

**DAY CARE PROGRAM
OF
OUR LADY OF DIVINE PROVIDENCE SCHOOL

INFANT/TODDLER/PRE-K-2**

It is a pleasure to welcome you and your child to Our Lady of Divine Providence Day Care Program. We can all look forward to a very exciting and rewarding year.

The goal of this handbook is to provide you with the most pertinent information about Our Lady of Divine Providence Day Care Program. Please read this handbook carefully to ensure successful cooperation between home and school.

Our program is in complete agreement with the Mission Statement, Beliefs and Objectives of the school.

Mission Statement

Our Lady of Divine Providence School's mission is to provide a Christian family environment, promote excellence in education and develop each child to his or her full potential.

We embrace the philosophy "To Teach as Jesus Did." Our program offers a loving and caring environment in which our students are encouraged to develop a positive self-image. Using developmentally appropriate methods, the faculty endeavors to meet each child's spiritual, intellectual, physical, cultural, social and emotional needs. The faculty fosters the desire for the children to acquire the needed skills for future success.

ADMISSION

All children entering the infant program must be six weeks of age. The children will be cared for in our day care program until they reach the age required for admission into our Pre-K-3 program which is three years old by September 30th.

Our Lady of Divine Providence School is an entity of the Archdiocese of New Orleans Catholic School System, owned and operated by Our Lady of Divine Providence Parish Church Community. It is approved by the Department of Education, State of Louisiana.

Non-discrimination policy – All schools in the Archdiocese of New Orleans, Louisiana admit students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

Additionally, in compliance with the Title IX of the Civil Rights Act of 1964, no person in the school shall, on the basis of gender, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

TUITION

Day Care tuition is to be paid in advance of service and must be paid prior to the 1st of each month of service. **Once delinquency for day care tuition reaches 5 days, parents will be asked to keep the student/students home until financial obligations have been met. A late charge of \$25.00 per week will be assessed after the 5th of the month.**

PROGRAM TIMES

The center is open Monday through Friday from 7:00 a.m. to 6:00 p.m. **In order to insure a smooth transition into the day's schedule, all children must be checked in by 9:30 a.m. and will not be accepted for the day after that time.**

EMERGENCY

OLDP Nursery will close whenever a state of emergency requiring the closing of all Archdiocesan schools in the area is announced. **In case of an emergency, please turn to WWLTV or WWL-AM Radio 87 concerning closing of the school.**

SCHOOL OFFICE

The school office is open every day from 8:00 a.m. to 3:30 p.m. during the months of August through May. During the month of June, the office is open from 9:00 a.m. to 12:00 noon. The office is closed for the month of July. The school office phone number is 466-0591.

REQUIRED RECORDS

Birth Certificate

Baptismal Certificate

Immunization Records (Must be up to date with immunizations to attend the program)

Birth – 2 months	HBV #1
2 Months	DTaP#1, Hib#1, IPV#1, HBV#1, PCV#1 , H BV #2,RV
4 Months	DTaP#2, Hib#2, IPV#2,PCV#2, RV#2
6 Months	DTaP#3, Hib#3, IPV#3, HBV#3, PCV#3, Influenza, RV
12-15 Months	Hib#4, MMR#1, Var, PCV#4, HAV
15-18 Months	DTaP#4
24 Months	Influenza(Annual) & Hepatitis A series

CUSTODY NOTICES

The custodial parent is responsible with furnishing the school/day care with the custody section of the divorce decree. In the absence of a court order to the contrary, OLDP Day Care will provide the non-custodial parent with access to academic records and other school related information in accordance with the Buckley Amendment. If there is a court order forbidding such a disclosure of information, the custodial parent must provide OLDP with a copy of the court order.

PARENTAL COMMUNICATION

Communications will be placed in the child's pocket folder in the child's diaper bag at dismissal. A copy of information concerning the child's day and any information about school meetings, school and parish functions will be sent home in the folder. Please empty it each evening and place folder back in bag for the next day. Any written instructions you wish us to see should be placed in the folder. The folder will be checked each morning.

ARRIVAL AND DEPARTURE

Parents will park in the N. Atlanta St. Parking Lot and enter through the appropriate classroom door. Parents must always accompany their children in and out of their classroom. Upon your child's arrival and departure, please be sure a staff member in your child's classroom is aware that you are present and are either dropping off or taking your child home. Parents are required to fill in a Daily Observation Chart, Food Schedule & Medication Chart.

Children will be released only to people authorized by parents on the child's Master Card or Emergency Card. Identification may be requested to ensure the children's safety.

