St. Bonaventure Child Care Handbook 2026-2027

St. Bonaventure Child Care Center
1604 15th Street, West Wing
Columbus, NE 68601
Phone 402-564-9338
kkluever@colcath.org

Welcome!

Welcome to St. Bonaventure's Child Care Center. St. Bon's continues its commitment to provide high quality care and education for the children of our community.

We believe that family is the most important influence in a child's early life and child care can only build on what has been taught at home. Communication and mutual support will be vital to this venture.

Every child is a gift from God and special in his/her own right. Parents and Teachers share the important task of guiding a child's development. Thank you for sharing your child with us. May God bless all of us throughout the year!

MISSION STATEMENT

The mission of the St. Bonaventure Early Childhood Program is to prepare our children for the future, ready to reach their potential as adults by providing and encouraging a lifetime of learning based on a Catholic value system.

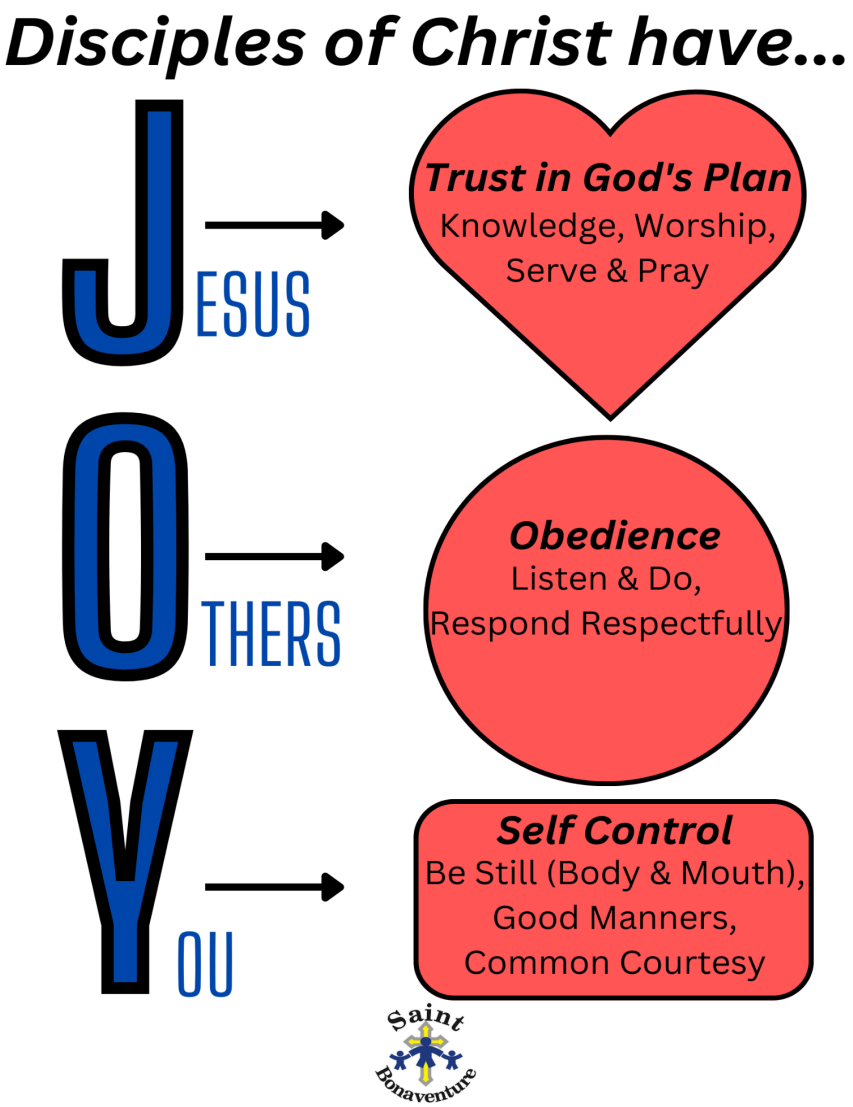
Philosophy and Goal

St. Bonaventure's Child Care Program philosophy parallels that of St. Anthony/ St. Bonaventure Elementary School - to provide an opportunity for our youth to grow spiritually, intellectually, physically, emotionally, and socially in order that they may be prepared to live a life of service as responsible citizens of their community and country.

