



Parent Handbook

1385 East Spring Lane
Holladay, UT 84117
801.272.9670

jgreen@stvincents-school.org

Mission Statement

Our center's mission is to provide a secure, child-centered environment, rooted in Catholic values. The center provides a developmentally-appropriate program for all children. We serve the community of Saint Vincent de Paul Parish and School and the surrounding community.

Philosophy

We believe in meeting the spiritual, social, emotional, physical, and intellectual needs of every child we serve. Every child deserves the opportunity to develop in an enriching, Christian setting.

Selection Criteria

The order in which children are accepted into the center is based on the following criteria:

1. Children of Faculty and Staff of Saint Vincent School and Parish
2. Siblings of presently enrolled students
3. Saint Vincent de Paul Parish members
4. Other Catholics
5. Non-Catholics

Admission Requirements

Provide a copy of the birth certificate and current immunization record to the director prior to admission. Immunizations must be completed on schedule for the child to remain in attendance.

In the case of divorce, a certified copy of the divorce decree, stating who has custody and when, should be provided to the director.

Holding Policy

When a spot opens up in our infant and toddler rooms we will notify the parents. If you do not wish to start your child at that time but want to hold the spot for additional time (a month, two months, etc.) we require an amount of half the monthly tuition for that room to guarantee your space.

Waiting List

An application and \$25.00 processing fee should be submitted in order for a child to be placed on our waiting list. We do not have a "first come, first served" policy regarding our waiting list; instead, we follow the selection criteria described above.

Termination Policy

A two-week written notice must be submitted to the director, when center services are no longer needed. If two-week notice is not given, you will be assessed fees from the time notice was given to two weeks out.

Center Hours

The center opens at 7:00am and closes promptly at 6:00pm. Please do not drop your child(ren) off before 7:00am. \$1 per minute will be charged for late pick-up.

Arrival and Departure

The adult dropping off and picking up your child(ren) is required to enter the center and sign your child(ren) in and out. Children will be released only to the parent or other specified adult on the emergency form. Please let us know as soon as possible if someone other than the parent/guardian will be picking up your child(ren). The director shall not honor a telephone request for a child's release to someone who is not on the emergency card.

Discipline

We teach and model to children how to behave in a Christian manner: to do as Jesus would do and to respect self, others, and space.

Children need guidance, rules and limits. Being consistent, giving choices, redirecting, and setting limits are some ways that we will guide behavior. Break time (time out) will be used in extreme cases and limited to one minute for every year of the child's age, with the overall goal being to teach the child self-discipline.

Dress Code

All children should be dressed in comfortable play clothes. Closed toe, rubber soled shoes are recommended as safest for climbing and outside time. Also, please make sure your child is dressed appropriately for the weather (i.e.: waterproof gloves, hats, socks, coats, boots, snow suits, etc) as we do go outside to play.

Payment Policy

The Nano Nagle Children's Center uses an automatic withdrawal program to collect fees. The automatic payment process is strictly controlled by state and federal laws to be absolutely confidential and limited to what has been authorized by parents. Parents/Guardians are responsible for all collection fees, attorney fees, and courts costs incurred by the center in order to collect any overdue balance of tuition amount. If tuition is past due one month the child may not attend the center until the balance is paid. If the balance is not paid by the following month's due date, the child's spot will be given to the next child on the waiting list.

Program	Registration Fee	Fees
		(full-time rates) Monthly Fee
Infants	\$100.00	\$750.00
2 years	\$100.00	\$650.00
3 years	\$100.00	\$600.00

Absences

Please let the staff know as soon as possible if your child(ren) will not be attending center. You may leave a message on our phone any time. Absences do not affect the fee.

Sick Child Policy

The staff understands that it is difficult for working parents when their child is sick. However, it is extremely important that the health and well being of all the children and staff be taken into consideration. If your child has a temperature over 100.0 degrees, exhibits behavior changes or does not feel well enough to participate comfortably in the daily activities; he/she will need to be picked up from center. Children should be picked up as soon as possible; no later than one hour from the time the parent was notified of the child's illness.

If your child has had diarrhea, vomiting, or a fever, and was sent home from our center, he/she will need to remain home the *day following* being sent home, and may not return until he/she is **free of symptoms for 24 hours** and has not been given any fever reducing medications for at least eight hours.

All babies less than four months of age with a temperature of 101 degrees or higher should seek medical attention. If your child has mucous discharge from the nose, eyes or ears, it may be an indication of an infection, so please keep your child home in such a case. It is difficult to keep children from spreading germs through hand to mouth contact (i.e.: touching nose or ears, rub eyes then touch toys). Our policy overrides any doctor's note as to when a child may return to the center.

When your child contracts any communicable diseases such as chickenpox, impetigo, hand-foot-mouth, conjunctivitis (pink eye), etc., **he/she may return to the center only with a physician's release.** We appreciate your assistance in helping us keep our center as healthy as possible.

Medication Disbursement

In order to disburse medication, whether it is over the counter or a prescription, we need both a “Parent Request to Administer Medication” and a “Physician Request to Administer Medication” form completed and on file. Separate forms must be filled out for each medication for each child. The director or assistant director will store and administer the medication.

Snacks and Lunches

Two nutritious snacks and a lunch will be served to all children who eat table food. Infant formula and food will be provided by the parents.

Toilet Training Policy

It is the policy of our center and the Diocese of Salt Lake City that all children entering the three year old program be toilet trained. The teachers in our 2 yr old program will gladly assist in the toilet training of your child.

Rest Time Policy

It is for the benefit of the child that he/she takes time to relax their body each day. If your child is not a “napper”, he/she will need to rest his/her body for at least 45 minutes, after which he/she may read a book or do a quiet puzzle on their nap-mat.

Toys and Items from Home

Children are not allowed to play with items from home during the day. Children will have opportunities to show items from home when it ties into their learning experience.

Birthday Party Policy

You are welcome to celebrate your child’s birthday at the center. All treats must be **store bought**; this is a state law. Make sure to check with us regarding possible food allergies of other children.

Child Abuse Policy

The center follows the same procedures as Saint Vincent de Paul School. If you would like a copy of this policy, please let us know.

Two & Three Year-Old Program

Nano Nagle Children's Center administers the 2&3 year old preschool program (Saint Vincent de Paul School administers the Pre-K 4 program). These programs provide a developmentally appropriate environment where learning and discovering takes place through play.

Days Center Closed

NNCC follows the St. Vincent de Paul School calendar. See the attached yearly calendar.