

FORWARD

Dear Parents,

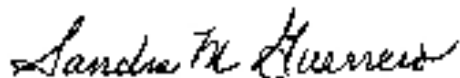
Welcome to St. John Bosco Child Development Center. Our staff is dedicated to providing your child with the finest care possible. In following St. John Bosco's teachings, our center focuses on all aspects of your child's development.

Our mission is to educate youth and form them spiritually in the Salesian tradition of Reason, Religion and Loving Kindness. All of us at St. John Bosco School and Child Development Center work together to help make this a place where children "Love to Learn" and "Learn to Love".

The St. John Bosco Child Development Center operates under the licensing rules and directives of the Texas Department of Family and Protective Services in accordance with the Texas Child Care Licensing Act of 1975.

WE ASK THAT YOU READ THIS HANDBOOK OF OUR RULES, POLICIES AND PROCEDURES AND MAKE EVERY EFFORT TO KNOW AND UNDERSTAND THEM TO ASSURE THAT YOUR ASSOCIATION WITH OUR CENTER WILL BE BOTH SPIRITUALLY REWARDING AND ENJOYABLE.

Sincerely,



*Mrs. Sandra Guerrero
CDC Program Director*



*Sr. Rosann Ruiz, FMA
School Principal/CDC Program Manager*

PHILOSOPHY

Our child Development Center recognizes each individual as a precious person created by our Heavenly Father and entitled to the best nurturing and spiritual guidance our staff can offer. Our goal is to lay the foundation necessary for your child to reach his/her maximum potential.

GOALS AND OBJECTIVES

- To strive to achieve through its comprehensive program, the spiritual, cognitive, emotional, social and physical development of each child in terms of his/her potential, by molding strong character traits through lived Catholic faith
- To teach each child to adjust accordingly to his environment and to benefit from the experience of a well-rounded, balanced routine
- To respect and facilitate age appropriate growth and development at each level by carefully and consistently documenting the development of the child

CURRICULUM

Activities of the St. John Bosco Child Development Center focus on the physical, social, Emotional and cognitive development of each child. Learning experiences for each are group are age appropriate. Peer group relationships, self actualization, as well as indoor/outdoor play and creativity are emphasized.

We do not have facilities or staff for teaching children with physical, behavioral and/or developmental difference that demand one- on-one care. If a special need exists that cannot be accommodated by the state required adult to child ratios, St. John Bosco' CDC must recommend the child for appropriate placement.

Religion is taught to the older children by a Salesian Sister. The basis of this instruction is "God is Love". The children learn to express their love by being kind and helpful to one another and by learning to share. They learn the beauty of what God has created for us and how wonderful His creation is. The children are also taught to know and love God's mother, Mary and to go to Jesus through prayers to her.

DISCIPLINE

The purpose of discipline is to help each child learn acceptable behavior and develop self control. When redirecting or guiding a child's behavior, the following will be taken into consideration: the child's age, cognitive development, emotional state, past experiences and present family/home environment. Consistency is maintained in setting boundaries for each child. Corporal punishment is prohibited and will not be tolerated. No child may be subjected to verbal abuse, threats, or cruel, severe, and unusual punishment. No child is deprived of meals or any part of a meal for disciplinary reasons.

Positive and preventive interventions characterize St. John Bosco CDC discipline. These include:

1. Tell the child what she/he can or cannot do.
2. Establish eye contact when speaking with a child.
3. Give the child choices when the situation merits choice.
4. Encourage the child to solve the problems and work out conflicts whenever possible.
5. Redirect the child to another activity.
6. Cuddle the child until self control is obtained.
7. Remove the child from the situation in a positive manner.
8. The last alternative is a time-out period. Time-out is determined according to the child's age (one minute per year). A staff member is present when a child experiences a time-out period. The child leaves time-out with a positive feeling and a better understanding of self-control.