The Child Care Program is child-centered and uses developmentally appropriate practices to best meet the needs of all. Children's interests and abilities are used to plan activities.

Our goal is to provide a safe, nurturing, and interesting environment with caring, well-trained staff where the best interests of each child and family are served.

We believe we are One School, Encountering Jesus, Equipping Disciples, and Living Mercy. One way we are working to equip disciples here at St. Bonaventure is by teaching J.O.Y. (see visual)



USE OF THE HANDBOOK

This Handbook will acquaint you with the philosophy, policies, and procedures for the Child Care Program. You are responsible for knowing these policies and procedures. This is an important tool for parents and teachers to utilize. Additional information will be sent home via parent notes and messages as necessary.

We believe . . .

1. That our Program is Christ Centered.
2. Every child is a unique gift from God, and every family is special and important.
3. Respect between children, families, and staff is a foundation for learning.
4. That it is vital to provide a caring, safe, and healthy environment for children, families, and staff.
5. Every child can learn, but individual children may learn at a different rate, in a different way, and we need to accommodate those differences so everyone can be successful.
6. A child enrolled is a family enrolled, and collaboration is essential.
7. In providing a positive, enthusiastic, and planned environment, where children like to be.
8. That staff needs to be professional, engaged with children, and knowledgeable in child development and education.
9. That creative expression is encouraged throughout the day, and across the curriculum.
10. Young children learn best through play and hands-on, active experiences that are not only fun, but educational.

We will work hard to put these beliefs into practice everyday.

STAFF

Pastor- Fr. Patrick Harrison
Principal- Amy Sokol
Director– Kim Kluever
Office Assistants- Gwen Steiner, Ann Hefti
Teachers- Peg Albright, Carol Boman, Ellie Ehlers, Judy Gates, Andrea Kloke, Kelly Lovell, Amy Lopez, Emma Naughton, Dawn Owens, Shannon Renner, Jillian Rusher, Rachel Spawn

OWNED and OPERATED by St. Bonaventure Church
UNDER the guidelines of the Omaha Archdiocesan Board of Education and Columbus Catholic Schools Total Board of Education

LICENSED BY the State of Nebraska Department of Health and Human Services

LOCATION

West Wing of the Elementary School, 1604 15th Street, Columbus, NE 68601

TELEPHONE 402-564-9338

St. Bon's Child Care Center, because of time and personnel limitations, often utilizes an answering machine. Please feel free to leave messages. Teachers will return your call as soon as possible, and messages will be screened often to pick up information. We appreciate early notification of any changes in your child's schedule. Changes in schedule can also be sent to kkluever@colcath.org or messaged to us on Brightwheel.

HOURS OF OPERATION

The Child Care Program is open from 7 a.m. to 5:30 p.m. Monday through Friday during the school year. Summer hours are 7:15 a.m. to 5:30 p.m.

During the school year, the elementary school occasionally has Vacation Days or Early Out Days, where the students will be dismissed at noon. On these days, current participants in the Program will be given the first chance to sign up for childcare via the monthly newsletter. You must sign your child(ren) up for these days in order to ensure their spot for that day and times. All those signed up will be charged for the day/hours signed up for even if canceling hours. This allows us to pay staff we have planned to provide for the day. If there is room, drop ins will be accepted.

The Center will NOT be open on July 4, Labor Day, Thanksgiving & Friday following, Christmas Eve, Christmas, Good Friday, Memorial Day, or New Year's Day. We will also Be Closed the days between Christmas and New Years. We reserve the right to close when attendance is less than 20 children, when weather conditions are dangerous, when unforeseen emergencies arise, or when special training opportunities arise for staff. Families will be notified about changes through our Brightwheel messaging system, newsletters, emails, and notes. **In looking ahead at the school year schedule and staff training we will be CLOSED on Friday, October 16 and Friday, March 12, and possibly May 19-21 for training/center cleaning this year.**

FEES

The Child Care Information Sheet contains the latest information about fees and attendance policies. This sheet is provided to families upon enrollment and at least annually after that. Please note families may have child care services terminated if more than 60 days behind on payments.

An annual supply fee per family is collected. Families are asked to contribute a $20.00 or $25.00 gift card for snacks per child from Super Saver, Hy Vee, or Walmart each season your child is in attendance. Summer snack cards need to be purchased by the first billing in August. School year snack cards need to be purchased by the first billing in May. Those families whose children do not get offered snacks during the hours attending child care will not be charged for snack cards.