According to Louisiana Child Care Licensing regulations, you must sign in your child using your signature, time of arrival, and time of departure. For the safety of your child and in case of an emergency, please be sure to follow this regulation.

DRESS CODE

Children in daycare (all ages) must wear a shirt, top, or dress **and** shorts, bloomers or pants at all times. Children may not be dropped off wearing uncovered diapers.

Infants must wear shoes as soon as they begin taking steps (closed in shoes – no sandals or “Crocs”, please). Toddlers and Twos should wear tennis shoes with Velcro fasteners – (no sandals, flip flops, or “Crocs”, please; these are a safety issue)

FOOD

All food must be provided by the parents. Bottles of formula, milk, drinks, breakfast, a morning snack lunch, and afternoon snack must be sent daily. All food items must be labeled with the child's first initial and last name.

Formula in bottles should be prepared at home. Bottles and caps should be clearly marked with the child's first initial and last name, which must be legible at all times. Infants are fed on the schedule provided by the parent. Infants are held while feeding and bottles are never propped.

Please send at least one serving of milk each day. (*“Milk shall be served to the children at least once a day.” State Regulations, Pg 23, Nutrition #2*).

Drinking water is offered to children every two and one - half hours and after outdoor activities.

MEDICATION

It is the responsibility of the parents/ legal guardians of the children to administer oral or topical medications to their children. Parents or those designated by parents may come to OLDP Nursery to administer medication at any time. Parents must complete the Medication Administration Form before administering medication.

BELONGINGS/SUPPLIES

A diaper bag is required to store your child's belongings. All diaper bags and items within must be labeled with your child's first initial and last name. The bag with all items must be brought daily. Please replenish any used items daily.

Items include:

- 1 Communication folder
 - 2 complete changes of clothing
 - 2 sets of bed linens (crib sheets)
 - 2 labeled pacifiers (no strings or clamps allowed)
 - Feeding schedule and food for the day
 - Sufficient diapers, pull-ups, and wipes
 - Ointments sent by parent can be used with doctor's prescription on original container (must have medication authorization form on file)
- OLDP Day Care is not responsible for any lost items. Labeling items should lessen the event of such loss.

LATE PICK-UP FEES

Parents must adhere to scheduled program times. A fee of \$10.00/minute, per child, will be charged for late pick-ups. This is necessary because of staffing ratios, which must be strictly followed. A late notice statement will be completed and paid when you pick up your child. The clock in the school office is our time clock.

ATTENDANCE/WITHDRAWALS

Please notify your Teacher or the Office Manager if your child will be absent on a scheduled day of attendance. We do worry. Children who are absent from school due to a communicable disease (measles, chicken pox, etc.), or are absent for 2 or more days, must present a doctor's certificate upon return.

If circumstances cause you to withdraw your child, you must submit a written notice of your exit date to the office **30 days prior to your child's last day of care. There are no refunds for unused days if paid on a monthly basis**

ILLNESS

1. If your child becomes sick at school, the parents are always notified first. He/she must be picked up in a timely manner. PARENTS MUST SUBMIT A COMPLETED EMERGENCY CARD WITH CURRENT EMERGENCY TELEPHONE NUMBERS FOR PARENTS AND OTHER INDIVIDUALS DESIGNATED AS CARE GIVERS FOR YOUR CHILD IN CASE OF ILLNESS.
2. **Fever:** The new state ruling says that in cases where a child has fever of 100 degrees or higher, the child must be kept at home for 24 hours after the fever has subsided without the use of medication.
3. **Vomiting/diarrhea:** Any child who has been nauseated or has vomited during the day or the morning before school should not be sent to school the following day. A child must be picked up from school after two consecutive diarrhea bowel movements.
4. **Allergies:** ALL allergies must be reported on the Health Form. Children with colored nasal discharge will be sent home.
5. **Rashes:** children with undiagnosed/unknown rashes must be picked up from school. A doctor's note is required before returning to school.

Symptoms Chart

See **Appendix A** for further information on specific childhood diseases.

BEHAVIOR MANAGEMENT POLICY

The goal of the preschool behavior management policy is to foster self-discipline within each child. The habit of self-regulation, which a child forms in his/her early life, sets the pattern for his/her character as an adult. Politeness to others, respect for others, and obedience to the rules are expectations for all our students. Parent cooperation is essential in forming these qualities in our students. With that goal in mind, the following procedures and techniques are used to foster discipline within a loving, caring environment.

