



ST TIMOTHY

CATHOLIC DAYCARE & PRESCHOOL

PRAY • SERVE • GIVE | IN SERVICE OF THE NEW EVANGELIZATION

St. Timothy is dedicated to providing well-rounded, child-centered and developmentally appropriate programs in a loving, secure and spiritually nourishing Catholic environment which is rich with the values and traditions of our Faith.

Handbook

2045 S. Pennington
Mesa, AZ 85202
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MISSION STATEMENT AND GOALS

St. Timothy is dedicated to providing well rounded, child-centered and developmentally appropriate programs in a loving, secure, and spiritually nourishing Catholic environment which is rich with the values and traditions of our faith.

OUR GOALS INCLUDE:

- Supporting and continuing the work already begun by parents.
- Encouraging the growth of each child as a creation of a loving God, with unique talents and abilities.
- Developing a sense of self and community within a faith-filled atmosphere.
- Cultivating a sense of curiosity and wonder in relation to the child's world and their environment.
- Providing a setting which will foster a love of learning through exploration and creative activity.

ENROLLMENT

DAYCARE AGE: Children must be at least 6 weeks old on their first day of attendance.

PRESCHOOL AGE: Children must be at least 2 years and 8 months of age and be fully toilet trained prior to their first day of school.

DOCUMENTATION

St. Timothy is compliant with all regulatory agencies. Therefore, it is mandatory that prior to the first day of attendance, **ALL** children must have on file:

- 1) updated immunization record
- 2) proof of custody as indicated
- 3) other paperwork as needed to satisfy state regulations

FEES

There will be a non-refundable fee of \$100 per family for children enrolled in Daycare. A \$75 annual non-refundable registration fee applies to Preschool.

HOURS OF OPERATION

We are open from 6:30am until 6:00pm. Because we are licensed for those hours only, we request that you arrive before 6:00pm to pick up your child. Late fees will apply after 6:00pm. Please note that all holiday closures are clearly posted in the lobby.

DAYCARE

TUITION:

St. Timothy requires tuition to be pre-paid **weekly** every Monday via automatic deduction. If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made. You may choose one week per year that your child may be absent for “vacation” and not pay the weekly fee; in addition to the week-long closure at Christmas and Easter.

For families who need full-time daycare, but choose to add preschool to your child’s schedule, there are several options available. St. Timothy requires Preschool with wrap-around Daycare to be pre-paid **weekly** every Monday via automatic deduction over the 42 weeks of the Preschool year (8/07/2017—5/21/2018). If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made.

If none of the options above meet your needs, please contact the Director and we will try to create a Preschool/Wrap option that works within your schedule.

2017-18 Weekly Daycare Classrooms (For pricing, please call 480-775-5238)

	5 days	4 days	3 days	2 days	drop-in
Infant Room <i>6 wks-walking</i>			n/a	n/a	n/a
Toddler Room <i>walking-age 2</i>					
2-yr old Room <i>age 2 - 3</i>					
3 -5 yr old Room					
Before & After School care (St. Tim’s Students)	Coming Soon (August 2017)	Coming Soon (August 2017)	Coming Soon (August 2017)	Coming Soon (August 2017)	n/a
Summer Camp <i>ages 6-12</i>	Coming Soon (June of 2018)				

MEALS:

Parents are expected to provide formula and baby food for infants and simple sack-type breakfasts and lunches for older children. We will provide two snacks each day for children who are able to eat table food and do not suffer from any food allergies. If your child does have allergies, or the snacks provided do not meet with parent expectations, we will request that the parent provide a snack replacement. A menu will be posted on the bulletin board in the lobby.

DIAPER PROCEDURE:

Parents will receive documentation regarding frequency of diaper changes. Diapers will be provided by the parents. Children’s hands will be washed with soap and water as well. Procedures for diaper changes and hand washing will be posted in each class room.

PRESCHOOL

TUITION:

Preschool Tuition is charged for the School Year, and you may pay in full with a 5% discount. St. Timothy requires tuition to be pre-paid **weekly** every Monday via automatic deduction. If your child is absent for any reason, full payment of tuition is still required as per contractual agreement with us. Your child will not be permitted to attend until full payment is made. There is no charge for those days when the preschool is closed, and your deduction will be pro-rated automatically.