Signing the Acknowledgement sheet from this Handbook means you agree to the policies and procedures listed and contained in this handbook as well.

Financial assistance may be available from the Nebraska Department of Health and Human Services if you qualify. You may ask for more information.

DURING SUMMER SESSION:

Families will sign up for a set amount of hours each week, and will be responsible for that amount.

One week's unpaid time will be allowed for vacation. This allows us to set and keep staff hours stable throughout the summer. The vacation time may be used all in one week, or by dividing the days over the summer. Extra hours may be available at the regular rate by prior arrangement. The Holidays of Memorial Day and July 4 will be charged as a half day to maintain summer staffing.

DURING SCHOOL YEAR:

Families will sign up for days and hours on the enrollment sheet. A minimum of one hour per day will be charged per school aged child even if a child is in attendance less than one hour. Preschoolers will be charged half day or full day hours depending on what hours they are signed up for on a particular day. **Families are allowed to cancel one day worth of hours for the week with 24 hours notice.** Any other unattended days will be billed. In case of illness, the facility needs to be notified as soon as possible. This allows time for anyone on the drop-in list to be contacted and make arrangements to attend.

All fees are nonrefundable. A $10.00 late payment fee will be assessed on accounts thirty days overdue. Late pick up fees of $40 per hour will be charged in 15 minute increments. This will be charged if you pick up after closing at 5:30pm. A two-week notification is required for ending child care services and families will be invoiced for hours in that 2 week period.

Families that are more than 60 days behind on payments may lose their child(ren)'s spot in child care and will NOT be allowed to register for Preschool Classes, Camps or Grade School for the following year until payments are received.

Invoices are issued weekly during the summer, and twice a month during the school year, around the 5th and 20th of the month. An annual financial report is able to be pulled off of Brightwheel in January for tax purposes and monthly statements as needed.

OTHER INFORMATION:

A.D.A. (Americans with Disabilities Act)

St. Bonaventure's Child Care Center complies with the Americans with Disabilities Act. Our facilities are handicapped accessible, and may be used by any staff or child with (or without) a disability. The program has a policy of welcoming children with special needs if staffing and accommodations are possible. The Program will access special services or provide reasonable assistance for children or staff when needed, to enhance the growth and potential of the child.

BIRTHDAYS

Classes will make a point of celebrating birthdays by singing to the child and teachers may do additional celebrations in child care. If you would like to send a birthday treat with your child to child

care please notify the director or head teacher to see how many children will be present and if there are any allergies. Please do not send balloons or other deliveries to school for your child.

CHILD PROTECTION

St. Bonaventure's Child Care Program will not tolerate any form of child abuse. Policies, in place to protect children, include making background checks of employees, utilizing the Nebraska Department of Health and Human Services Screening process and the Archdiocese of Omaha Safe Environments Program for new employees. The Program encourages parental visits at any time, and mandates teachers to maintain open classrooms, where other staff, school personnel, parents, and the Director may come into the classroom at any time, unannounced. The staff will be trained through Safe with You a State-mandated class, in the signs and symptoms of child abuse, and are required by law to report any suspicions to the Child Protective Services Hotline Number. The Hotline number is 1-800-652-1999 and may be used by anyone to report possible abuse, even anonymously.

CLOTHING

Children are encouraged to wear play clothes while at childcare. Grade School children coming after school should continue to wear their uniforms, for lack of time and space for everyone to change their clothes. All clothing should be modest and have appropriate messages as we are a catholic school. If the weather is expected to be cool (less than 60 degrees), children should wear pants and bring a jacket, so the children can play outdoors comfortably. The grade school has a **no bare leg policy November 1- the end of March**. We will follow this policy as well. Please make sure your child wears pants or leggings/tights under skirts and dresses during these months. We go outside if the temperature/wind chill is not severe. So . . , send gloves, boots, hats, etc. **– BE SURE YOUR CHILD HAS ADEQUATE CLOTHING.** Children may keep an extra pair of clothing and hat/mittens in their cubby**.** It really helps if all the items are labeled with the child's name! **Please note that flip flops, crocs, sandals, fashion and cowboy boots are not allowed.** Snow boots need to be brought in addition to their tennis shoes when snow is present on the playground. If your child is preschool aged, they may leave boots overnight. If you have a child in grade school, they need to bring them home each evening.

