

# Eagle Care Parent Handbook

## Mission Statement

\*Crucifixion School\*

*"Learning to grow, love and live within a Christian community."*

## Philosophy Statement

\*Crucifixion School\*

*"Where school and family come together to educate the whole child in a Christian community blending learning with faith and faith with daily life."*

## Licensing

Eagle Care is licensed through the Minnesota Department of Human Services.

## Staff

Name	Position
Father John Evans	Superintendent
Doug Harpenau	Principal
Jess Sennes	Daycare Director

## Insurance

Eagle Care is insured through the Dioceses of Winona-Rochester.

## Nondiscrimination

Eagle Care will not discriminate against any children for admission, participation, or treatment in any way. Eagle Care admits students of any race, sex, color, and national, or ethnic origin.

## Age and Groups

Toddlers: Ages 16 months-33 months

3K/4K preschool & Daycare: Ages 33 months-5 years (before first day of Kindergarten)

Grade School: Kindergarten-12 years of age

## Student Requirements

### Daycare Services:

#### *Toddler room*

Students ages 16 months through age 3 ½. Due to licensing age limits per room, the student must be properly potty trained by 3 ½ years of age. Students must be walking. Proper documentation must be filled out before the student's first day of service. A minimum of 4 days/week is required. Parents must provide diapers and wipes.

#### *Daycare, 3K, 4K Room*

Students age 33 months through prekindergarten. Students must be fully, properly, potty trained. Please see diapering/toileting policy. Proper documentation must be filled out before the student's first day of service. A minimum of 4 days/week is required.

#### 3 year old daycare:

Students who are not 3 years of age on or before Sept 1st, but are fully potty trained.

#### 3K/4K Preschool:

Students must be registered at Crucifixion Preschool to receive Eagle Care services.

- 3K preschool runs Monday through Thursday from 8:00 am to 11:15 am Sept through May. Students must be 3 on or before Sept 1st.
- 4K preschool is an optional preschool for parents who want all day preschool. This program runs Monday through Friday from 11:30 am to 2:40pm September through May. Students must be 4 on or before Sept. 1st.

Both programs offer a before school, after school, no school, and summer program.

#### *Grade School*

Students ages kindergarten through 12 years. Students must be registered at Crucifixion School to receive Eagle Care services. A minimum of 3 days/week is required. Proper documentation must be filled out before the student's first day of service.

Grade School offers a before and after school program, no school days, and summer care.

## Toilet Training

### **Fully toilet trained:**

Eagle Care works with the parents while toilet training. We use the same products, (IE diapers, pull ups, undies), that parents are using at home. We offer the potty to students every 30-45 minutes and at each scheduled bathroom break. If a student is potty training in undies, and has consecutive wet and/or BM accidents, Eagle Care will use a pull up or diaper for the remainder of that day. Eagle Care may also use an incentive for success on the toilet. Please let Eagle Care know if you do want incentives or wish to use something different.

### **Toddlers must be fully toilet trained by age 3 ½**

Due to licensing age limit guidelines, students must be fully potty trained by age 3 ½ in order to move to the 3 year old room.

- If not, your spot will be held at Eagle Care for 2 weeks while you fully toilet train **at home**.
  - If successful, your child will join Eagle Care's 3K preschool or daycare program.
  - If unsuccessful, your child will need to find an alternative childcare.
    - The child may return to Eagle Care once fully potty training if space allows.

Eagle Care defines fully potty trained as a student who is able to use underwear with no more than 1 wet accident and/or 2 BM accidents in one week's time. We also expect the students to be able to verbalize when he/she has to use the bathroom during an unscheduled bathroom break. We do understand a new environment can cause some regression when switching rooms or starting a new daycare. Because of this, we give a grace period of 2 weeks after being fully toilet trained to remain in the classroom. If the regression continues after the 2 week grace period, the students will be asked to find alternative daycare.

