

***ST.JOHN VIANNEY EDUCARE***  
***AND***  
***PRE-SCHOOL / KINDERGARTEN***

***MRS. SONIA FLORES-DAVIS, PRINCIPAL***  
***LORIE LAFFERTY, DIRECTOR***

***501 NORTH WALNUT ROAD***  
***SPOKANE, WASHINGTON 99206***  
***(509) 926-7987***

## **PHILOSOPHY**

***“Let the little children come to me.....  
for theirs is the Kingdom of Heaven.”***

***Matthew 19:14***

***We believe St. John Vianney Educare Center to be a faith community of children, parents, teachers and staff working together to create a structured yet free learning atmosphere, where individual differences are respected, the dignity of the individual is maintained, and a positive self-concept is developed and fostered.***

***We believe each child needs:***

***to be at peace in his/her environment***

***to belong--regardless of age, race, and creed***

***to achieve--according to his/her own ability***

***to respect all people***

***to assume responsibilities as he/she is able***

***to discover the wonders of the world***

***to love and be loved.***

***These things are necessary if the child is to establish a good self-image; grow physically, socially, emotionally, and cognitively; and develop into the whole person God means him/her to be.***

## **POLICIES AND PROGRAMS**

***St. John Vianney Educare Center is a Christian-oriented center where basic Christian and social values are experienced. Children from all races, creeds and religions are welcome to register. The teachers and staff selected to teach and work with your children are committed to our Christian philosophy. Harsh or threatening methods of discipline do not comply with our belief in teaching positive self-concepts. We welcome each child as an individual and will attempt to meet his/her special needs. We make every effort to keep parents informed through monthly newsletters, notes to parents, and parent conferences. If at any time you feel your needs or the needs of your child are not met, please inform us. We want your child's stay with us to be a happy and pleasant learning experience.***

***Religious activities include prayer at the beginning of the day and before meals, and observation of the traditional religious holidays such as Christmas and Easter.***

## **ADMISSION AND REGISTRATION PROCEDURES**

*We encourage you to visit the Center with your child for pre-admission conference. There is a registration form to be filled out by the parents; a non-refundable registration/supply fee is paid and a general information sheet is filled out at this time.*

*The Center is open to all children between the ages of 3 and 12 without regard to race, religion, or sex. Each child admitted is subject to a one month probationary period to ensure that the child is comfortable in the Center. Subsequently, re-enrollment is conducted yearly, at the time of St. John Vianney School registration.*

*A pre-application for subsequent years will be taken over the phone or in person. The pre-application will be used by the Director to determine who will be accepted into the program. Pre-registration in April is suggested. The registration form should be updated to reflect any changes. When the child is tentatively accepted into the program, important program forms will be given to the parents.*

*Completed forms and the deposit will reserve the child's place. The following completed forms must be on file before entrance into the program:*

- Registration Form*
- Immunization Record*
- General Questionnaire*
- Parent Schedule*

## ***HOURS OF OPERATION***

<b><i>EDUCARE</i></b>	<b><i>7:00 AM TO 6:00 PM</i></b>
<b><i>PRE-SCHOOL</i></b>	<b><i>7:55 AM TO 11:30 AM Monday - Friday</i></b>
<b><i>KINDERGARTEN</i></b>	<b><i>7:55 AM TO 2:45 PM</i></b>

