



“Faith, Family Spirit, Academic Excellence”

***CHILDCARE CENTERS
HANDBOOK***

Revised: October 2007



THE BILLINGS CATHOLIC SCHOOLS CHILDCARE SITES

The Billings Catholic Schools Childcare sites are state-registered facilities.

Our objectives are to provide love and opportunities for children that parents would provide if they were free to do so. We work hard to help each child develop an interest in learning, and a desire to do their best in all that they attempt. We promote each child's physical, mental, social, emotional, and spiritual wellbeing, hoping to develop a healthy, positive self-esteem that will enable each child to be happy and successful throughout his or her life.

BILLINGS CATHOLIC SCHOOLS CHILDCARE CENTERS

OPERATING POLICIES

These operating policies are the policies of The Billings Catholic Schools Childcare Centers, hereinafter referred to as the “provider”.

OPERATING HOURS

See Site Tabs

- Little Flower Yellow
- St. Francis Intermediate Green
- St. Francis Primary Purple
- St. Francis West Pink
- William R. Lowe Blue

ENROLLMENT REQUIREMENTS

Children must be within the age range for each center.

- Little Flower 2 years-12 years
- St. Francis Intermediate 8 years-12 years
- St. Francis Primary 3 years-12 years
- St. Francis West 2 years-8 years
- William R. Lowe 8 weeks-12 years

All children, with the exception of William R. Lowe Childcare, must be potty trained. Potty trained is defined as the ability to use the bathroom independently. Three accidents defines that the child has not yet been completely potty trained and therefore may be removed from the program.

- a. The State’s yellow emergency contact form must be filled out completely and signed.
- b. Parents must provide written information on each child explaining any special needs of their child, including allergies.
- c. A release of authorization of person’s allowed to pick up the child.
- d. The necessary medical forms, signed and updated immunization records and the names and phone numbers of the emergency contact persons.
- e. An emergency consent form, physicians name and phone number.
- f. Childcare contract form.
 - CACFP IEP form
 - Sunscreen
 - OTC medication form
 - Photo permission
 - All about me form

HOLIDAYS

See Site Tabs

- Little Flower Yellow
- St. Francis Intermediate Green
- St. Francis Primary Purple
- St. Francis West Pink
- William R. Lowe Blue

BILLINGS AND PAYMENTS POLICIES

- A. An annual registration is due upon starting the daycare. Renewal date for the annual registration is September.

See Site Tabs For Registration

- Little Flower Yellow
- St. Francis Intermediate Green
- St. Francis Primary Purple
- St. Francis West Pink
- William R. Lowe Blue

- B. Our rates are as follows:

See Site Tabs For Center Rates

- Little Flower Yellow
- St. Francis Intermediate Green
- St. Francis Primary Purple
- St. Francis West Pink
- William R. Lowe Blue

- C. Our billings cycle is prepaid monthly. Payments are due by the 1st of the month. Payments can be:

1. Mailed to PO Box 31158, Billings, MT 59107
2. Delivered to 120 South 34th Street, Billings, MT 59101
3. Made by electronic debit

- D. Payments are expected on or before the 15th day of the month.

- E. Extra charges will be added accordingly for the early outs and no school days.

- F. A late charge (\$10.00) will be added to your bill if the payment is not received by the 15th.

- G. A \$30.00 NSF fee will be added to all returned checks.

- H. A \$25.00 NSF fee will be added to all ACH returned automatic withdrawals. The payment will be sent to the bank again on the 20th.

- I. Any family with two (2) NSF checks per year will be put on a cash basis only.

- J. Failure to pay within ten days after the bill date may be grounds for dismissal.

- K. Two weeks written notice is required for withdrawal from the program.