COMMUNICATION

Effective, clear, and timely communication with enrolled families will be a priority for all St. Bonaventure's Child Care staff. Families are always welcome to visit, call for information, or to share concerns. Parents may volunteer to help with projects or be on the Social or Fundraising Committees. Families will receive monthly newsletters and notes as needed to share information. Call or email the Director with questions or concerns.

Families will be added to our child care groups on Brightwheel. Please sign up online or download the app. Invoices will come through Brightwheel along with alerts to weather situations, illnesses, upcoming events, reminders, or other news. Parents can message us through Brightwheel too. **It is important to check Brightwheel weekly for any messages or reminders!**

CONFIDENTIALITY

The right of each family and child to confidentiality will be enforced. Staff will only discuss the behaviors, needs, and health concerns of individual children with their own parents or with staff on a need-to-know basis. Discussions of a confidential nature will take place in a confidential setting, away from children and other adults.

Records, including IEP's, and enrollment forms, are considered confidential and will only be used by staff on a need-to-know basis, and for legal-licensing-accreditation purposes. The Program does not release any information to third parties except as required by state law, or as part of the licensing/accreditation review process. Information including names, addresses, and phone numbers may be shared with other child care families by request for play date purposes. Let the Director know if you wish for any of your information to be kept confidential. Records are kept in a secure location available only to teachers and the Director. Either parent, or guardian, may request copies of their child's information, including newsletters, enrollment, and assessment records, unless there is a court order in place barring such an event.

Parents have the option of signing a permission slip for the Program to use photo, film, or video images of their child for classroom use as well as marketing or publication/research purposes.

CRISIS-EMERGENCY PLAN/SECURITY SYSTEM

The Columbus Catholic Schools have developed plans that are designed to minimize dangers to anyone in the building(s) should an emergency arise. The safety and welfare of the children is the paramount concern. A security system, including video cameras and limited access doors, are in place. Doors will be open for normal entry times, but will be locked down when someone is not available to monitor access. Parents may gain access by using the buzzer/phone available at the entryway.

In most emergencies, 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 administration and law enforcement. The administration will notify parents using Brightwheel messaging alerts 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 not call or try to enter the school. Await notification from the Brightwheel messaging system.

When an individual has a medical emergency, staff will follow procedures learned during training, which will include evaluating the situation, calling for emergency services if needed, contacting parents, and implementing CPR/First Aid procedures.

Students will participate in monthly fire drills, and occasional tornado, intruder, and evacuation drills, as scheduled by the administration.

DISCIPLINE

The goal for any discipline/behavior management process is to teach children appropriate behaviors that promote success at school, at home, and in the community. We want our students to behave well because they understand internally it is the right thing to do.

State regulations include the following provisions: Children will not be physically disciplined - i.e. spanked, slapped, or hit. Children will not be subject to profane or vulgar language, nor be verbally abused or isolated. Children will not be denied food, drink, or bathroom privileges as punishment. Children cannot be disciplined for refusal to take medication, toileting accidents, or not eating.

Each classroom has a set of rules. They will be posted in the rooms, and staff will be teaching what each rule means, and how it looks. We will be incorporating stories and role-playing to demonstrate rules. The playground will have its own set of rules that the teachers will teach as well.

Behavior expectations for each classroom include the following…

Children attending St. Bonaventure's Early Childhood Program are expected to

Be Respectful and Kind

Be Positive and Encouraging

Be Safe and Healthy

These expectations are shared with the children, and are posted in the rooms. Parents can reinforce these guidelines at home. Staff will recognize and reinforce positive behaviors when observed.