Classroom Rules

1. Listening ears
2. Walking feet
3. Kind hands
4. Inside voice
5. Sharing heart

Virtues

- | | |
|---------------|--|
| 1. Politeness | These virtues will be emphasized through our Religion series and by gentle reminders during the day. Puppets will be used to demonstrate and to encourage the students to grow in their relationships with others. |
| 2. Sharing | |
| 3. Honesty | |
| 4. Kindness | |

Consequences

1. **Redirection:** The teacher directs a child that is displaying inappropriate behavior to a more appropriate activity. The teacher separates students when a problematic situation between two students appears to be developing.
2. **Warning**
3. **Time Out**
4. **Consultation with parents**
5. **Corporal Punishment IS NOT USED in any form at any time.**

BITING

It is mandated by LA State Regulation 21:010-8 that “Guidelines shall be developed regarding biting behavior, treatment of bites, and notification to parents of the children.”

On the first occurrence of biting, first aid will be provided for the bite. The biter will be redirected and observed for further aggressive behavior. Both parents will be notified. If there is a second episode of biting, both parents will be notified. The biter’s parents will be called to pick up the child who must then remain at home for 24 hours. A conference will be scheduled to discuss the behavior. If there is a third episode of biting, parents of the biter will be asked to withdraw the child from school.

First Aid: The child who was bitten will be comforted. The bite area will be cleansed and ice will be applied.

CHILD AND SEXUAL ABUSE POLICY

Summary of Louisiana Law 14:403: Anyone responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principal, guidance counselors or social workers, who suspects that a child’s physical or mental health or welfare is or has been abused is required to report in accordance with Louisiana Law 14:403. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. Divine Providence is in full compliance with the sexual abuse policy of the Archdiocese of New Orleans.

CLASS SCHEDULE

Class schedules for the toddler and Pre-K-2 classes will be posted on the classroom wall and included in the parent orientation folder.

BIRTHDAYS

Birthdays may be celebrated at snack time with classmates. Please contact your child's teacher in advance. Please no birthday cakes or cupcakes. The center can provide a list of birthday snack ideas.

CURRICULUM

Infant - 6 weeks to 15 months (Non-walkers)

The infant program provides a loving and nurturing environment for 6-week to 15-month-old children. This full-time program allows staff to help children develop a sense of security with their environment.

Our goals in the infant program include care, education and love. We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet the infant's basic needs, we create a healthy and safe environment. We offer many different activities to enhance the infant's educational experience. Infants learn to explore in a safe and loving environment, at their own pace and in their own way.

The love we provide for the children is conducive to emotional and physical security. We hold, rock, and spend one-on-one time interacting with the children. Children learn through active involvement in play. We provide experiences that allow children to succeed. Working towards understanding and generously meeting infants needs provides the best care possible for infants.

The needs of infants are ever changing, which means communication among adults is the best way to support each child's care and education. Our promise to you and your infant is to provide quality care, education, and love.

Toddler – 15 to 24 months (approximate)

This program is designed to accommodate the development of self-help skills needed for children 15 months to 2 years. The children are introduced to new and exciting sensory experiences. A consistent program of developmentally appropriate activities helps to nurture a positive "can-do" attitude. Teachers in the toddler area believe in the right of every child to a safe, nurturing, supportive environment where children can reach their full potential.

Our goal is to facilitate the growth of each child through a carefully planned curriculum encouraging children in each area of development. Cognitive, emotional, physical, and social domains are developed using hands-on experiences and sensory activities. Each child is allowed to progress at his/her own rate in a developmentally appropriate environment based on best practices.

The program provides a well-balanced curriculum that includes teacher and child initiated activities, large and small groups, active and quiet times, indoor and outdoor play, fine and gross motor fun, individual and group needs, and structured and unstructured activities.

THE PRE-K-2 PROGRAM

The program fosters development in the following areas: Fine and Gross Motor Skills, Language, and Cognitive and Social Development. During this time of constant growth and exploration by busy toddlers, we encourage a “can do” attitude to promote self-help skills and develop a healthy self-concept. Washing hands, participating in toy cleanup, clearing their table space after eating, and potty learning are a few of the self-help skills we work on daily.

Included are readiness activities in Reading, and Math. The children will explore colors, shapes, numbers, beginning counting, and some alphabet recognition on a continuing basis. Some of our Science and themes include family, colors, numbers, shapes, animals, food, and nursery rhymes. Each of the major holidays are also explored.

