anyone to report possible abuse, anonymously, if desired.

Crisis/Emergency PlanThe Columbus Catholic Schools have developed plans that are designed to minimize dangers to anyone in the buildings should an emergency arise. The safety and welfare of the children is the paramount concern.

In most cases, the students will remain and be cared for at school in a location determined to be safe by administration. In case of evacuation, the students will be escorted to the nearest and most appropriate facility designated by school personnel. Staff will be assigned to help and ensure any child with special needs will be taken care of as needed. Administration will notify the local media to announce procedures and information specific to the emergency.

In order to keep phone lines open and traffic lanes clear for administration and emergency officials, we ask that you do not call or try to enter the school. Listen to the radio and/or television for information. Also, be aware that doors will be locked from outside to prevent strangers from entering our buildings without staff knowledge.

WeatherThe center will observe the same weather precautions as St. Isidore’s School or Scotus. Please listen to KLIR/KZ100 for announcements. Cancellations and early dismissals due to weather will be broadcasted. When St. Isidore has a late start, there is no morning preschool and will be an afternoon preschool session. The daycare will open the same time the Elementary School starts on the late start days for bad weather. All families are put on the St. Isidore Bloomz messaging system. There is a private Facebook page that parents can request to join. It is called “St. Isidore Preschool and Childcare”. These are a few ways to be notified of any school closings, update and changes.

Child DevelopmentSt. Isidore Child Care Center, Preschool, and After School Program provide age-appropriate programs designed to promote the cognitive, social, emotional, and physical development of children in care. In these programs we offer:

- Indoor activities-make and take projects that includes small motor activities, worksheets
- Outdoor activities-running, jumping, climbing, throwing/catching balls, digging in sand, riding bikes
- Rest periods and other quiet times-nap time is offered to preschool age children, study/reading time is offered to school age children

- Opportunities for individual and group times-planned activities are provided throughout the day and free play time is offered for them to play independently or with group
- Opportunities for children to read and explore books-preschool age children are read to by the teacher and they have books available to them to explore during free play time and after snack time. School age children are encouraged to read during homework time or free play time.
- Opportunities for socialization—the children are able to socialize during circle time, snack time, free play time, outside time, small group time and lunch time.
- Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior—children are encourage to talk to each other when wanting something or when trying to work things out between each other.

Discipline

Children at our Programs will not receive physical punishment. Children who have conflicts or problems with others while in our center will be encouraged to verbalize their angers and concerns. The role of the adult at school and daycare is to be the helper to positive problem solving. We guide rather than punish.

Children whose behavior endangers others will be supervised away from other children. The child then will process the problem with the staff member and any concerned parties. Staff rarely uses “time out” unless the child is emotionally out of control, and needs a private time to regain composure. Verbal processing is our preferred technique.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises. Children will not be denied food, drink, or bathroom facilities so that the child will experience consistency at home and preschool.

An Incident/Accident form may be filled out if a child consistently displays a behavior that is not resolved.

Parents will receive this form and will get to sign, date, and discuss with staff. If there any concerns regarding the incident/accident that may occur while at Preschool, Daycare, and/or After School Program will also be filled out on this form and a copy will be in the child’s file.

St. Isidore Preschool and Childcare Center have its own phone line, but because of the time and personnel limitations, the phone is on an answering machine much of the time. Please feel free to leave a message. We will return calls as soon as possible. The machine is checked immediately following each class to pick up emergency information.

IF YOUR CHILD WILL MISS CLASS/DAYCARE/AFTERSCHOOL PROGRAM FOR ANY REASON, PLEASE CALL AND LEAVE A MESSAGE OR LET STAFF KNOW. IF YOUR CHILD IS NOT SIGNED UP OR SCHEDULED FOR CHILDCARE OR AFTER SCHOOL PROGRAM, YOU MAY NOT HAVE CARE OR YOUR CHILD(REN) FOR THAT DAY. YOU WILL BE NOTIFIED. PLEASE CALL FIRST TO SEE IF THERE IS ROOM. PLEASE BE SURE TO GIVE STAFF YOUR SCHEDULES AS SOON AS POSSIBLE. THERE MAY BE DAYS WE ARE FULL AND UNABLE TO TAKE PART-TIME OR DROP INS IF WE ARE NOT NOTIFIED IN ADVANCE.

Please feel free to call the Preschool Director, Carmen Podolak at the Center- 402-563-2305 or cell - 402-276-2975 or call the Childcare Director, Cassie Patzel at the Center – 402-563-2305 or 402-276-6894

PLEASE BE SURE TO SIGN, DATE ND RETURN THE PARENT HANDBOOK RECEIPT FORM TO SHOW YOU HAVE RECEIVED AND READ THIS HANDBOOK. THIS FORM NEEDS TO BE TURNED IN BEFORE YOUR CHILD’S FIRST DAY OF CARE. THANKS.

PARENT HANDBOOK RECEIPT FORM

I have read and I understand the St. Isidore Preschool/ Childcare/After School Program Handbook. I agree with the Policies, Procedures, and Guidelines of the St. Isidore Preschool, Childcare Center and After School Programs. If I have any ideas, questions, or concerns, I will contact a Staff Member or School/Parish Council Board Member.

Print Name

Signature

PLEASE RETURN THIS RECEIPT FORM ON OR BEFORE THE FIRST DAY YOUR CHILD ATTENDS CHILDCARE, PRESCHOOL, OR AFTER SCHOOL PROGRAM.

Thank you for your time and efforts.