

Saint Gall Catholic Pre-School Policies and Procedures

- 1 Ages and Acceptance:** Potty-trained children, of 2 ½ years of age through 6 years of age are accepted. The child must be in good health and have all the required forms completed upon entry. (1-C)
- 2 Saint Gall Catholic Pre-School** admits students of any race, color, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies, scholarship, and other administration programs.
- 3 Saint Gall Catholic Pre-School is a smoke free environment. (1-J)**
- 4 Staff:** The staff will be carefully selected and will meet the requirements set by the State of Nevada, Department of Human Resources. They will be mature, Christian adults.
- 5 Mandated State Reporting Law:** Nevada law requires professionals in the medical, education, child care, law enforcement, religious, legal and social service fields to report suspected child abuse and neglect. They can be held liable if they fail to do so. (NRS 432 and NRS 432-A)
- 6 Food:** A mid-morning snack is provided for the children. There is a specific Lunchtime set aside in the day; parent must provide lunch each day.
- 7 Arrival and Departure:** SGCP opens at 8:30am and closes at 12:30 pm Monday thru Friday. The parent or authorized person must check their child in and out each day so we are aware he/she has arrived or is leaving. We will only release your child to those authorized by you. **YOUR CHILD CAN ONLY BE PICKED UP BY THOSE REGISTERED ON THE REGISTRATION FORM. IF IT IS NECESSARY FOR SOMEONE NOT LISTED TO PICK UP YOUR CHILD, WRITTEN PERMISSION SIGNED BY THE PARENT WILL BE THE ONLY WAY YOUR CHILD WILL BE RELEASED FROM OUR CENTER. THIS IS FOR THEIR PROTECTION.** (1-F)
- 8 Parents are welcome to observe their child's program at anytime. (1-I)**
- 9 Illness & Accidents:** From time to time, accidents and illnesses of a minor and major nature will occur. We are obligated to give the best care possible that is within our ability. In the event of a serious injury or illness, we will take prompt action on behalf of the child first, and then notify the parents as quickly as possible. This action will consist of calling the family physician or medical facility you designate on the Child Health and Emergency Card first. In the event the physician you designated cannot be contacted, we will use whatever other community physician is available or the emergency room, whatever procedure seems more appropriate at the time. If a member of the staff transports or accompanies a child for professional emergency care, that person will remain with the child until the parents assume responsibility for the care of the child. In the event of an emergency, St. Gall Catholic Pre-School is not financially responsible for any emergency vehicle transportation costs or for any medical care or costs incurred by your child(ren) as a result of SGCP initiating this care.

If your child becomes ill while at SGCP, he/she will be isolated from the other children and placed with appropriate supervision. You or a person designated by you will be notified that your child is ill; you **MUST** make arrangements for your child to be picked up immediately. Members of the staff cannot administer any medical treatment except emergency first aid and prescribed medication to the child. All minor injuries (scrapes, bumps, etc.) that we are aware of will be reported to you when you pick up your child.

PLEASE DO NOT SEND YOUR CHILD TO THE CENTER IF HE/SHE SHOWS SIGNS OF ILLNESS: FLU, RUNNY NOSE, STREP THROAT, FEVER, CROUP COUGHS, UNIDENTIFIED RASHES, HEAD LICE, OR CHICKEN POX. THE STATE POLICY PREVENTS US FROM ACCEPTING CHILDREN WITH THE ABOVE MENTIONED SYMPTOMS. IF YOUR CHILD IS ILL AND WON'T BE COMING TO THE CENTER, PLEASE LET US KNOW.