ATTENDANCE POLICY

- A. Provider asks that you stay close to your reserved schedule as much as possible. Regardless of your changing schedule, we must operate within the State's requirements. We are required by law to be adequately staffed each day, and to provide tasty, nutritious meals and snacks. This all requires a great deal of advanced planning. We count on you to be consistent.
- B. Parents are required to notify provider by 8:00 am, if your child/children will not be in attendance that day. Parents **will be charged** for your child's/children's scheduled shift, if provider is not notified. This enables us to plan properly for the day's activities, meals etc.
- C. A late fee (\$5.00 charge for every five minutes) will be assessed and payable immediately by the parent for all early drop-offs and late pick-ups. **It is considered late, if your child/children is/are still here after their scheduled childcare hours, or early, if the child/children is/are there before assigned hours.**
- D. Sign In and Out for your child/children must be filled out upon arrival and departure. **You will be charged until the end of the day, if you fail to sign your child/children in or out.**
- E. The child/children or parent must report to provider upon all arrivals and departure so that accurate attendance records can be kept.
- F. Children who have not been picked up by 3:15 pm at SFP and SFI will be escorted by our teacher to our after school program. This will ensure the safety of your child/children. Parents will be charged accordingly.
- G. It is necessary to sign your child/children up for daycare on NO-SCHOOL DAYS. We will post a sign-up sheet for one week prior to the no school day. After the fifth day, the sign-up sheet will be removed in order to arrange for workers and their schedules. We will not accept children once the sign-up sheet is removed. Students signed up to attend in the center on NO-SCHOOL DAYS will be charged for the day, even if not in attendance. This includes those children enrolled on monthly programs.

HEALTH POLICIES

- A. According to the State regulations, the provider cannot accept a child who is ill. Parents are responsible to arrange for a child to be picked up **immediately from childcare if the child becomes too ill to stay. Children may return to the center under the following guidelines:**
1. Children without fever of 101 degrees Fahrenheit or greater for 24 hours.
 2. Children without vomiting or diarrhea for 24 hours.
 3. Children with any bacterial infections listed below must be treated with an antibiotic for 24 hours.
 - a) Strep Throat
 - b) Scarlet Fever
 - c) Impetigo
 - d) Pink Eye
 - e) Skin Infections
 4. A health care physician must evaluate generalized rashes.
 5. Children with Chicken Pox may be admitted back to the Childcare once their sores have dried up (usually takes 5 to 7 days).
 6. A health care physician must evaluate children who are jaundiced.
 7. A health care physician must evaluate children with symptoms of severe illness.
- B. Parents are responsible to keep their child's/children's immunization records up to date.
- C. We are required by law to report any signs of neglect or abuse of the children in our care and we promptly do so.
- D. Children must come dressed appropriately for indoor and outdoor play. Shoes must be worn outdoors at all times. Socks must be worn indoors at all times. We go outside daily.
- E. We will serve good, nutritious and appealing meals and snacks each day.
- F. Food exceptions cannot be made for individual children except in the case of allergies. Parents, provider and child in question must establish a clear understanding of food exceptions. Please do not send food from home unless there is enough for every child in the center.
- G. Meals and snacks will be served at the designated times.

MEDICINES

We will not distribute medicines at this center. With the exception of emergency medicine of an Epi-Pen or inhalers with parental written permission and a healthcare plan signed by a Doctor. The Epi-pen and inhalers must have the original container with the label on it.

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- A. Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.
- B. In the event of a life threatening emergency our procedure is as follows:
1. Call 911
 2. Call the Parents
 3. Call the Emergency Contacts
- C. In the event of an emergency (non-life threatening) our procedure is as follows:
1. Call Parents
 2. Call Physician (if necessary)
 3. Call the Emergency Contacts
- D. In the event of an evacuation the children will be taken to:

See Site Tabs

- Little Flower Yellow
- St. Francis Intermediate Green
- St. Francis Primary Purple
- St. Francis West Pink
- William R. Lowe Blue

TOYS/BELONGINGS

- A. Provider is **not responsible** for lost or damaged toys, clothing, books, etc. If you worry about an article's safety, **DO NOT BRING IT.**
- B. Toy weapons and loud toys are not allowed.
- C. Please put your child's name on his/her belongings.

BIRTHDAYS

- A. Birthdays are special days. You are welcome to celebrate birthdays at our center.
- B. If you bring treats for the day, please be aware of all allergies of the other children in the Center and please bring enough for every child.

TRANSPORTATION

We occasionally take field trips. When transporting the children we will use the Sarpie Bus Company of the City of Billings Public Transportation.