On the other hand:

The following behaviors are disruptive and will result in disciplinary actions:

. . . disrespecting people or materials,

. . . consistently not following directions or willfully disobeying rules,

. . . harming another person,

. . . being verbally negative to classmates or staff

Usually the following steps will be used in regards to disciplinary actions:

1. Staff will use redirection, verbal warnings and calm down times. Calm down times may be used to allow the child time to think and calm down, so appropriate behaviors and review of the rules may be discussed.
2. If behaviors persist or children are very disrespectful, a "Think Sheet" will be given to the child to be filled out. Staff will assist with this process as needed. If the director is available staff will bring the student to visit with him or her about appropriate behaviors in child care. Please sign the think sheet and return to the office the following day.
3. Parents are contacted about continuing inappropriate behaviors and concerns to foster communication between home and the program. A conference may need to be scheduled to develop a plan, so parents and staff can work together to resolve issues. Conferences and/or parent contacts may continue as the plan may evolve over time. Resources from the community, the public school system, counselors, and other therapists may also be utilized.
4. If the inappropriate behavior continues, the parents are non-supportive, and the child is consistently disruptive/dangerous to others, as a last resort, the program reserves the right to terminate enrollment.

The Program may send home information about parenting and child development topics throughout the year. Parents may also visit these websites for ideas.

www.boystown.org/parenting
families.naeyc.org
www.child.unl.edu
http://csefel.vanderbilt.edu - click on family tools

DROP OFF AND PICK UP

For safety's sake, please pick up and drop off your child inside of the building or just outside the front doors. Please watch to make sure they get in the building with a staff member before pulling away. Please also get out of your cars at pick up, so we can identify who is picking up. Children should not run ahead or be left unsupervised in the foyer or on the sidewalk. A staff member will walk your child out. A staff member will also sign your child in and out of the Brightwheel system. If a family has an infant that makes it difficult for the parent to come into the building, we can make arrangements to meet or bring your child out to you in the car. Please call ahead. If we are on the playground or another location, we will hang a sign on our front door. Check to see where we are to drop off/pick up your child(ren).

Children may be picked up by parents, or a person designated in writing by the parents or an approved pick up on Brightwheel. Send a note, message, or call if someone else will be picking up your child on a specific day. Note that regular people who will be picking up your child(ren), such as family friends or grandparents, must be included as approved pick ups if they are to pick up your child. If the person is not known to the staff, we will require an I.D. from them. Thank you for your cooperation with this requirement. The purpose is to protect your child.

You may use the 10-minute drop off lane on 15th Street in front of the building for pick up and drop off. DO NOT PARK IN THE PRIESTS' DRIVEWAY. They need to be able to leave in case of emergencies. U-turns and parking the wrong direction on 15th Street are prohibited. Also, remember, the speed limit is 30 mph in front of our building. If the drop off lane is full you may have to pull into the church parking lot and walk to the entrance.

DRUG FREE /TOBACCO FREE WORKPLACE

St. Bonaventure's Parish follows the State guidelines for providing a Drug Free/Tobacco Free Workplace. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by staff or students is prohibited. Any form of tobacco is also prohibited.

EARLY OUT DAYS - VACATION DAYS

Child Care is made available for those who sign up ahead of time when the elementary school schedules vacation days or early dismissals. Please read the section under Hours of Operation at the beginning of this Handbook for more information.

ENROLLMENT

Children ages 3-12, who are toilet-trained, are eligible for enrollment. In order to utilize the Child Care services, parents must complete an Enrollment Form, an "Off Premises" Permission Form, DHHS Parent Brochure Acknowledgement, and submit approved pickups on Brightwheel. Optional forms, if necessary, include Sunscreen/Lotion, Medication Permission, and Camp Activity Forms. Children not enrolled at St. Anthony/ Bonaventure Elementary School

or not yet in kindergarten must also complete an Immunization Form within 30 days of enrollment. Maximum capacity is 100 children at any one time (including Preschool students), but is also determined by the number of staff present. This is a State requirement for the protection of your child. If forms are not completed in a timely manner child care may be terminated until forms are completed.

Please keep us updated with current address and phone number changes so that we are able to contact you in the case of an emergency.

ENVIRONMENT

St. Bonaventure Child Care and Preschool strives to provide a healthy environment for its students, and will monitor the safety and conditions of the environment. If air quality is low, temperatures are excessive, or severe weather occurs, the children will be kept inside. The Director will determine unsafe conditions, and will make decisions in collaboration with the grade school administration and community officials.

The Program will follow recommendations from parents and/or health professionals when dealing with special needs. Protocol Information needs to be written into a health plan or included on the Health Information Form. Staff will visit with families and other resource persons as needed to provide a safe and appropriate environment.

No asbestos or lead is present, or will be used, in the Child Care wing of the building.