- 10 CPR:** We have staff trained in CPR on duty at the Center. However, this does not mean that the person trained in CPR is present at all times. There is also, at least, one staff member on duty that has completed a class in symptoms of illness/infectious diseases. (1-K)
- 11 Medication:** All medication must have a doctor's authorization before the state will allow us to administer it, and the parent's signature is required on the correct form.
- 12 Disciplinary guidelines:** The development of self-control in children needs a clear-cut set of limits, which helps a child find his/her place as a responsible person. The setting of limits is an essential part of helping a child act freely. A child is more secure when he/she is sure of consistent handling. We will only set those limits, which are necessary to protect and support the child and group. We will help the child understand what each limit means in terms of what he/she is expected to do and not confuse them by making threats. We will be consistent, but not without being flexible. We are responsible for not permitting him/her to act in destructive ways such as hurting others or disregarding the rights of others, or being destructive. Rules will be reinforced continually and time out will be used when necessary. 1(a)-(g)
- 13 Personal Belongings:** Children's belongings will be kept in their cubbies. Activities may be messy, so play clothes that may get dirty, get paint on them, etc. are the appropriate dress. (1-E)
- 14 Lost and Found:** There is a lost and found box at the Reception Desk. Please check there for any items you cannot find.

15 School Year Calendar: The following holidays will be observed by the Pre-School and we will be closed on these days:

Nevada Day - Oct. 29
Veteran's Day - Nov. 11
Thanksgiving - Nov. 25-26
Christmas Break- Dec.20 – Jan 2
Martin Luther King Day - Jan. 17

Presidents Day - Feb. 21
Easter Vacation – March 21-28
Memorial Day- May 30
Last Day of School- June 17

16 Vacation Time: You will receive vacation time credit equal to the number of days in one week of your assigned program. To receive this vacation credit, you must notify the center in writing no later than the Friday prior to your vacation. Your account must be current to receive a credit. If your child is enrolled prior to October 1st, you will receive one week of vacation per every six months of enrollment for that school year.

17 Parent Termination of Child's Enrollment: To terminate enrollment, please give a two-week written notice prior to withdrawal of your child(ren). Final payment is due on or before the child's last day at the pre-school.

18 Termination of Child's Enrollment: Saint Gall Catholic Pre-School reserves the right to terminate enrollment; if the needs of the child cannot be served by the Pre-School, parents are uncooperative, such as but not limited to failure to pay fee, failure to submit required health information, failure to observe rules, including the child being potty trained, or if the child is a continual disciplinary problem, or is destructive.

19 Fee Policy: Saint Gall Catholic Pre-School has expended the funds required for your child to attend during the period reserved for his/her use. The Pre-School is a non-profit organization. Therefore, charges are due in advance, prior to the next week of school, and no refunds or adjustments can be made if your child is absent. For record keeping purposes, payments should be made by check or money order rather than cash. Should you experience a hardship and are not able to make the required payment, contact the Director or church secretary. (1-D)

20 Additional Fees and Charges: Class ends at 12:00 pm and if the child(ren) are not picked up by 12:30 pm, a late fee of \$1 a minute will be assessed. This fee is payable directly to the staff member on duty at the time of pick-up. Religious Education classes are held in these classrooms in the afternoon and we need to be clear of them for their preparation and set-up. (1-D)

21 Past Due Accounts: We understand, at some times throughout our lives, we all experience Financial difficulties. If this is your situation, please discuss it with the Director. She may be able to guide you to an assistance program. However, it is not our policy to increase our cost to cover unpaid tuition, and therefore we cannot tolerate unpaid tuition. Our policy on past due accounts are as follows: Late fees of 2% shall be applied to all accounts past due two weeks or more, and may also result in the termination of the child's enrollment. Accounts past due 30 days will be closed and referred to collections. Habitual past due balances shall result in discontinued enrollment. (1-D)

- 22 Refunds:** Saint Gall Catholic Pre-School is a non-profit organization, therefore, no refunds shall be made on tuition. In the event of prolonged illness, or other unexpected circumstances, please contact the Director or the Bookkeeper.
- 23** We have a complete Emergency Response Manual, and our Director and Teachers are prepared, and able to respond, in the event of an emergency. We also have an emergency phone number set up at the Diocese in the event that we would have trouble with the phone lines. **That number is 1-800-255-0688.** There are a number of staff members with cell phones with which we could contact this number and provide information for parents. If you would like to look at the Emergency Response Manual you are welcome to do so. (1-L)
- 24** There is a written field trip permission slip form in the registration packet. Please fill this form out to be held in your child's file.
- 25** If your child has any special needs, please notify the Director when you register so that we can make the adequate provisions for him/her. (1-B)
- 26** You will be notified if there are any significant changes with the Pre-School policies and procedures. (4)