## ***TYPICAL EDUCARE DAILY SCHEDULE***

<b><i>7:00-7:15</i></b>	<b><i>Open, greet parents and students, sign-in.</i></b>
<b><i>7:15-7:45</i></b>	<b><i>Computers &amp; table activities</i></b>
<b><i>7:45-8:30</i></b>	<b><i>Preschool entry task</i></b>
<b><i>8:30-9:00</i></b>	<b><i>Circle time</i></b>
<b><i>9:00-9:15</i></b>	<b><i>Bathroom &amp; hand washing</i></b>
<b><i>9:15-9:45</i></b>	<b><i>Snack</i></b>
<b><i>9:45-10:15</i></b>	<b><i>Recess</i></b>
<b><i>10:15-11:00</i></b>	<b><i>Planned activity</i></b>
<b><i>11:-11:15</i></b>	<b><i>Clean-up</i></b>
<b><i>11:15-11:30</i></b>	<b><i>Circle time</i></b>
<b><i>11:30-11:45</i></b>	<b><i>Recess</i></b>
<b><i>11:45-11:55</i></b>	<b><i>Bathroom and hand washing</i></b>
<b><i>11:55-12:30</i></b>	<b><i>Lunch</i></b>
<b><i>12:30-12:45</i></b>	<b><i>Book and puzzle time</i></b>
<b><i>12:45-1:30</i></b>	<b><i>Recess</i></b>
<b><i>1:30-2:15</i></b>	<b><i>Planned activity</i></b>
<b><i>2:15-2:30</i></b>	<b><i>Clean up</i></b>
<b><i>2:30-2:45</i></b>	<b><i>Transition</i></b>
<b><i>2:45-3:00</i></b>	<b><i>Check-in</i></b>
<b><i>3:00-3:30</i></b>	<b><i>Large gross motor activity</i></b>
<b><i>3:30-3:45</i></b>	<b><i>Snack</i></b>
<b><i>3:45-4:15</i></b>	<b><i>Homework</i></b>
<b><i>4:14-5:30</i></b>	<b><i>Daily activity</i></b>
<b><i>5:30-6:00</i></b>	<b><i>Clean up</i></b>

## TUITION AND ABSENCES

*Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent. No make-up days are permitted for absences due to sickness or holidays. Each family is allowed up to two weeks per year of vacation time, for which no fee is charged if a child is not in attendance. (The week is defined as the number of days per week that your child normally attends. The year is defined by your starting date. ) The two weeks must be taken in segments of at least one week at a time opposed to a day-by-day basis. Anytime a child is gone more than two weeks without payment of the regular weekly fee, the name is dropped from enrollment and the place may be filled. (Special exception is made for St. John Vianney Staff and seasonal employees; formerly enrolled children will be given first priority for openings.) EDUCARE PAYMENTS ARE DUE BY THE 10<sup>TH</sup> OF EACH MONTH.*

*A two-week notice is expected when withdrawing from the Center.*

## TRANSPORTATION

*Parents are expected to provide transportation to and from the Center. Your child must be signed in and out each day. When removing a child from the center, your FULL LEGAL Signature is required! If you wish to have someone other than the parent pick up your child, you must notify the Director beforehand. PLEASE inform the person that they will be required to show picture identification if they have not picked up the child before. The Farr Road parking lot is used to pick up your child after 4:00 PM, and you must pick your child up inside the room and sign them out. THE CHILD MAY NOT SIGN THEMSELVES OUT AND WALK THEMSELVES TO THE CAR!*

## CLOTHING

*Please have your child dress in comfortable clothes, suitable for the weather and active play. LABEL ALL ITEMS. Each child must have one change of clothes stored in plastic bag with draw string. Unmarked or lost clothes are put in the “lost and found” box for retrieval. Please check this box for missing items. Children do have accidents (milk in the lap, etc.) so all children NEED spare clothes. Please attach mittens to an elastic string and feed it through the coat sleeves.*

## TOYS

*Our toys and equipment have been specifically selected to be stimulating and educational and just plain fun for the children. Toys brought from home may be lost or broken. Please discuss with your child the implications of bringing toys from home. We discourage, but do not prohibit belongings from home. The Center, however, does not accept responsibility for lost or broken toys!*

## **MOVIES**

*If your child brings a movie to share, please be advised that it must be “G” rated only, or we will be unable to show it.*

## **IMPORTANT INFORMATION**

*Each child is assigned a clothes hook for coats and bookbags and a mailbox for personal belongings such as art projects and notes home. It is the parent’s responsibility to remove all items which need to go home at the end of the day. Remember that your child’s art project may be a very special expression of self and may be very important to your child.*

*Each child brings a box of facial tissue each year.*

*All parents are required to sign their children in and out on the attendance roster near the entrance of the Center. When removing a child from the center you **MUST** sign with your **FULL LEGAL** signature! Any information concerning the children that our staff persons need to be aware of for that day should be reported to a staff member.*

*All drop-in service must be requested 24 hours in advance. **THIS IS TO ENSURE THAT WE HAVE ADEQUATE STAFF AVAILABLE ON THAT DAY.***