OPEN-DOOR POLICY

We have a very warm open-door policy here. Visits by parents are encouraged and welcomed at all times.

PARENT INVOLVEMENT

- A. Parents are welcome to visit anytime.
- B. Parents may call during business hours.
- C. Parents are invited to join our Parent Advisory Board.
- D. Our communication board is located above the sign in and out. We will update all new information on the board and in the monthly newsletter.
- E. Conferences may be scheduled to discuss a child's progress, behavior, interests and activities.
- F. We encourage parents to contribute to the program, by being involved, sharing their culture, languages, customs, jobs, talents, reading, coloring and/or having lunch or a snack with your child/children.



DISCIPLINE POLICIES

“To discipline” means “to teach”. Discipline is enforced to help your child grow and develop into the best of his or her potential. Children need to know the natural consequences of their behavior. We use generous amounts of praise for positive behavior. For unacceptable behavior we emphasize prevention of problems and use re-direction. When necessary, **“time-outs”** are given. The staff, parents and children will discuss together any problems as they arise.

We look forward to a long and happy relationship with you and your child/children. This will be enhanced by open and honest communications. Let us treat each other and the children with respect. We must communicate on a regular basis and plan together for a consistent program. Encourage your child’s independence and growth with self-help skills. An open and friendly relationship is essential, so let’s work together for the benefit of the children. **A child may be removed from the center for inappropriate behavior. A child that causes harm to another child, staff member or parent will be removed immediately.**

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**BILLINGS CATHOLIC SCHOOLS
CHILDCARE CONTRACT**

I have selected the Billings Catholic Schools Childcare to provide care for my child/children listed below:

I have received a copy and read the policies.

My child/children will attend the Childcare on the following:

DAYS

TIMES

If the attendance is over the amount of days and times, I will be responsible for additional fees.

My charge is \$_____ for the month.

Check if applicable:

____ I receive a Best Beginnings Scholarship. I understand I will make payments directly to The Billings Catholic Schools. The daycare will bill the state on my behalf and reimbursement will be sent to the daycare by the state.

____ I have made the following payment arrangements:

1. An annual **\$105.00** registration is due upon starting the daycare. Renewal date for registration is **September 1**.
2. Payments are expected by the **15th** of the month.
3. I understand that a late charge of **\$10.00** will be added to my billing if the payment is not received by the **15th**. After the five days of non payment the child/children may not attend.

I understand the Staff of the Billings Catholic Schools Childcares may not release my child/children to anyone they suspect is under the influence of DRUGS or ALCOHOL without first notifying the authorities.

I understand that I may request a release from contract with a written 2 week notice, if my childcare needs change, but that I am not at anytime guaranteed a release of debt or refund.

PROVIDER:

- ***I have discussed the care of the child/children listed above.***
- ***I will not limit access to the parent of the child/children listed above unless I have a court order to do so.***
- ***I will keep all information pertaining to this family confidential unless mandated by section 41-3-201.***

Director Name: (Please print)

Director Signature:

Date:

Parent Name: (Please print)

Parent Signature:

Social Security #:

Parent Name: (Please print)

Parent Signature:

Social Security #:

LITTLE FLOWER CHILDCARE

(YELLOW)

OPERATING HOURS

Normal operating hours for Little Flower is **6:45 am to 5:45 pm Monday through Friday.**
Extended childcare will not be provided.

HOLIDAYS

New Year's Day	Labor Day	Christmas Eve Day
Good Friday	Independence Day	Christmas Day
Easter Monday	Thanksgiving Day	Day after Christmas
Memorial Day	Thanksgiving Friday	*

** If the holiday falls on a weekend, we will be closed the Friday before or the Monday after.**

BILLING AND PAYMENTS POLICIES

- A. An annual **\$40.00** registration is due upon starting the daycare. Renewal date for the annual registration is September.
- B. Our rates are as follows:

<u>3 Year Old</u>		<u>4 Year Old</u>	
Class only T/Th	\$85 per month	Class only M, W, F (am & pm)	\$110 per month
Class and Care T/Th	\$210 per month	Class and Care M, W, F	\$295 per month
Class T/Th + 5 daycare	\$420 per month	Class M, W, F + 5 daycare	\$420 per month