Children will participate in large and small groups, and quiet and active play, both in and out of doors. Children are allowed to choose from activities in various learning centers: art, blocks, dramatic play, language arts, manipulatives, music, reading, and sensory play. Our goal is to provide both child and teacher-initiated activities that will engage each child in developmentally appropriate learning experiences.

TRANSPORTATION/FIELD TRIPS

We do not provide transportation to and from school.

When weather permits, the Infant and Toddler classes may go on buggy rides around the OLDP campus and neighborhood. It will be necessary for you to sign a monthly permission form so that your child will be allowed to participate in these stroller field trips. Children stay seat belted in the buggy for the duration of the ride and are let out of the buggy after reentering the center. Teachers will push the buggies on the sidewalks and avoid using the roads.

DRILLS

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm system, and fire extinguishers are placed throughout the building. All OLDP children, teachers and staff also participate in a variety of other drills such as tornado and lock down drills. These drills help us to best provide for the safety of the children in our care.

MISCELLANEOUS

Information about the following topics may be found in Appendix B:

- Abuse and Neglect Policy
- Disclosure of Information Policy
- Complaint Procedure
- Parental Access Policy
- Parental Involvement Policy
- Electronic Device Policy
- Computer Practices Policy
- Programs, Movies & Video Games Policy

OLDP DAY CARE SUPPLY LIST

3 large boxes of Kleenex

3 rolls paper towels

2 Large Clorox wipes

Picture of Child (Wallet Sized)

Daily Supplies (Brought in Diaper Bag)

Vinyl folder with pockets

Pop baby wipes (hard rectangular box)

Diapers (minimum of 8 per day)

Formula/Breast Milk in Bottles- Clearly labeled (including tops)

5 Bibs

2 Complete sets of clothing

2 Set of sheets (Infants)

1 KinderMat (2 inch x no larger than 19 inches)-plastic (Toddlers and Twos)

2 king sized pillow cases or mat covers (Toddlers and Twos)

2 pacifiers (optional) (no strings or clamps allowed)

Snacks and Lunch for the day with juice (Lunch kit for Toddlers and Twos) Send warmed food in wide-mouthed thermos containers.

Feeding utensils, Sippy Cup, Special dishes

3 white T-shirts for holiday crafts (Twos only)

Medication Topical diaper creams must be labeled with name & instructions. All medication forms must be completed at Parent Orientation. All meds must be in original containers.

***Toddlers: 15-24 Months**

***Twos: 24-36 Months**

APPENDIX A

Illness/Symptom Exclude Until

Meningococcal disease (Neisseria meningitis) - Well & proof of non-carriage

Hib disease(Haemophilus influenza) - Well & proof of non-carriage

Diarrhea (two or more loose stools, or over and above what is normal for that child) -

Diarrhea resolved or is controlled (contained in diaper or toilet)

Fever of unknown origin (100 F oral or 101 rectal or higher)- Fever free for 24 hours

Chicken pox - Skin lesions (blisters) all scabbed over

Hepatitis A - One week after illness started and fever gone

Undiagnosed generalized rash - Well or clear by child's physician as non-contagious

Any child with a sudden onset of vomiting, irritability or excessive sleepiness - Evaluated and cleared by child's physician

OLDP Day Care
Handbook Agreement

I have read the OLDP Day Care Handbook in its entirety. I agree with, understand
And support the policies and procedures as stated in the OLDP Day Care
Handbook.

Parents' Signatures

Father _____

Mother _____

Date _____

Please sign and return this page to school by the first day of school.

Thank you.

Holidays and Special Dates
Our Lady of Divine Providence
Nursery and Daycare
Program
2017-2018

Expected Holiday Closures*

Labor Day	9/3/17 (1/2 day closure at Noon)
Labor Day	9/4/17
Thanksgiving	11/23-11/24/17
Faculty Christmas gathering	12/21/17 (1/2 day closure at Noon)
Christmas	12/25-12/26/17
New Year's	1/1/18, 1/2/18
Martin Luther King, Jr. Holiday	1/15/18
Mardi Gras	2/12-2/13/18
Easter	3/30/18, 4/2/18
OLDP Fair	4/20/18
Faculty Appreciation gathering	5/24/18 (1/2 day closure at Noon)
Memorial Day	5/28/18
Independence Day	7/4/18

Special Calendar Dates

Parent Orientation	8/7/17 (6:30 PM in the Bahan Center)
Back to School Spaghetti Dinner	8/25/17 (6:00 PM in the Bahan Center)

*Tuition is not reduced for holidays, sick days, or vacations.