EQUAL OPPORTUNITY

St. Bonaventure's Child Care Program will admit students of any faith, race, national or ethnic origin and will not discriminate on the basis of origin, faith, race, or gender. The facilities are A.D.A. accessible. Catholic prayers and practices will be part of the classroom activities.

FUNDRAISING

At least twice during the year, there will be a fundraising activity to generate money for operating expenses and special purchases. In the fall, we sponsor a Butter Braid Bread Sale and a Trivia Night in the winter. Parents can suggest and/or sign up to help with fundraising activities. We do ask that families in child care donate a gift card each season their child is in attendance to help with snacks, milk, and juice purchases.

GRIEVANCES

If a problem should arise, always feel free to discuss it first with your child's teacher(s). If you feel a satisfactory outcome has not been achieved, then consult with the Director. In any situation, we strive for the best possible outcome for children. It sometimes takes some combined wisdom to work out solutions to complex problems. If necessary, the Director can involve the school counselor, an educational specialist, the principal or Pastor. If the grievance goes beyond the Director level, parents and staff will be asked to complete documentation about the situation.

HEALTH

Child care settings are prime sites for germs to be exchanged. As a staff, we work hard to not spread germs; by encouraging everyone to wash their hands often, by cleaning surfaces with

soap and bleach solutions, by using disinfecting products, and keeping the environment as clean as we can. Toys are cleaned weekly. We don't want children or staff to become ill unnecessarily, so children and staff members who are sick should not be at school or child care.

Any child or staff member with a communicable illness associated with a fever or contagious condition, such as ringworm, head lice, pink eye, scabies, diarrhea, chicken pox, strep throat, or measles, will not be allowed to attend. Parents will be called to come pick up their child if the condition is present during the time the child is in attendance. The child will be removed from class and allowed to rest in the sick room next to the Director's office while waiting for pick up, so other persons are not exposed.

The child or staff member may return when the illness has run its course or when the condition has cleared. A doctor's note may sometimes be required to assure the Director or staff member the individual is no longer contagious. Please notify the Teacher or Director if you are sick with a contagious illness, so we may alert other families that a particular illness may have been present in our building. We are required to report to families any case of chicken pox, pink eye, head lice, influenza, pin worm, ring worm, scabies, fifth disease, rotavirus, RSV, measles, mumps, rubella, pertussis, or other more serious diseases, including waterborne or foodborne illnesses.

The Program uses the following guidelines:

1. A child/staff member should be free of a temperature (100 degrees or above) without medication for 24 hours before returning to the Program.
2. A child/staff member should not have thrown up for 24 hours, and should have had a meal before returning to the Program.
3. A child/staff member with an extremely runny nose (needing to be wiped more than once every ten minutes) or with any discharge from the eye or ear should stay home.
4. If a headache or stomachache affects a person's normal activity level, the individual should stay home.
5. If cytomegliovirus (5th's disease) is present in the building, pregnant staff and parents will not be allowed on the site until the danger of exposure is gone.
6. In the case of head lice, staff may require head checks before readmission into the Program.

Please note that in order to meet the large motor needs of children, we try to play outside nearly every day. We cannot leave a child inside without supervision when the others go outside, so it is important to send adequate clothing - hats-mittens-long pants, so that your child is warm enough outdoors. We cannot provide hats due to health concerns. Of course, we will not go outside if the weather is dangerous.

Children with sores on their hands or lower arms will not be allowed to participate in water or sensory play to protect that child and the other children from infection.

In order to dispense medicine, parents will need to fill out a medication form giving consent, and specific instructions for the administration of the medicine. The medicine must be in its original container and labeled with the child's name. Instructions from the health care provider must be on prescription medicine. The medication must be locked away from children while on the premises. State regulations provide for the rights of the patient to be given the right medicine in the correct dose, by the correct route, at the correct time, and in a confidential manner by a person deemed

competent to administer the medication. Specific records will be maintained confidentially in a binder on site, using the form signed by the parents. Children cannot be disciplined for refusal to take or use medicine. If possible, medication should be scheduled around Preschool/Child Care hours. If a child is taking medication that upsets their stomach, please notify staff. If the medication causes the child to be sick, a parent will be notified.

Lotion, lip balm, sunscreen and insect repellant are considered medications and will require a form in order for staff to dispense. Sunscreen should be at least SPF 15 and screen against UVA and UVB rays. If insect repellant use is advised by the local Health Department due to high-risk conditions, repellent products should contain DEET. DEET products will only be used on children once a day.