## **NUTRITION**

*Parents are asked to send a nutritious lunch with their child that meets nutritional requirements. Milk is provided through the Federal Government parent operated milk program and is available to children for \$15.00 a year. Free milk is available to those who qualify.*

*The Center will provide a nutritious afternoon snack.*

## **REST PERIODS**

*We feel parents are the best judge of their child’s sleeping requirements. Therefore, we do not have a specific “naptime”. After lunch we have quiet time activities during which many of the younger children may dose off. If you have a specific request for a “naptime” for your child, please discuss it with the staff to make arrangements.*

*For your planning purposes throughout the school year, EDUCARE will be closed on the following days: **LABOR DAY, VETERAN’S DAY, THANKSGIVING DAY AND THE FRIDAY AFTER, CHRISTMAN EVE AND CHRISTMAS DAY, NEW YEARS DAY, MARTIN LUTHER KING DAY, PRESIDENT’S DAY, MEMORIAL DAY, AND JULY 4<sup>TH</sup>.***

## **HEALTH POLICY**

*All children must have a completed immunization form on file and have evidence of a physical examination within the past year prior to entering the Center.*

*Children who become ill while in the Center should be taken home as soon as possible. They will be isolated and well cared-for until parents can be notified to pick them up.*

### **MEDICATIONS:**

*All medications must be authorized in writing on our medication form. The parent must sign the sheet. A regular staff member is responsible for administering all medications and will sign his/her full name and time when the dosage is given. No medications will be given unless there is no other alternative available which allows the parent to administer the medication at the appropriate time. Medication must be brought in its original container with the child's name on the prescription. "As needed" dispensing can be done only with written permission from a medical practitioner (physician, or nurse practitioner.)*

### **HEALTH CARE CONSULTANT:**

*Julie Derzay, R.N. TELEPHONE: 509-891-1040*

**EMERGENCY TELEPHONE NUMBERS:**

<i>Fire Dept:</i>	<i>911</i>
<i>Police:</i>	<i>911</i>
<i>Rescue:</i>	<i>911</i>
<i>Poison Prevention Center:</i>	<i>1-800-222-1222</i>

### **HOSPITALS USED FOR EMERGENCIES:**

<i>Valley Hospital and Medical Center 12606 E. Mission</i>	<i>Phone: 922-9466</i>
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<i>Sacred Heart Medical Center 101 W. Eighth Ave</i>	<i>Phone: 474-3344</i>
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**EMERGENCY PROCEDURES** (Step-by-step including transportation method and notification of parent)

1. *Life threatening emergencies*
  - A. *One staff stays with injured/ill person*
  - B. *One staff calls 911*
  - C. *Contact parent as soon as possible*
  
2. *Minor emergencies*
  - A. *Staff trained in first aid will take appropriate steps and will refer to PEDIATRIC PLUS/MEDIC FIRST AID Handbook as needed*
  - B. *Record incident in Accident /Incident Handbook on desk in Educare Classroom.*
  - C. *Report incident to parent (how and when) by written note to parents when child departs from school. Emergency: Parent will be called.*

**EMERGENCY PROCEDURES IF PARENTS CANNOT BE CONTACTED:** Refer to name and number of person to call on emergency card and notify.

**DISASTER PLAN:** School disaster plan is posted in the Educare room for parents to review annually.

**HEALTH RECORDS:** Include forms that are used -- identifying information about a child, health history, date of last physical, immunization records, consents for emergency care, authorization to take child out of facility, etc. (It is recommended that records be kept a minimum of one year after the child withdraws from the program.)

**WHEN TO KEEP CHILD HOME:** (The following are examples of symptoms indicating a child is contagious and should remain at home.)