INCIDENT REPORTS

An Incident Report, Form # 7239, must be filled out completely by the staff person on duty documenting any incident causing distress to any child such as a fall, scratch, bite, accident, illness... that occurs during their shift. Incident reports must be signed by a parent after the incident has been discussed with the parent. A copy is made for the parent and the original report is placed in our office files. The staff must also make sure the director and/or assistant director are aware of any incident, such as frequent biting, that needs to be discussed with the parent either immediately or at pick up time.

BITING POLICY

If a child is bitten and the skin is not broken, ice is applied and the child is consoled. If the skin is broken, first aid is administered, the child is consoled, and the parent is notified. The child who did the biting receives a time-out and his/her parents are notified. If the child continues the biting, she/he is shadowed by a staff member until the urge to bite stops.

CALANDER

The SJB Child Development Center is open year-round. Our hours of operation are from 6:00 a.m. - 6:00 p.m., Monday thru Friday effective June 2, 2008.

The Child Development Center will be closed only 12 days per year.

LABOR DAY

THANKSGIVING DAY

FRIDAY AFTER THANKSGIVING

CHISTMAS EVE

CHIRSTMAS DAY

NEW YEARS EVE

NEW YEARS DAY

MARTIN LUTHER KING DAY

GOOD FRIDAY

BATTLE OF FLOWERS PARADE

MEMORIAL DAY

JULY 4TH

CDC EMERGENCY CLOSING/INCLEMENT WEATHER

Occasionally, severe weather may create road hazards that make it difficult for the Staff or families to travel on city streets. Do tune in to the radio and TV stations KTSA-AM, KTFM, or KENS for announcements from the Edgewood District or Archdiocese Catholic School District closing due to severe weather. Our Center will follow these districts recommendations for closing due to weather conditions.

ARRIVALS AND DEPARTURES

It is mandatory to sign your child in and out every day in the classroom Log Book.

This is not only a safeguard and precaution, but it is a state requirement. Parent/guardian signatures are required along with the arrival and departure times every time a child is brought to or picked up at the CDC.

ARRIVALS

Arrival time is between 6:00 a.m. and 9:00a.m. At 9:01a.m the classroom doors are locked and no one is admitted in to drop off children unless they have just come from a doctor's appointment. Please inform the lead teacher the day before of your impending appointment. Ask your doctor's receptionist for a "Return to School" note.

ABSENCES

If your child normally gets a breakfast tray from the cafeteria, please call us before 7:15a.m. to avoid being charged for food not eaten.

If your child is on CCDS please call us with a reason for the absence.

RELEASING CHILDREN

A sign in binder is kept at the entrance of each room. A child will not be released into the hands of any person other than those listed on the transportation authorization sheets in the back of the binder. The names of those whom were given parental permission to take the child out of the center will be verified with a picture ID or TDL. When in doubt staff will speak with the Director, Assistant Director or call the parent before releasing the child. Children will not be released to persons considered to be under the influence of drugs or alcohol, even if they are a parent. In the event this should occur, the next person on the transportation sheet will be notified to pick up the child.

NON-CUSTODIAL PARENTS

The CDC abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the CDC will provide the non-custodial parent with access to the child. If there is a court order limiting or restricting visitation and/or pick up of the child or if there is a current restraining order, it is the responsibility of the custodial parent to provide the CDC with an official copy of the court order signed by the judge and to alert the Administration immediately.

ABUSE AND /OR NEGLECT

We are obligated to report any suspected neglect or abuse of a child to the Department of Family and Protective Services. Our staff is aware that failure to report suspected abuse is a crime.

VISITORS

Our facility is a closed campus. All visitors must first, report to the directors or school office, sign in and obtain a visitors badge. **No one** is allowed to visit any classroom at any time during the day without special permission from the Administration. Doors remain unlocked until 9:00 a.m. Only between 6:00 a.m. and 9:00 a.m., parents or guardians may come into the classroom without special permission to drop off their children. At 9:00 a.m. our doors are locked. The parking lot gates are electronically closed also at 9 a.m. and remain closed until 2:15 p.m. Parents wishing to visit during the day may call **432-1686** and we will open the gates as they approach the parking lot. We must focus on the children we are caring for so we discourage socializing with visitors who are here to see their child.