2017-18 Annual Preschool Tuition Classrooms (For pricing, please call 480-775-5238)

	5 full days	5 half days	3 half days	2 half days
Pre-K age 4-5	All Day	AM Only	MWF PM Only	n/a
Pre-School age 3-4	n/a	n/a	MWF AM & PM	n/a
E.L. age 2-3	n/a	n/a	n/a	Tu/Th AM Only

SCHOOL SCHEDULE:

Two, three or five day options are available. Further information will be available at registration.

CURRICULUM:

Preschool classes follow monthly themes. Each theme is integrated in the classroom and meet the state requirements with core curriculum in all areas including math, science and discovery, as well as pre-reading and pre-writing skills. Through art, music, drama play and sensory experiences, children are exposed to curricula which provide them with the opportunity to develop to their full potential. Diocesan curriculum guidelines are available in the office. Our school meets or exceeds these guidelines.

SNACKS:

We will provide a snack for each 2 1/2hour program. If your child suffers from food allergies or the snacks provided do not meet parent expectations, we will request that the parent provide a snack replacement. A menu will be posted in each classroom as well as on the table at check-in.

REST ROOM PROCEDURES:

All children will be supervised and receive assistance as needed when using the rest room. Children are required to wash their hands with liquid soap and running water. If the child required assistance, the teacher will follow the same protocol.

ATRIUM

Catechesis of the Good Shepherd, our religious education program, is taught by a specially trained catechist. The program is open to all Preschool children 3 years of age and older. This is a Montessori based hands on approach to teaching children about their faith. This Level I class focuses on the message that God is real and He loves me, and Jesus is real and He is my friend. The Atrium is located downstairs in a classroom next to the Social Hall.

COMMUNICATION

Open and honest communication is always encouraged. For those children enrolled in Daycare, daily notes will be sent home, addressing behaviors, favorite activities and other interests. For Preschool children, a weekly classroom update will be provided.

If you have a particular concern regarding your child, please consult with your child's teacher after class dismissal. If the situation is of a more complex nature, please make an appointment with the teacher.

The Director will address any concerns not resolved by the teacher. Conferences including parents, teacher, Director, and counselor are also available.

For special announcements, please check the bulletin boards in your child's classroom and the hall or lobby. Flyers and calendars will also be available.

Parents may visit our facilities at any time during hours of operation. Please check in at the parish office upon arrival.

SIGN IN/SIGN OUT

Each child must be signed in and out daily, as required by the state's regulatory agency. A complete signature is required; initials are unacceptable.

All children must be picked up by a custodial parent or parental designee as indicated in writing by the parent.

Only those listed on the authorized pick-up list will be permitted to remove the child from the premises.

MEDICATION AND ILLNESS

St. Timothy staff is not permitted to administer or dispense any medications without proper written authorization from the parent. This includes even simple items such as sunscreen and diaper ointments.

Please do not send your child to school with a fever (a temperature of over 99 degrees), any type of discharge from the eyes or nose, a cough, vomiting, diarrhea or rash of any kind. A child should be symptom free for at least 24 hours before returning to Daycare or Preschool. A doctor's note will suffice as proof of non-contagious illness. These precautions allow the child to attend Daycare/Preschool without risking exposure to others.

MINOR INJURIES

Bumps, bruises, cuts and scrapes are not considered serious injuries and will be tended to by a qualified staff member. The parent will be informed of such incidents at the end of the day. If the injury is of a more serious nature, we will notify the parent immediately. Excellent healthcare facilities are close by, should such measures be required. The enrollment procedure will include authorization for St. Timothy's to take whatever emergency measures are deemed necessary. These measures are posted in each classroom as well as at the entrance of the Children's Center.

DISCIPLINE

The staff uses a positive behavior model, therefore we use positive methods of discipline, which encourage self-control, self-esteem and cooperation among the children. Setting reasonable, age appropriate limits help children understand what is expected of them. Under no circumstances will any type of physical punishment, restraint, deprivation, or ridicule be used as disciplinary measures.