## Attendance:

Students must be at Eagle Care within the scheduled time indicated on the registration form. Communication will be made to parents if a child is not at Eagle Care within 30 minutes of time indicated on registration; 15 minutes for after school grade school students. Parents will still be charged for the day if there is no-show, no contact. If a child is absent from Crucifixion School or leaves early due to an illness, they may not receive Eagle Care services for 24 hours.

Toddlers: A minimum payment of 4 days/week is required

Daycare: A minimum payment of 4 days/week is required

3k/4k Preschool: A minimum payment of 4 days/week is required

- Applies to only preschool hours and/or all day preschool childcare

Grade School: Students must be in attendance a minimum of 3 days/week in order to continue using Eagle Care childcare services.

Drop in: Drop in care is for Grade School students in emergency situations only. Parents must confirm with the Eagle Care director before receiving drop in care.

## Day/Hours

Eagle Care is open from 6:30 a.m. to 6:00 p.m. year round. The following are scheduled dates Eagle Care will be closed:

1. New Year's Day
2. Memorial Day
3. Good Friday
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day

If any of these dates fall on a Saturday, Eagle Care will be closed the Friday before. If any of these dates fall on a Sunday, Eagle Care will be closed the Monday after.

\*subject to change by Eagle Care director or Crucifixion principal\*

## 2 hr delay/Early Release/Snow Days

Eagle Care is available to any registered student attending Crucifixion School due to any 2 hour delay and/or an early release.

- o If Crucifixion School is delayed 2 hours, Eagle Care will open at 7:00 a.m. instead of the regular 6:30 a.m. and remain open until 6:00 p.m. If the 2 hour delay turns into a school closing, Eagle Care will close at 5:00 p.m.
- o If Crucifixion School is closed, Eagle Care will open at 7:00 a.m. and close at 5:00 p.m.
- o If Crucifixion School is dismissed early, Eagle Care will close at 5:00 p.m.
- o If Crucifixion School is closed, Eagle Care's 3k preschool is cancelled. Any attendance will be considered a daycare day, at daycare rates.

Eagle care will be closed if it is a statewide snow day or if we feel conditions are unsafe for our staff to travel.

## Vacation/Sick Days

We understand that vacations and sick days will arise. Our childcare is open year-round, and any sick or vacation days have been considered in our competitive rates.

## Grievance Procedure:

1. Contact Teacher
2. Contact Director
3. Contact school principal; final say.

## Rest policy:

Students are required to bring his/her own sleeping supplies. The student should have either one sleeping bag or a toddler sized fitted sheet and a blanket. Security blankets, pacifiers, and other “nap” items will be placed on the students' cot for rest time. Please limit security items, such as “stuffed animals, blankets etc..” to **one** per child. Due to our licensing rules, students **cannot** have a pillow for rest time.

The students will be required to rest quietly for 30-45 min –if they fall asleep we will leave them sleeping until scheduled wake up time. If the student does not fall asleep after 30-45, they are allowed to have a quiet activity for the remainder of rest time.

We **STRONGLY DISCOURAGE** drop off or pick up times between the hours of 11:30 a.m. to 2 p.m. due to the interruption of naptime.

## Toys

Eagle Care provides the necessary toys and materials needed for your child’s education; however, we do understand students like to share “home toys.” If your child brings a toy/item from home, please have it labeled with their name. Please limit toys to one or two *small items*. Eagle Care is not responsible for lost and or damaged toys. If the students choose to bring a toy from home, it is expected that the student shares the toy with all of the Eagle Care friends. If the toy(s) become a problem, we will then ask the student to keep all toys at home until Eagle Care sees fit for toys to return.

## Fees and Payments

- Crucifixion Parish members and cluster members, receive a 5% discount for all active Parish members. An active Parish Member is defined as someone who is a properly registered parish member **AND** has contributed financially and/or volunteered for Church, School, or Faith Formation events within the past year. Volunteering events must be traceable.
- Eagle Care payments are made through Eagle Care’s ACH program every other Tuesday.