AFTER HOURS

All children must be picked up by 6:00 p.m. There will be a \$1.00 per minute fee, per child, accrued for every minute the child/children are at the center after 6:00p.m. If children are not picked up by 6:30p.m., and you have not called the CDC to say you will be late and we can not contact family members, The San Antonio Police Department will be contacted and your child will be considered abandoned. **Late fees will still be in effect even if you call that you will be late.**

FIELD TRIPS

The CDC does not participate in field trips outside the school campus. We do however bring various experiences to the children which may include but are not limited to Liturgy, school parades, pep rallies, petting zoos, and playground water play. Parents will be informed of activities in writing prior to the event.

Parents are always welcomed to visit and participate in certain activities and celebrations. Siblings, cousins... not registered at the CDC are not able to participate in activities and celebrations involving your child's and classmates.

FOOD SERVICE

BREAKFAST/LUNCH

During the school year, the St. John Bosco cafeteria serves a well balanced breakfast and lunch. Menus are sent home monthly and are also posted on the bulletin board. See Mrs. Garcia in the cafeteria for cost and billing.

Children may also bring breakfast and/or lunch from home.

Children may eat breakfast in the classroom from 7:30a.m. until 8:00 a.m.

Children arriving after 7:50 a.m. will be served snack at 9:15a.m. along with the other children.

Lunch is served at approximately 11:00 a.m. The children also enjoy an afternoon snack.

BIRTHDAYS

On your child's birthday, special treats may be brought to the CDC for your child and classmates. All food items must be store bought. Treat bags are sent home at the end of the day. Cake, cupcakes, and /or ice cream are enjoyed during the afternoon snack as your child celebrates his/her special day with his/her classmates.

SNACK CALENDAR

Each family takes turns providing snacks for the class. Snack Calendars are sent out monthly. Parents are to provide crackers, cereal bars, cookies, or fruit, plus juice and cups for the class.

INFANTS

Infants are fed "on demand" until they establish a schedule for eating. Parents provide formula, breast milk, water, cereal and baby food. Feeding schedules are sent home monthly for parents to dictate what and how often their child will be fed. Caregivers follow this

schedule until updated by the parent.

GENERAL INFORMATION

Please advise the CDC immediately of any changes in cell numbers, addresses, emergency information, or family situations. Informing the CDC staff of altered family situations such as dual to singles parent families, divorces, loss of loved ones, new additions to the family, etc....enables the caregivers to better understand the actions and reactions of each child.

DAILY LOG: PLEASE READ THIS DAILY

A Daily Log is kept for each child daily and sent home at the end of the day. Throughout the day, the log is updated and everyone who worked in that classroom signs in as a caregiver. This is an hour by hour report of your child's nutritional intake, diaper changes, trips to the potty and special activities. It is also used to remind you bring more supplies like diapers, wipes, water, snacks....

Receipts and memos will be stapled to your Daily Log

CLOTHING

Children should have two sets of extra clothing, labeled with their names, stored in their cubby. Soiled clothing is sent home daily and clean clothes should be sent back the following day. Toddlers in the potty training stage will need additional sets of clothing, including socks.

SHOES

Infants need to wear booties or socks at all times. Older children must wear tennis shoes. Sandals with closed in toes are acceptable **ONLY** if they stay on securely. **YOUR CHILD MAY NOT WEAR SLIP ONS, FLIP FLOPS, OPENED TOE SANDALS OR DRESS SHOES WITH SLICK SOLES.**

You will be asked to take your child back home to change shoes, if what he/she is wearing does not meet these guidelines.

SUPPLIES

A list of supplies is included with your registration packet. Please remember to label all supplies with your child's name using a permanent marker. Print your child's first name and last name initial on EVERYTHING brought to the Center.

Bottle caps, blankets, bibs, snacks, formula cans, socks, underwear, diapers, cups and lids, spoons, sheets, pacifiers, etc...should all be labeled.

Your child's caregiver will notate on the Daily Log what supplies are needed for the next day.

TOYS

The CDC provides ample toys and material for children to share. Children are discouraged from bringing in any toys from home.

