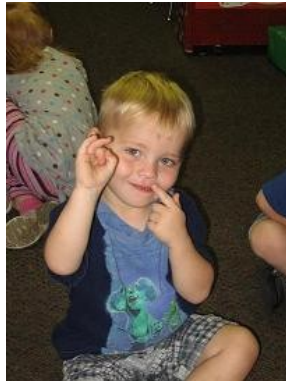


# Holy Ghost Childcare Center



Parent Handbook

Welcome to Holy Ghost Childcare Center! Here at HGCCC, our children are able to explore and learn a variety of new and exciting concepts every day. We are very glad to have your family join our family.

### **OUR PROGRAM:**

How do Children Learn the best? We believe by doing. No two develop in the exact same way. Children learn best by using their bodies, their senses, through imitation, by using their language and their imaginations. In other words, children learn through play and examples of those around them. Here at HGCCC we provide a fun and educational, mainly child directed environment where children can be free to explore and grow at their own pace. Our dedicated staff works very hard at providing educational yet fun opportunities every day in our lesson plan for each child to learn something new through stories, songs, art projects, games and best of all, by their own example. We promote kindness, caring, responsibility and respect. We do our best to instill these traits in the children in our care.

The Summers at HGCCC are outstanding!! We still keep within the basic belief that the children learn through play, but we focus on FUN! The summer program, in addition to the weekly themes and lesson plans, also includes weekly field trips and visitors as well as water days, picnics, special dress up days (aka 'Freaky Fridays') and so much more! We pride ourselves in having the best summer program around.



### Days and Hours of Operation:

HGCCC is open Monday-Friday, from 6:30am to 6:00 pm. We are open all year round with the exception of the following days:

New Year's Day      Labor Day      Good Friday

Memorial Day      Thanksgiving      Christmas Eve

Independence Day      Day after Thanksgiving      Christmas Day

If the holiday happens to fall on a Saturday, we will close on the Friday before. If it falls on a Sunday, we will close the following Monday.

In the event that Omaha Catholic and Public Schools are closed, HGCCC will also be closed. This is for the safety of all of our children and staff.

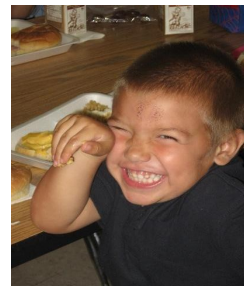


### Pick up and Drop off:

Each family is issued a pin number when they enroll. When you or anyone else drops off or picks up your child, they must punch this code into the computer at the front desk. This helps us keep an accurate record of our attendance. Each family will also be given a door card that allows you to gain immediate access to our building when dropping off and picking up. Please do not give these out to anyone. If any card is lost or misplaced, please let us know immediately so that we can deactivate it. Replacement cards are an additional \$10.

When dropping off or picking up, it's important that you enter the parking lot at the south side of the lot by the childcare, not the main driveway. The street just west of the church is where you turn to access the correct entrance. Please be sure, also that you drive very slowly in our lots. This is for the safety of all of the children. We also ask that you physically walk your child into the building when dropping off.

If there is someone new picking up your child or your schedule is changing for some reason, we ask that you make the staff aware so that we have a 'heads up'. Be sure that you remind them to bring ID if they've never picked up, as we will ask for it. The safety of the children is our number one priority.



### **Tuition and Fees:**

Each account is billed on Monday mornings and all payments are regularly recorded on Monday and Friday mornings. Payments may be dropped into the payment box located in the counter top by the inner office. It is vital to the success of our program that you pay regularly and keep on top of your account. If it is more convenient, you may pay bi-weekly, or a month at a time as long as you are paying *ahead*. At the end of the month the accounts are reviewed. If you have any sort of balance, a notice will be sent as a reminder. If at any time a family's account continues to remain unpaid, they may be asked to leave the center.

**Current Rates As of May 1, 2010:**

Full Time Care (4-5 days):	\$115/wk
Part Time Care (2-3 days):	\$65/wk
Before School Only:	\$35/wk
After School Only:	\$45/wk
Before <i>and</i> After school:	\$65/wk
Drop in rate/*No School	\$35/day
Late Pick up Rate**	\$1/ea. Min after 6



\*If you regularly attend our center, we will add the dollar amount above what you have already paid for the week to make the end result equal \$30. For example, if you already paid \$40 for the week, that would be an extra \$22 for the day in addition to the \$8 already paid. This equals \$30.

\*\* If you are habitually late, we reserve the right to charge a late pick up fee. If this continues, you may be asked to leave the center. Please be respectful of the closing staff and be on time.

**Fees:**

One Time Registration Fee	\$40
Lost door card fee	\$10
Fall Activity Fee:	\$35



This fee covers the expense of the little "extras" during the school year tie: parties, visitors, extra classroom equipment, etc. and is billed to all families who attend regularly, as well as those who only attend when school is out, as that is when we plan many activities.

Summer Activity Fee: \$100

This fee covers all of the costs of the transportation to and from field trips, the cost of the trip itself and any visitors or special events that we have in the center. The children will have either a field trip or visitor each week of the summer.

**Health Information:**

Every child enrolled in HGCCC is required by law to have on hand a completely updated immunization sheet. If your child's health care summary is not complete and turned in within 30 days of enrollment, we will be unable to provide care.

No child who arrives noticeably ill with a rash or fever will be permitted to stay. Should your child become ill during the day, you will be notified immediately by the center staff. These illnesses include:

- |                            |                      |
|----------------------------|----------------------|
| *Fever of 101 or above     | *Odd rashes          |
| *Vomiting                  | *Head Lice           |
| *Diarrhea                  | *Ringworm            |
| *Strep Throat              | *Hand Foot and Mouth |
| *Conjunctivitis (pink eye) |                      |

We will do our best to keep your child comfortable but do ask that you arrange for their departure as soon as possible. Your child may return if they are symptom free for 24 hours without medication in the case of fevers, vomiting and diarrhea. If your child has a rash, pink eye, etc. , they must also be seen by a doctor and taking their prescription medication. In the case of head lice, no child will be admitted back into the center if there is any evidence of lice or eggs/nits whatsoever in their hair. These rules, though inconvenient at times, exist to keep all of the children and staff healthy at our center.

If we are required to give your child medicine, we are happy to do so. We ask that you fill out an information sheet in our medication book that specifies times and dosages. All medication **must** be in it's original container and clearly labeled with the child's name.

If emergency care is required, the staff at HGCCC will call the local ambulance service that will transport your child to the closest hospital and you will be notified immediately.

### **What Every Child Should Have at HGCCC at All Times:**

\*A Backpack: As we do not have cubby space, each child should have a backpack to carry personal items regardless if they have school that day or not.

\*A Change of Clothes: This is for EVERY child, not just the little ones. Spills and accidents happen to everyone.

\*All preschoolers should have a blanket for rest time. We are required by law to give each child a rest period. If your child would like a soft toy or pillow to sleep with, that's perfectly fine.

\*Please be sure that all items from home are clearly labeled. HGCCC will not be responsible for any lost or broken "treasures"

That's about it! We hope that you are happy with our center. If you have any questions or concerns, please feel free to call us at 731-7929 or stop in. Our door is always open.