Immunization records need to be on file with the school or child care office by September 20, or within 30 days of enrolling. Waivers are available for medical/religious reasons. If children are not immunized due to medical or belief reasons, parents will be notified if there is a corresponding illness present in the building. The Director, after consulting a health professional, may require the child(ren) to be excluded for a period of time.

Health records are confidential and will only be shared with St. Bonaventure staff, health/licensing/accreditation officials who are reviewing Program records, and medical/rescue staff responding to an emergency involving your child. You may give permission to share health records with others by contacting the Director, or indicating on the Health Information Form.

We are committed to giving your children the best of everything - and that includes being careful about health issues. Please contact us if you ever have any questions or would like to visit about a specific concern.

Allergic Reaction Policy- Any child with life threatening asthma or food allergies that could result in Anaphylaxis should have a Food Allergy & Anaphylaxis Emergency Care Plan. If your child could exhibit symptoms whether mild or severe we have protocol in place which include calling 911, checking the child's airway, respiratory rate and pulse, administering medications such as epinephrine and nebulized albuterol with signed parent medication forms, determine cause of the allergic reaction, monitor the child's vital signs, contact parents immediately and prescribing health care practitioner as soon as possible, administer CPR if needed. Please see the Director for an Emergency Care Plan.

INTERNET/TECHNOLOGY POLICY

St. Bonaventure provides access to the internet through the ESU#7 Network. This network enables students and staff the opportunity to access information and services that support learning.

Because the Internet is an uncensored world-wide communications network, it may be possible for users to obtain low value or morally inappropriate content, even though the ESU network includes a strong filter. Students and staff have the responsibility to act in an ethical and legal manner in accordance with the missions, purpose, and regulations of the Catholic Church, St. Anthony/St. Bonaventure School, St. Bonaventure Preschool and Child Care programs, local network, and the laws of the State of Nebraska and the United States. Users do NOT have a right to privacy when communicating or accessing information on any school, preschool, or child care computer or device. The administration (Principal, Director, Pastor, Teacher, or their designee) is authorized to monitor and review student use of computers and devices.

Parents will need to sign a permission form (included on Brightwheel) for their children to access the Internet. Pre-K and Preschool students will only use/view sites preselected by their teachers for use.

School aged students completing homework after school may utilize the computer under the supervision of the child care teacher only to complete homework, or, to use websites approved by the teacher for curriculum applications. Students will not be allowed to randomly "surf the web", or to use the Internet without supervision. If an inappropriate site is accidentally accessed, students must immediately report this to the supervising teacher. Parents will be informed of the occurrence as well.

Inappropriate use of the internet or computer will result in a cancellation of use, a disciplinary action as determined by the Teacher or Administration (possibly including suspension or expulsion), and/or appropriate legal action. Parents will be notified of actions. Students will be responsible for fees, replacement costs, or other expenses arising from misuse of the system.

NEBRASKA DHHS ACKNOWLEDGEMENT FORM

The State of Nebraska Department of Health and Human Services provides a brochure that will explain the procedures for making complaints, and accessing information about child care services in Nebraska. Parents must sign and return the acknowledgement form that they received this information.

PARENT ROLE

Parents and family are the most important influence in a child's life. Teachers can only build on what has been learned at home. Communication and mutual support are key to a successful early childhood experience. Feel free to drop in or visit the Program anytime. It may be wise to call ahead and check for conflicts - such as a special activity or other visitors. Parents may also request conferences by contacting the Teacher or Director.

We know that parents are the primary teachers of their children and we are committed to working with families to provide the best for the children.

RATIOS

St. Bonaventure Child Care will maintain teacher to child ratios set by the State of Nebraska. For three year olds, the ratio is 1 to 10, for four and five year olds the ratio is 1 to 12. For older school age children, the level may rise to higher levels, but will always be under the state required ratio of 1 to 15. This ensures the staff's ability to competently supervise and interact with the children in our care.

RESOURCES

Many family resources are available in our community. The program has contacts and information available. If you ever have a question about services in the community, please talk to the Director.

