

St. Rita Day Care Center

Applications for enrollment in the all-new St. Rita Day Care Center are now available. The Center provides year round care to children age 3 months to 5 years old. Full days and half days are available. For more information, please contact Heather Ennis, Office Manager, at **(203) 288-6828**.

General Information

Child to Teacher Ratios:

Infant and Young Toddlers (Age 3 months to 18 months)	4:1 (Group not to exceed 8)
Toddlers (Age 14 months to 2 years)	4:1 (Group not to exceed 7)
Twos	4:1 (Group not to exceed 8)
Preschool	10:1 (Group not to exceed 20)

Applications and Enrollment:

There is a \$25.00 application fee that must be returned with the completed application. Two-week tuition (security to cover your child's last two weeks), must accompany the signed Terms of Agreement and Payment of Tuition Form. Enrollment slots are filled on a first come-first served basis.

General Policies

- Tuition payments are made weekly, and due the Friday before the week in question. A \$25.00 initial late fee, as well as \$10.00 per day thereafter will be assessed and your child may not return until payment is made in full.
- There is no discount in tuition for children being out for vacation or for sick time.
- Each child entering the Center must have an updated Physical form, signed and dated by his/her pediatrician, including copies of all current immunizations.
- All changes in address, telephone, employment, etc., must be made in writing to the Office.
- Parents must give the Center two weeks written notice when withdrawing a child from the Center. All tuition through the two weeks remains due, as stated in the Tuition Agreement Form.

- All children must arrive at the Center by 9:30 AM so that groups can continue their activities as planned. Please make doctors appointments first thing in the morning, or late in the afternoon. Once a child leaves, he/she may not return that day.
- Please call the Center prior to 9:30 AM, if your child is going to be absent for any reason.
- An adult must accompany your child to and from the Center every day.
- You must sign your child in and out daily on a designated posted sign in sheet. Please note this is a State requirement.
- St. Rita Day Care Center is a locked, secure facility. Proof of identity will be required for entry.
- In case of inclement weather, please listen to 960 WELI or watch WTNH-8 for closings or delays. We do not follow the same closing plan as St. Rita School. Please be sure to look for closings or delays specific to St. Rita Day Care Center.
- Parents supply diapers, wipes, bottles, baby food, ointments, formula, etc. The Center provides whole milk and juices, once a child is able to drink them. Disposable diapers are recommended for sanitary reasons; cloth diapers are not allowed.
- For sanitary reasons, individual potty seats are not allowed.
- Parents provide sheets and blankets for cribs and/or cots. Parents also provide a change of season-appropriate clothing. Please leave a spare sheet in your child's cubby. PLEASE LABEL!
- Parents provide their child's lunch. PLEASE LABEL! The Center will provide morning and afternoon snacks, as well as milk and juice throughout the day. Snack schedules are posted in the kitchen. Please note, we are a peanut-free, nut-free and chocolate-free facility.
- Candy and gum are not allowed in the Center.
- Toys are not to be brought in from home except on specified sharing days. Toy guns and weapons are not allowed, even on sharing days. Stuffed animals for naptime are allowed.
- Toys are not allowed to be taken home from the Center.
- Children take a lot of pride in their accomplishments; please check your child's cubby daily for artwork or notes home.
- Birthdays are special at the Day Care Center! Each child will receive a birthday crown and a small birthday gift. We encourage you to send a special book in with your child to be read at circle time. You may also send in a special birthday treat **for your child only**. Due to serious allergy concerns, we are unable to allow food treats for the whole class. Please bear in mind our allergy policy when selecting a treat for your child (no peanuts, chocolate or nuts).
- Parents are encouraged to visit their children whenever possible. Remember it is more difficult for some children than others to separate from their parents. Please use your best judgment.
- If a child becomes continuously disruptive, hitting, biting, etc. and staff cannot control the child, unless one on one, the child will be withdrawn from the Center. Teachers will be available for mini conferences as needed.

INFANT DAILY PROGRAM

The infants in our program are on an "on demand" schedule. They eat and sleep according to their individual needs. The infant's day will consist of a lot of singing, finger play, music, activities that enhance their senses as well as coordination such as water play, stacking, sorting, ball play, story times, exercise, etc. They are always given the opportunity to safely explore their environment. Infants need and love to be held and cuddled. Weather permitting, the infants will often be outside, in the playground, or out for walks.