Kindercare

\$ 200 up to 4 hours a day per month
\$280 per month

**Occasional Care \$5.00 for the first hour or any thereof. (Thereafter care will be calculated in the ½ hour increments up to \$25.00 per day.)*

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- A. Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.
- B. In the event of a life threatening emergency our procedure is as follows:
 - 1. Call 911
 - 2. Call the Parents
 - 3. Call the Emergency Contacts
- C. In the event of an emergency (non-life threatening) our procedure is as follows:
 - 1. Call Parents
 - 2. Call Physician (if necessary)
 - 3. Call the Emergency Contacts

IN THE EVENT OF AN EVACUATION, THE CHILDREN WILL BE WALKED TO LITTLE FLOWER PARISH

**SAINT FRANCIS INTERMEDIATE AFTER SCHOOL PROGRAM
(GREEN)**

OPERATING HOURS

Normal operating hours of St. Francis intermediate is after school to 6:00 pm, Monday through Friday. Extended childcare will not be provided. The after school program will only be open days school is in session. PIR days and school vacations we will be closed. Holidays and no school days can be found in your student's handbook, school calendar, and school activity calendar.

**CHILDREN WHO HAVE NOT BEEN PICKED UP BY 3:15 PM
BILLINGS AND PAYMENT POLICIES**

- A. After Care---This program is designed for children in care during the hours of 2:55 pm through 6:00 pm.

\$125 a month for 1st child
\$106 a month for 2nd child
\$63 a month for 3rd child

- B. After Care For One Hour---2:55 pm through 3:55 pm

\$75 a month for 1st child
\$64 a month for 2nd child
\$38 a month for 3rd child

- C. Occasional Care

1. \$5 for the first hour (or any part thereof)
2. Thereafter care will be calculated in ½ hour increments up to \$25 per day

- D. Hot lunch is not included in the price.

EXTRA CHARGES

Extra charges will be added accordingly for early outs and no school days.

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- A. Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.

- B. In the event of a life threatening emergency our procedure is as follows:

1. Call 911
2. Call the Parents
3. Call the Emergency Contacts

- C. In the event of an emergency (non-life threatening) our procedure is as follows:

1. Call Parents
2. Call Physician (if necessary)
3. Call the Emergency Contacts

***IN THE EVENT OF AN EVACUATION, THE CHILDREN WILL BE
WALKED TO SAINT PIUS X PARISH***

SAINT FRANCIS PRIMARY

(PURPLE)

OPERATING HOURS

Normal operating hours for St. Francis Primary is **6:45 am to 5:45 pm Monday through Friday.**
Extended childcare will not be provided.

HOLIDAYS

Labor Day	*CHRISTMAS WEEK*	Holy Thursday
Thanksgiving Day	New Year's Day	Good Friday
Thanksgiving Friday	Memorial Day	Easter Monday

BILLING AND PAYMENT POLICIES

1. Full Kindercare (7:00 am through 5:30 pm) \$280 per month (4 hours of care a day)
School time Kindercare (K-3:00 pm) \$200 per month (up to 4 hours a day)
Morning Care (7:00 am through 7:50)
\$55 a month for 1st child
\$47 a month for 2nd child
\$28 a month for 3rd child
2. After Care---This program is designed for children in care during the hours of 2:55 pm through 5:45 pm.
\$125 a month for 1st child
\$106 a month for 2nd child
\$63 a month for 3rd child
3. After Care For One Hour (2:55 pm through 3:55 pm)
\$75 a month for 1st child
\$64 a month for 2nd child
\$38 a month for 3rd child
4. Occasional Care
 - \$5 for the first hour (or any part thereof)
 - Thereafter care will be calculated in ½ hour increments up to \$25 per day
5. Hot lunch is not included in the price.

EXTRA CHARGES

Extra charges will be added accordingly for early outs and no school days.