1. *Fever of 100 F (auxiliary) or higher.*
2. *Vomiting on two or more occasions within the past 24 hours.*
3. *Diarrhea - three or more watery stools in a 24 hour period.*
4. *Draining rash.*
5. *Eye discharge or pink eye.*
6. *Fatigue that prevents participation in regular activities.*

**PARENTS ARE ADVISED TO HAVE A BACKUP PLAN FOR THEIR CHILD'S CARE WHEN THE CHILD IS TOO SICK TO BE AT CENTER.**

**HAND WASHING:**

1. *Staff will wash hands:*
  - a. *when they arrive at work;*
  - b. *after toileting a child;*
  - c. *after personal toileting;*
  - d. *after attending to an ill child;*
  - e. *before and after preparing, serving, or eating food;*
  - f. *before and after giving medication;*



- g. after handling, feeding, or cleaning up after animals;*
- h. after handling bodily fluids;*
- i. after being outdoors or involved in outdoor play; and*
- j. as needed.*

- 2. Children will be directed or assisted to wash hands:*
  - a. on arrival at the center;*
  - b. after using the toilet;*
  - c. after outdoor play;*
  - d. after playing with animals;*
  - e. after touching bodily fluids ( such as blood or after nose blowing or sneezing); and*
  - f. before and after the child eats or participates in food activities.*

***DISINFECTION AND LAUNDERING:***

- 1. Toys - disinfect weekly or when obviously dirty.*
  - a. Wash with soap and water and dip in disinfectant. Allow to air dry OR*
  - b. Run toys (that are dishwasher safe) through full wash and dry cycles of dishwasher.*
  - c. Wash cloth toys in the washing machines and air or machine dry.*
- 2. Day Care Laundry (towels, dishcloths and bedding) will be washed every other day.*

***TREATING ILLNESS:***

- 1. Medications: Describe plan for dispensing medication (prescription and non-prescription) and the plan for the recording of the dispensing of medication:*
  - a. medications will be stored in locked drawer in the school office.*
  - b. unused medications will be sent home or discarded in the commode.*
  - c. authorization will be kept in the school office.*
  - d. medications will be recorded on form kept in the school office.*

**2. Caring for Ill Children:**

- a. Ill children will be separated from others and cared for in sick room.*
- b. The parent will be notified to pick up the child as soon as possible.*
- c. Illness incidents will be recorded in incident book kept in school office.*
- d. Some communicable diseases must be reported to the local health department. The following partial list of reportable communicable diseases includes those most commonly found in child care settings.*

<i>Hepatitis</i>	<i>Giardiasis</i>
<i>Measles</i>	<i>Salmonella - Any diarrhea outbreak</i>
<i>Meningitis</i>	<i>Rubella (German Measles, 3-day measles, light measles)</i>
<i>Shigella</i>	<i>Hemophilus Influenza (H-flu)</i>
<i>Pertussis - whooping cough</i>	
<i>AIDS</i>	

**CONTACT YOUR LOCAL HEALTH DEPARTMENT AND LIST ANY OTHER SPECIFIC TO YOUR COMMUNITY: Spokane County Health Department  
1101 West College  
458-2550**

**FIRST AID SUPPLIES:**

**1. Supplies include:**

- |                                  |  |
|----------------------------------|--|
| <i>i. Band aids</i>              | <i>Cotton balls</i>                                  |
| <i>ii. Sterile gauze squares</i> | <i>Adhesive tape</i>                                 |
| <i>iii. Roller Bandage</i>       | <i>Ice bag or Ice pack</i>                           |
| <i>iv. Small scissors</i>        | <i>Tweezers for removing small surface splinters</i> |
| <i>v. Syrup of Ipecac</i>        | <i>Any other supplies needed to</i>                  |
| <i>vi. Triangular bandages</i>   | <i>a. conform to written medical</i>                 |
|                                  | <i>b. policies</i>                                   |

**Note: Ointments, “first aid” sprays or other medications shall not be used without the written, signed authorization of a physician. Most of these products are of no proven value in preventing infection or promoting healing, and they may cause allergic reactions or tissue damage in some cases.**

- 2. The first aid kit(s) is kept in the Educare closet.**
- 3. The supplies are checked and replaced by Lorie Lafferty and replaced when supplies are used.**

**PESTICIDE APPLICATION POLICY:**

- 1. Maintenance personnel will apply pesticides Friday after the children have left the premises.*
- 2. Parents will be notified 48 hours in advance of the application of pesticides.*
- 3. Maintenance personnel will keep records of the application of sprays or pesticides.*
- 4. Notification will be posted as to the name of the pesticide being used.*
- 5. The time and date of the application will be posted.*

*EVACUATION PLAN is posted on the bulletin board as you enter the Educare room, just inside the door.*

