

MERCY'S MINNOWS



2018 – 2019 Handbook

Welcome to Divine Mercy's Minnows morning program. We are so honored to be chosen to spend time with your little one this school year. We are a "structured play" environment that will provide love and healthy stimulation for your young child while also providing caregivers time for themselves. In this handbook you will find some helpful information to get us all through this year as smoothly as possible.

Our program admits all children regardless of race, color, national and ethnic origin.

So excited you are here with us!!!!

Blessings,

Danielle Cardamone

Childcare Director
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Policies and Guidelines

SCHOOL HOURS:

Class meets from 9:00 am to 12:00 pm on Monday thru Friday. On the first day of class you may walk your child back to the classroom, but following the first day pick up will be at the back gate. If you arrive later than 9:00 you will need to ring the bell at the front gate and go through the front office, this is also the procedure if you need to pick up before 12:00. Otherwise, all children will be at the back gate for pickup at 12:00. This is for the safety and security of your child as well as the other children of the school. You will need to sign your child in and out each day. Teachers will be expecting the same person to pick up your child at the end of the day as who brought the child in the morning, unless you have notified in WRITING. All people who pick up your child need to be listed on the original registration form and have a photo ID to show. This also is for the safety and security of your child.

Please be on time for pick up. There will be a 10 minute grace period, but after that a fee of \$1 per minute will be assessed.

AGE REQUIREMENTS:

All children must not be older than 2 at the start of classes. If they turn 3 during the year that is fine. All children must be 1 by September 1st.

WHAT TO BRING WITH YOUR CHILD:

Please bring a small LABELED bag with the following items each day that you bring your child

- *An extra appropriate change of clothes
- *At least 2 diapers and wipes
- *Labeled sippy cup – preferably with water in it. If not water we ask that you don't put anything that will stain (ex: red kool-aid)
- *If needed, any sort of comfort item (pacifier, blanket, special toy) labeled.
- *If you would like them to use a bib during snack make sure you also pack one that is labeled.

Just remember – when in doubt, label it :)

CLOTHING:

Please make sure that whatever clothing and shoes you send your child in is appropriate to the weather we are having. Also keep in mind that we will be playing outside so do not send them in anything you wouldn't be okay possibly getting dirty. Close-toed shoes are also preferred.

SNACKS:

Part of our schedule does include a mid-morning snack time. We will have snack foods on hand (goldfish, animal crackers, cheerios, etc..) You are also more than welcome to pack your child a snack that you would like them to have. If you are not okay with us giving them snacks we have on hand please let us know. If you do send your own snack please do not send anything that has to be refrigerated or cooked.

DISCIPLINE PROCEDURE:

We make every attempt for the classroom environment to be set and structured in a way that will hopefully prevent problems from occurring in the classroom. However, if discipline does become necessary, we will start by gently reminding the child that the behavior is unacceptable and give them the chance to fix their behavior. We will use redirection and alternative activities. If the behavior continues they will have to be removed from the group within the classroom. While in this “time out” again proper behavior will be reminded. At this age it is best to try to redirect and give positive alternatives for the child. However, if the behavior does become dangerous to either the child exhibiting the behavior or the other children in the room, a guardian will have to be called. We will make every effort to work with the child and their parents/guardian but if extremely destructive, disruptive, or dangerous behavior continues it can be grounds for dismissal from the program.

BITING POLICY:

Biting by young ones is usually an expression of frustration because they don't yet have the necessary language to explain why they are upset. It can result from toys being taken away, if they are hungry or tired, or any number of times when they may feel helpless or upset but can't explain that to another child or the teacher. We will do everything in our power to intervene before any biting can occur by trying to redirect in these situations. If you have experienced biting with your child at home please bring it to our attention so we know to be on the look out for it while in class. Although this is developmental, and we will do what we can to prevent it, if there are more than 3 biting instances in class it can be grounds for suspension from the program.

POTTY TRAINING:

If you have decided to begin potty training your child we will do what we can to support your efforts while they are with us. Please let us know when you are beginning training at home. At this time we do not have the attached facilities to our classroom that work best for beginning training. We will be sure to take multiple trips to the restroom and make every effort to be attentive to the needs of your child. However, although we are excited for you and your child to be entering this milestone, we still have other children

in the classroom that need our attentiveness. Because of this we do have some potty training guidelines for our room:

- Pull-ups are required until your child is fully potty trained (or you can continue to send them in diapers and just let us know you are training). This is for sanitary reasons and for the cleanliness of our facility.
- We do know accidents can happen so please pack your child several changes of clothing, including underwear and socks.
- Please do not bring your child in cloth underwear unless significant progress has been made, especially meaning that they can tell you when they need to go on a consistent basis.
- Communication is key. As long as our staff and the parents work together on this common goal it should be a success!

TUITION:

Tuition is a yearly amount, that can be paid in full or in 10 equal monthly installments paid from August to May. By turning in your registration and paying your registration fee you are saving your child a spot and committing to paying on a regular schedule for the 10 months of the school year. If you need to forfeit your spot in the program you will need to give a month's notice in writing. Cost is based on either "Full-Time" or "Part-Time". Both programs run from 9:00am – 12:00pm , but F/T is Monday – Friday and P/T is for 3 days or less. As referenced on the financial agreement tuition does not change based on days used. The first payment (either the full amount or first month) is due by August 1st. If you choose to pay monthly your payment will be due by the 4th of each month. F/T cost is \$2580/yr or \$258/month and P/T is \$1790/yr or \$179/month

HEALTH AND SAFETY ISSUES:

A child should not attend if any of these symptoms are present or have been in the previous 24 hours.

- *Temperature of 100 degrees or above
- *Diarrhea
- *Vomiting
- *Pink eye
- *Severe, runny nose (especially green or yellow)
- *Persistent heavy coughing
- *Extreme congestion
- *Or other obvious signs of sickness

This is for the health and safety of all children in the facility. If a child develops any of these symptoms during their time in the class then a parent will be contacted to come pick up the child.

PLEASE LET US KNOW OF ANY ALLERGES YOUR CHILD MAY HAVE.

2018-2019 School Calendar
Based on the Brevard County Public School Calendar

August 20	Monday	First Day of School
September 3	Monday	Labor Day – No School
October 15	Monday	No School
November 12	Monday	No School – Veteran’s Day
November 21-23	Wed-Fri	Thanksgiving Break
December 21	Friday	Last Day before Winter Break
January 7	Monday	Return from Winter Break
January 21	Monday	MLK Day – No School
February 15	Friday	No School
February 18	Monday	No School – President’s Day
March 15	Friday	No School
March 18-22	Mon - Fri	Spring Break
April 19	Friday	No School – Good Friday
April 22	Monday	No School
May 24	Friday	Last Day of School

*This calendar is subject to change