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- A. Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.
- B. In the event of a life threatening emergency our procedure is as follows:
 1. Call 911
 2. Call the Parents
 3. Call the Emergency Contacts
- C. In the event of an emergency (non-life threatening) our procedure is as follows:
 1. Call Parents
 2. Call Physician (if necessary)
 3. Call the Emergency Contacts

IN THE EVENT OF AN EVACUATION, THE CHILDREN WILL BE WALKED TO BROADWATER SCHOOL

SAINT FRANCIS WEST CHILDCARE

(PINK)

OPERATING HOURS

Normal operating hours for St. Francis West is **7:00 am to 6:00 pm Monday through Friday.**
Extended childcare will not be provided.

HOLIDAYS

New Year's Day	Labor Day	Christmas Eve Day
Good Friday	Independence Day	Christmas Day
Easter Monday	Thanksgiving Day	Day after Christmas
Memorial Day	Thanksgiving Friday	*

** If the holiday falls on a weekend, we will be closed the Friday before or the Monday after.**

BILLING AND PAYMENTS POLICIES

- An annual **\$40.00** registration is due upon starting the daycare. Renewal date for the annual registration is September.
- Our rates are as follows:

<u>3 Year Old</u>		<u>4 Year Old</u>	
Class only T/Th	\$85 per month	Class only M, W, F (am & pm)	\$110 per month
Class and Care T/Th	\$210 per month	Class and Care M, W, F	\$295 per month
Class T/Th + 5 daycare	\$420 per month	Class M, W, F + 5 daycare	\$420 per month

Kindercare

\$ 200 up to 4 hours a day per month
\$280 per month

**Occasional Care \$5.00 for the first hour or any thereof. (Thereafter care will be calculated in the ½ hour increments up to \$25.00 per day.)*

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.
- In the event of a life threatening emergency our procedure is as follows:
 - Call 911
 - Call the Parents
 - Call the Emergency Contacts
- In the event of an emergency (non-life threatening) our procedure is as follows:
 - Call Parents
 - Call Physician (if necessary)
 - Call the Emergency Contacts

IN THE EVENT OF AN EVACUATION, THE CHILDREN WILL BE WALKED TO ROCKY MOUNTAIN COLLEGE

WILLIAM R. LOWE CHILDCARE

(BLUE)

OPERATING HOURS

Normal operating hours for William R. Lowe Childcare and Enrichment Center is **6:45 am to 6:00 pm Monday through Friday. *Extended childcare will not be provided.***

HOLIDAYS

New Year's Day	Labor Day	Christmas Eve Day
Holy Thursday	Independence Day	Christmas Day
Good Friday	Thanksgiving Day	Day after Christmas
Memorial Day	Thanksgiving Friday	

BILLING AND PAYMENTS POLICIES

1. An annual **\$40.00** registration is due upon starting the daycare. Renewal date for the annual registration is September.
2. Children 2 months through 24 months of age by September 10th.

Infants: (4-5 day)	\$625 a month
Three Day	\$420 a month
Two Day	\$300 a month
Daily Rate	\$35 a Day
3. Children over 24 months of age by September 10th.

Full Time (4-5 Days)	\$420 a month
Five Day Preschool	\$195 a month
Three Day	\$295 a month
Three day Preschool	\$110 a month
Two Day Preschool	\$85 a month
Daily Rate	\$25 a day

MSU-Billings students may qualify for a 10% discount on rates. MSU-Billings students may qualify for a campus grant. You must have applied for financial aid in order to qualify for a campus grant. Regular payment is required until campus grant funds are determined.

AUTHORIZED PICK-UP AND EMERGENCY PROCEDURES

- a. Parents will provide a list of individuals who are authorized to pick up the child/children from the Childcare. Parents will keep the list current.
- b. In the event of a life threatening emergency our procedure is as follows:
 1. Call 911
 2. Call the Parents
 3. Call the Emergency Contacts
- c. In the event of an emergency (non-life threatening) our procedure is as follows:
 1. Call Parents
 2. Call Physician (if necessary)
 3. Call the Emergency Contacts

IN THE EVENT OF AN EVACUATION, THE CHILDREN WILL BE WALKED TO ROCKY MOUNTAIN COLLEGE