SCHEDULE

Child Care is available from 7:00 a.m. to 5:30 p.m. Monday through Friday during the school year and 7:15 a.m. to 5:30 p.m. during the summer. A sample schedule is posted in each classroom, and is used as a guide to plan specific activities. A balance of active and quiet activities, as well as individual and group activities, are included into the schedule each day. Literacy, creative arts, science, math, and social-emotional activities are included as well. Please see our daily schedule at the end of this handbook. **Monthly newsletters** are sent home with

schedule information. Please be sure to check your child's cubby as you leave, and/or their book bag in the evening! We also will send reminders with upcoming information using our Brightwheel messaging system.

SIGN IN / SIGN OUT

When dropping off or picking up children from the Child Care Program, parents are encouraged to come to the door or into the building to drop off & pick up their child(ren). The children will only be released to immediate family members or to people authorized on the approved pick up list or on the Student Information Form. If the person picking up the child is not known to the staff, they may require an I.D. to verify the child is released to the correct person.

During the school year, before school child care children in Grades K-6 are walked to the gym at 7:40. After school, the children are to come directly to the child care classrooms and check in with staff who will sign them in. Classroom teachers do have information about the students who are to attend child care. Our staff moves the preschool children between class and child care, and will take care of sign in/sign out during the day. If we expect your child on the schedule, we will look for them, and will call you if they do not show up. During the school year, be sure to notify us of any changes in schedules. You will be allowed one day's cancellation of hours, 24 hours in advance, or you will be charged for the time we expect your child. Bills are calculated based on attendance in Brightwheel. A minimum of at least one hour will be charged per day for those attending before or after school care. Preschoolers will be charged a minimum of a half day or full day hours depending on what hours they are signed up for on a particular day.

SNACKS/LUNCH

Morning and afternoon child care snacks will be provided by the Program, and will meet or exceed guidelines set by the USDA for nutritious snacks. Parents are asked to contribute a $20 or $25 gift card per child each season the child(ren) is in attendance (fall, winter, spring, and summer) in order to defray costs of providing snacks. Families may also provide snacks that fulfill the USDA guidelines. More information is available from the Director.

During the school year, children will participate in the lunch program through Scotus Central Catholic High School. Parents are responsible for lunch costs but may qualify for free or reduced lunch by filling out the proper forms. Ask the Director, or contact the cafeteria at Scotus at (402) 564-7165, for more information. Children are allowed to bring their own lunch, and must be able to carry it independently. Children will need to bring a lunch that meets nutrition guidelines. The lunch should include a grain, fruit, vegetable, and meat or meat alternative. Milk may be purchased from the cafeteria. On non school days, we will provide milk to drink. Water, milk and 100% juice are the only drinks allowed to be brought. Lunches cannot be heated when attending the cafeteria. On non school days we can heat lunches. Please let child care know if your child has brought lunch for the day, so we can get an accurate lunch count by 8:30am.

Children are not permitted to consume candy during program hours and this includes unhealthy snacks purchased from fundraisers in the grade school, as well as those handed out at school. Children will place the candy in their bag/backpack to take home.

WEAPONS

Weapons, including knives and firearms, are prohibited on the premises, except for knives used by staff for food preparation, and weapons in the possession of law enforcement officers. Any staff member, child, or family members possessing a weapon will be reported to legal authorities.

WEATHER

The Child Care Program will observe the same weather precautions as the schools in the Columbus area. Information will be sent to parents via the Brightwheel messaging system.

Child Care Daily Schedule

7-8:25 Arrival Time- Free Play (7:40 Grade School go to school, 7:50 AM Preschoolers go to school)

8:25- Clean Up

8:30-8:45 Prayer/Calendar/Weather/Morning Meeting/Question of the Day

8:45-9:15 Snack/Restroom Break

9:15-9:45 Outside or Large Motor

9:50-10:40 Craft/large group activity/Center Time

10:40/10:45 Morning Preschoolers return

10:45-11:05 Story/Music/Restroom Break

11:05-12 Lunch

12-12:15 Story/Music/Restroom Break

12:15-1 Outside/Large Motor

12:20/12:25-Afternoon Pre-K to class

1-1:15 Story/Restroom Break

1:15-2:15 Nap/Rest

2:15-3:15 Restroom Break/Free Play/Snack/PM Preschool Arrives

3:20-3:45 Grade School Arrive/Snack

3:45-4:30 Outside or Large Motor (4:30-5 Homework for grade schoolers)

4:30-5:30 Free Play