For circumstances requiring discipline, the teacher will attempt to redirect the child. To a different activity. If the behavior persists, the child will receive a verbal warning. If the previous measures fail, the child will be placed in time-out. This will allow him/her to regain control and composure. No child will be isolated from the class or the staff at any time. If a behavioral issue cannot be resolved using the measures described above, parents will be notified.

In order to effectively provide a safe, nurturing environment, we will maintain open communication with the parent regarding any disciplinary measures taken.

CLOTHING

Children should wear comfortable, casual clothing. Please label your child's clothing and personal items for easy identification. We cannot be responsible for any lost, found or damaged items. Lost and found will be kept under the cabinets in the lobby of the Daycare Center and in the office of the Preschool. Parents are encouraged to bring extra clothes, in case of accidents. However, all items must be able to fit into your child's cubby space and are to be taken home each day.

PARENT VOLUNTEERS

Parents are encouraged to volunteer in the classroom. See your child's teacher if you wish to volunteer on a regular basis. Please be aware that we are unable to accommodate children who are not enrolled in Daycare or Preschool should you wish to assist in the classroom regularly. All parents wishing to volunteer must be compliant with Safe Environment Training.

PRESCHOOL/DAYCARE CAR POOLS

St. Timothy employees cannot be held responsible for any accident or liability that may occur should you retain the services of an employee for any work outside of the Preschool/Daycare environment, such as babysitting, etc.

FIELD TRIPS/TRANSPORTATION

St. Timothy Catholic Daycare and Preschool's transportation policies apply to the transportation of children to and from St. Timothy Catholic daycare center. The vehicle used for transporting children will be currently registered and meet the federal motor vehicle safety standards. The driver of the vehicle will be a St. Timothy employee 25 years or older with a current unrestricted state driver's license. The driver will carry all needed emergency and attendance information for each child transported to and from the center.

St. Timothy Catholic Daycare and Preschool's transportation program is a privilege that considers safety the number one priority. Children are expected to listen and follow the rules set forth by St. Timothy Catholic Daycare and Preschool. St. Timothy employees reserve the right to refuse transport of a child to and from any location if the driver feels the child is putting him or herself at risk or risking the safety of others. Should a child not follow the rules and guidelines the parents will be contacted and expected to transport their child themselves.

For each enrolled child, a transportation release form or field trip release form must be signed by the parent or guardian.

BIRTHDAYS

Birthdays are a special time for celebration. Parents are always welcome to join us for their child's special day. Special snacks may be brought for the occasion; however, regulatory agencies require that food be purchased from a retailer. No home-made snacks are permitted.

TERMINATION OF ENROLLMENT

There are circumstances under which it may be necessary for the Director to terminate a child's enrollment in our program as well as transportation of a child in our center's bus. Such a decision is not taken lightly and would be based on whether it is in the best interest of the child, the other children in the class, as well as the overall operation of the Daycare/Preschool. Before making such a decision, every effort would be made to correct problematic situations.

The decision to terminate enrollment may include one or more of the following:

- Abuse of other children or staff members
- Destruction of school property
- Continued violation of school policies
- Disruptive or dangerous behavior
- Our school's inability to meet the child's needs
- Non-payment of tuition

Whenever possible, written notification one week in advance of termination will be provided to the parent.

We also request the parent to provide us with a one-week notice as well, if you plan to withdraw your child from our programs. No refunds for tuition or registration fees upon withdrawal.

INSURANCE

The Daycare Center and Preschool are covered by Catholic Mutual Insurance in accordance with state licensing requirements. This policy is available for review upon request.

PESTICIDES

A pesticide notice will be posted on the door of the Daycare Center as well as on the bulletin board at the Preschool 48 hours prior to spraying.

LICENSING AGENCY

St. Timothy Daycare and Preschool facilities are licensed by:

Arizona Department of Health Services
Office of Child Care Licensing
150 North 18th Ave., Suite 400
Phoenix, AZ 85007
602-364-2539

As a regulatory agency, they have the right to:

- Interview children and staff and to inspect and audit all child and/or facility records without prior consent.
- Observe the physical condition of a child, including any signs that may indicate abuse, neglect or inappropriate placement, and, if necessary, to provide protective custody and/or a licensed medical professional to conduct an examination.

Inspection reports are available upon request.