*FIRE DRILLS are conducted monthly and recorded in school office.*

**PERSONNEL (STAFF) HEALTH:**

- 1. All staff must provide documentation at time of employment of tuberculin skin tests by the Mantoux method or chest x-ray.*
- 2. Staff who have a communicable disease are expected to remain at home to protect their health, the children, and co-workers.*

**CHILD ABUSE:**

- 1. Suspected child abuse will be reported to Child Protective Services at 363-3333.*
- 2. Signs of child abuse will be documented by the staff and placed in the child's emergency file in the metal cabinet in the Educare room.*

**OUTDOOR PLAY**

*When weather permits, all children will go outside. Exceptions will be made only on the basis of a parent's signed note providing the necessary information. Please send appropriate clothing. Boots are necessary for snow and mud. Please label all outer clothing.*

**BIRTHDAYS**

*Birthdays are a special time for children. You may send treats on this day. Please check the number of children present so that all children receive a treat. To prevent exclusion of some children, birthday party invitations will not be distributed at school.*

**INSURANCE**

*Insurance information will be sent home at the beginning of each year.*

## STAFF

*The Center employs a small full-time staff, and includes participation by parents and volunteers. All participants in the program, whether they are parent, student or volunteer, are considered essential to its operation and the providing of quality child care. Staff will be trained in the use of the Dreikurs method of discipline and will model peaceful conflict resolution among themselves and with the children in their care. The Center is an equal opportunity employer.*

## DISCIPLINE POLICY

*We base our discipline on the research done by Rudolf Dreikurs in training children to make responsible choices. We recommend highly that parents read a book called “PLEASE DON’T SIT ON THE KIDS”, by Clare Cherry (Fearon Publication, 1983), in order to become familiar with our philosophy. Self-discipline is our goal for the children. Teaching children to respect themselves, others, and materials is another important goal. There are many ways to help children learn for themselves these important human skills. This learning can occur when adults show respect for each other and for children. We will:*

- A. Acknowledge child’s goodness even at times mistakes are made.*
- B. Never use corporal punishment, e g. spanking, slapping, hitting, pulling, etc.*
- C. Never do for a child what he/she can do alone.*
- D. Use “I” messages to communicate. E.g. “I like it when you \_\_.”, not, “You never \_\_.”*
- E. Recognize the child’s appropriate behavior and then encourage that behavior.*
- F. Be specific and honest when complementing on appropriate child behavior.*
- G. Recognize the effort and process more than the product.*
- H. Take time to train specific behaviors.*
- I. Be clear and reasonable in our expectations.*
- J. Give choices whenever possible, maintaining for staff those decisions the child is not yet capable of making. E.g. “It is time to wash your hands now, would you like to use blue soap or the white soap?”*
- K. Remember that children have thoughts and feelings.*
- L. Teach conflict resolutions not by taking sides in children’s quarrels but by guiding them to reconciliation.*
- M. Give gentle reminders to state rules or suggest acceptable behavior.*
- N. Use time out when child’s behavior is out of control. The teacher will state the broken rule, remind the child that it is their choice to take time out and invite the child to return as soon as control is regained. Time out will be supervised by a staff member in an unlocked area.*
- O. Children not adjusting to our specific discipline policy will be removed if parents and teacher, after conferencing, determine this to be in the best interest of the child or the Center.*

## **PARENTS**

*We want you and your child to become familiar with St. John Vianney Educare Center before you leave your child with us for the first time. We want to afford you, as well, the opportunity to ask questions and review our policies. We would appreciate your letting us know whatever talents and materials you may be able to contribute toward making the Center a parent/teacher/child cooperative educational endeavor. We need to be in ongoing communication with you about your child(ren) so we can provide the security your child needs to feel safe, and the motivation your child needs to learn. Parents are always welcome in the Center and are asked to spend one day a week helping in the room or performing some other type of service to the Center (specifics to be worked out with the Director).*

*A parent (s) must accompany the child for at least one hour on his/her first visit to the center.*

*Thank you for your help in making St. John Vianney Educare Center a positive environment for your child(ren).*

*Revised 2-2010*

*Student Last Name (Print Please)* \_\_\_\_\_

*I/we have read and understand the policies and procedures in the St. John Vianney Educare Handbook and school disaster plan.*

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Date*