PHOTOGRAPHS

Photos of each child are taken periodically to provide lasting memories of the child's development. Photos may also be published in our School newsletters or pamphlets. Please sign and return the form at the end of the handbook indicating whether or not your give permission for St. John Bosco School or CDC to use your child's photo.

You may bring a disposable camera labeled with your child's name, to keep in his/her cubbie. This will enable the staff to capture "KODAK MOMENTS" of your child. We invite photo studios to the center to photograph the children two or three times a year. We encourage all the children to sit for poses, but parents are never obligated to purchase any portraits.

NAPPING

It is a state requirement that all children nap and/or rest daily. Infants under 12 months sleep in an assigned crib. Crib sheets and blankets are provided by the family. Parents are responsible for taking bedding home to launderer weekly or more often if necessary. Older children rest/nap on a padded sleep mat placed on the floor. Washable Nappers are available for purchase at the "Eagles Landing" at a reasonable price.

TOILETING

The older children are encouraged to use the toilet when they begin to comprehend the concept of sitting on the toilet. Parent should provide **Velcro Pull Ups** to aid the staff in training your child. Training pants may be sent after your child is able control his/her body functions.

HAND WASHING

All children wash their hand:
Before and after meals
After toileting (babies after every diaper change)
Upon returning from outside
Any other time their hands may become soiled

HEALTH AND ILLNESS

Parents are required to submit a physician's statement within one week of admission certifying that their child is free from all communicable diseases or illnesses.

After an illness, a parent must bring a doctors note indicating that their child is well and may return to the CDC.

Immunization records must be kept current. Please bring us a copy every time you visit your child's Physical for immunization shots.

The staff has been educated on rules and the rationale of basic hygiene practices appropriate for the handling and caring of your children. These practices are consistently used to help prevent the spread of germs and illnesses.

It is the parents' responsibility to report to us any infectious disease their child has been exposed to and it is the Directors' responsibility to inform the other parents. General information is relayed without mentioning names.

MEDICATION -THE CDC STAFF MAY NOT ADMINISTER MEDICATION TO THE CHILDREN

Parents may come or send a relative to administer medication to a child during the course of the day. This person must sign the medication log with the time, dosage and a contact cell number. The staff will monitor the child for changes in behavior.

Exception:

If a child has a periodic and recurring medical problem such as Asthma, the Director/Assistant will administer the inhaler puffs when deemed necessary to alleviate breathing distress of a child. This will happen only with previous, mutual agreement and authorization from the parent. The inhaler will be kept and stored here for emergencies. The parent will be contacted before the inhaler is used. The Director/ Assistant will fill out the medication log.

MEDICAL EMERGENCIES

If a child is seriously injured, a staff member will administer CPR and /or the appropriate First Aid. Another staff member will call 911 for assistance. Parents will be contacted as soon as possible with the information deemed from the paramedics. The information in the child's folder under "Admission Information" for doctor, hospital and contact numbers is relied on for emergency situations. **It is the parents' responsibility to keep us informed of any changes in this vital information.**

EAR INFECTIONS

Children with ear infections may attend the CDC. However, if your child has an ear infection along with a fever, his/her resistance is lowered and he/she may need one-on-one care. In this case parents must provide alternate care until the child is fever free for 24 hours.

ALLERGIES

Please provide us with a doctor's statement notating any food allergies.

EXCLUSION FROM ATTENDANCE

According to the Minimum Standard Rules for Licensed Child Care Centers, a child will not be allowed to attend for the day if:

1. an illness prevents the child from participating comfortably in the centers activities, including outdoor play.
2. the illness results in a greater need for care then caregivers can provide without compromising the health, safety and/or supervision of the other children
3. the child has one of the following (unless a health care professional indicates that the child may be involved in the activities)
 - a. Oral temperature of 100.4 degrees or greater, accompanied by behavioral changes or other sign or symptoms of illness.
 - b. Arm pit temperature of 99.4 or greater, accompanied by behavioral changes or other sign or symptoms of illness.
 - c. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes, rashes with fever, mouth sores with drooling, behavioral changes or other sign that the child may be severely ill
 - d. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that she/he is no longer contagious.