TODDLER/TWOS DAILY PROGRAM

7:00-9:00 Children arrive, free play
9:00-9:30 Wash up, morning snack
9:30-9:45 Diaper/potty time
9:45-10:30 Circle time, "good morning song", story, activities to encourage language development, music, arts and crafts, painting, coloring, play dough, glue, etc.
10:30-11:15 Outdoor play (weather permitting) or free play inside
11:15-12:00 Wash up, lunch
12:00-12:30 Diaper/potty time, story before naptime
12:30-2:30 Naptime, quiet time
2:30-3:30 Diaper/potty time, wash up, afternoon snack, Independent activities, puzzles, stacking, sorting, pouring, etc.
3:30-4:30 Outdoor play (weather permitting) or free play inside
4:30-5:30 Diaper/potty time, prepare for home

PRESCHOOL AGE DAILY PROGRAM

7:00-9:00 Children arrive, free play
9:00-9:30 Wash up, morning snack, potty time
9:30-10:00 Circle time, calendar, weather, songs, language arts, music, movement
10:00-10:30 Group project, art
10:30-11:00 Science, sensory math, manipulatives
11:00-12:00 Outdoor play (weather permitting) or free play inside
12:00-12:45 Wash up, lunch, potty time
12:45-2:30 Rest time/quiet time
2:30-3:00 Potty time, wash up, afternoon snack
3:00-3:45 Dramatic play, fine motor activities
3:45-4:45 Outdoor play (weather permitting) or free play inside
4:45-5:30 Prepare for home

CLOSING POLICY

The Day Care Center is open Monday through Friday from 7:00 AM until 5:30 PM.

The Center closes promptly at 5:30 PM. Late fees will be given as follows: \$25.00 for the first five minutes and \$1.00 for each minute thereafter. Constant late pickups are cause for removal from the Center.

If a child has not been picked up within fifteen minutes of our closing time, a staff person will attempt to call the child's parents at their work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the Permission to Release emergency forms. The police will be called after one hour if parents or other adults specified on the permission forms cannot be reached. At that time, the child may be released to the police. Two staff members will remain with the child at all times.

HEALTH POLICIES

Administration of Medications

The Center will only administer TOPICAL medications such as diapering ointments and sunscreen, etc. The Center will not administer oral medications, unless deemed a life-threatening situation by a physician. All staff has been trained in the administering of Epi Pen injectable medication. All ointments, topical medications and other approved medications (including Epi pens) must be brought in their original containers. If a prescription is required, parents and physicians must complete proper forms.

Illness

Please notify the Center if your child will be absent due to an illness by 9:30 AM. ALL communicable illnesses: strep throat, pink eye, chicken pox, hepatitis, influenza, scarlet fever, impetigo and mononucleosis, or any other communicable illness MUST be reported to the Director so that our Medical Consultant can keep proper records and inform others who may have been exposed.

Exclusions policies with respect to these illnesses include:

- Strep Throat excludes the child from day care for 24 hours after institution of specific treatment.
- Scarlet Fever excludes the child from day care for 48 hours after institution of specific treatment.
- Chicken Pox excludes the child from day care for a minimum of 7 days after first eruption of rash or until blisters are scabbed and dry.
- Hepatitis excludes the child from day care until written permission is received from the doctor.
- Mononucleosis excludes the child from day care until written permission is received from the doctor.
- Pink eye excludes the child from day care until written permission is received from the doctor or until the eye is no longer inflamed and draining.
- Impetigo excludes the child from day care until written permission is received from the doctor and the child is under treatment.
- Influenza excludes the child from day care until symptoms have subsided and the child is feeling better.

If your child has been ill with a sore throat, stomachache, cough, nausea, vomiting, diarrhea or fever (100 degrees or higher) he or she may not return to the Center until free of symptoms for 24 hours (partial day returns are not allowed). If your child is sent home from the Center with any illness, he or she may not return for 24 hours (partial days are not allowed for return).

A doctor must diagnose all rashes and the child may not return without written permission from that doctor.

It is with your cooperation that we can prevent the spread of illness.

Thank you!

TOILETING AND DIAPERING PLAN

For those children who have been toilet trained, or are in the process of being toilet trained, there will be accessible four toilets and three sinks with hot and cold running water. We will work together with parents to encourage toilet training. No child will ever be forced to use the bathroom. No child will be allowed to enter the bathroom unattended. Staff will wash their hands thoroughly before and after assisting in toileting. Staff will place all soiled clothes carefully in a plastic bag to be brought home. Staff will assist the child in washing their hands after toileting as well. Staff will wipe down the toilet seat with warm soapy water and spray disinfectant bleach solution daily.

For those infants or toddlers in diapers, parents will supply disposable diapers and wipes. No cloth diapers are allowed. In the Infant and Toddler rooms, there is a changing table; a lined covered waste container, and a sink with hot and cold running water that is to be used for hand washing only.

Prior to changing, the caregiver will make all needed materials accessible: diapers, wipes, etc. The caregiver will cover the changing table with changing paper, and will wash their hands as well as the child's hands. The caregiver will then place the child on the changing table and remove the soiled diaper. The caregiver will then clean the child with wipes and then put on a clean diaper. The caregiver will wash the child's hands, and then put the child down next to the staff member so that the caregiver can wash their own hands. The child will be returned to the group, then the caregiver will dispose of the dirty diaper, wipes, and changing paper in to the lined covered diaper pail. The caregiver will then wash their hands vigorously with warm soapy water and dry with paper towel. The caregiver will then wash down the changing table with warm soapy water and spray with a disinfectant spray solution. The caregiver will then wash their hands again with warm soapy water and dry with a paper towel.