A parent will be called to pick up their child :

If the child has an undiagnosed rash or other signs of an illness or virus

If the child has three loose bowel movements (we understand that antibiotics may cause diarrhea - but, for hygienic purposes and because of the extra attention your child needs, the policy will remain as stated)

If the staff takes your child's arm pit temperature and it reads 99.4 or greater

(The child will automatically have to stay home the following day since children must be fever free for 24 hours before returning to the center.)

STUDENT ACCIDENT INSURANCE

St. John Bosco Child Development Center carries the required Archdiocesan Child Accident Insurance for all the enrolled children. The insurance is secondary and provides basic coverage for children during all CDC related activities.

COMMUNICATIONS-GRIEVANCES-SUGGESTIONS

Notes are an expedient form of communication. All grievances must be put in a letter form and/or handled through a scheduled conference. All concerns and/or suggestions are to be directed to the attention of the CDC Director.

A parent has the right to review a copy of the Minimum Standard Rules for Licensed Child Care Centers and the most recent inspection report.

ENROLLMENT POLICY

St. John Bosco Child Development Center is open to all children regardless of race, color, creed, sex or ethnic background provided the following criteria are met and submitted:

1. The child is between 6 weeks old and 3 years old (children turning 3 years old as of September 1st will be referred to the main school to register for 3K)
2. an update immunization record
3. a social security card
4. a birth certificate
5. a baptismal certificate

REGISTRATION FEE

There is a \$100.00, non-refundable registration fee for each child at the time of enrollment. After your child has been here one year, there will be a \$100.00 re-registration fee due the anniversary month or your child's initial enrollment. (also non-refundable)
CCDC families must also pay the registration and re-registration fees.

WITHDRAWING

Parents wishing to withdraw their child must notify the Director prior to the withdrawal date. Families must have a \$00.00 balance at the time of withdrawal. Parents wanting to withdraw their children/child for the summer, must have a \$00.00 balance and pay the \$100.00 re-registration fee to hold their spot until mid-August. Parents must contact the CDC office by the first week of August to notify us of their intent to return to the center.

**Failure to call will forfeit your spot to someone on the waiting list.
YOUR \$100.00 IS NON-REFUNDABLE.**

DROP-INS

Children may be dropped off for a day or week during the summer hours if you have made prior arrangements with the Director and there is room is available in that classroom for your child. Drop in rates are \$10.00 an hour or \$135.00 a week for infants up to 18 months old or \$125.00 a week for children over 18 months old.

TUITION

Tuition is due the first day of the week. Tuition is paid in weekly increments. For your convenience, you may pay for more than one week at a time. A \$25.00 late fee is incurred after 2 weeks of non-payment and your child will not be able stay at the center until tuition is paid. Tuition may be paid by cash, check, money order or

credit card.

NO TUITION ADJUSTMENTS ARE MADE FOR DAYS ABSENT DUE TO ILLNESS OR PARTIAL WEEK VACATIONS

ST JOHN BOSCO CHILD DEVELOPMENT CENTER

“EAGLETS”

HANDBOOK AGREEMENT

We/I have read and understood this handbook and agree to adhere to its policies and provisions. We/I understand that the Program Manager retains the right to amend this handbook at any time and to modify it as she deems necessary in order to comply with the curriculum, philological, safety and state standards. The contents of this handbook are considered binding.

I understand that we/I will be given prompt notification of changes made in the handbook.

Parent/guardian signature_____Date_____

Parent/guardian signature_____Date_____

PHOTO RELEASE

_____ I hereby give permission for any picture or video of my son/daughter taken during CDC activities to be published in the St. John Bosco CDC, School, Salesian Sisters' or Archdiocesan publications or newsletters for educational or advertising purposes.

_____ I do not give permission for any picture or video of my son/daughter taken during CDC activities to be published in any way.

Parent/guardian signature_____Date_____

Parent/guardian signature_____Date_____

CDC@stjohnbosco-satx.org

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