- Some payment may be shifted due to holidays or other circumstances
- A \$10 fee will be added to your ACH if the payment does not go through on the due date.
- Parents are responsible for any other fee associated with late payments.
- Issues with insufficient funds may require alternative forms of payment.
- We accept county assistance.
- Eagle Care reserves the right to change pricing at any time during the year as seen fit. Families will be given proper notification in advance.
- Minimum rates will be applied if Eagle Care is open for the minimum amount of days.
- Registration Fee: \$15 at the start of 3K preschool school year. This is typically the first week of Sept.
- Key Card Fee:
  - \*All key cards must be returned within 1 week after no longer using Eagle Care services\*
    - \$10/family (2 cards)
    - additional requested cards \$5 each
    - lost/replacement cards \$20 each
    - unreturned key cards \$20 each
- \$300 summer holding fee
  - any student registered for 3K through 6th grade. Please see summer care for more details.
- Late fees 6:01p-6:10p \$15—6:11p-6:20p \$25—After 6:21 \$35
- *No show/No contact with Eagle Care child(ren) will still be charged for that day's service.*

Toddler Rates	Toddler Policy								
<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <tr> <td style="text-align: center; padding: 5px;">5 Days</td> <td style="text-align: center; padding: 5px;">\$180</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4 Days</td> <td style="text-align: center; padding: 5px;">\$170</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Fees</td> <td style="padding: 5px;">Diaper: \$1/diaper Wipes: \$5/pack</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Supply Fee</td> <td style="text-align: center; padding: 5px;">\$15</td> </tr> </table>	5 Days	\$180	4 Days	\$170	Fees	Diaper: \$1/diaper Wipes: \$5/pack	Supply Fee	\$15	<ul style="list-style-type: none"> <li>● A minimum of 4 days is required</li> <li>● Parents provide diapering products</li> <li>● Diapering charges apply after 3 attempts to inform parents of low products.</li> </ul>
5 Days	\$180								
4 Days	\$170								
Fees	Diaper: \$1/diaper Wipes: \$5/pack								
Supply Fee	\$15								

Daycare 3K Preschool with Daycare		Daycare/3K Policy
5 Days	\$165	<ul style="list-style-type: none"> <li>• A minimum of 4 days is required</li> <li>• Must be completely potty trained</li> </ul> *please see potty trained for more details*
4 Days	\$155	
Supply Fee	\$15	<ul style="list-style-type: none"> <li>• Charged first ACH in September; yearly</li> <li>• Will not be charged another supply if students graduated from the toddler room and have already paid a supply fee for the year.</li> </ul>

3K Preschool Only		3K Preschool Policy
<i>3K Preschool Only (8:00am-11:15am)</i>		<ul style="list-style-type: none"> <li>• Arrive by 8:00am or before (preschool only students)</li> <li>• If Crucifixion School is closed, Eagle Care's 3k preschool is cancelled. Any attendance will be considered a daycare day, at no school rates.</li> <li>• must be 3 years of age by Sept 1st</li> <li>• must be fully potty trained</li> <li>• Minimum of 4 after school days required</li> </ul> *please see potty trained for more details*
Preschool Only	\$45/week	
No School Days	\$40/day *if space allows*	

4K Preschool Rates (Monday-Friday)		4K Preschool Policy
<i>4K Preschool Only M-F 11:30am-2:40pm</i>		<ul style="list-style-type: none"> <li>● Must attend Crucifixion 4K AM program</li> <li>● Must be 4 by Sept 1</li> <li>● Must be fully potty trained</li> <li>● Minimum of 4 after school days required</li> </ul>
4K Preschool Only	\$60/week	
No School Days	\$40/day	
<i>4K Preschool with Childcare (6:30am-6:00pm)</i>		
Before School	\$15 flat rate/week	
5 Days	\$150	
4 Days	\$140	
No School Days	See Daycare Charges	

Grade School Rates		Grade School Policy
Before School (6:30am-7:40am)	\$15/week flat rate/week	<ul style="list-style-type: none"> <li>● Must attend Crucifixion School</li> <li>● Minimum of 3 days/week                             <ul style="list-style-type: none"> <li>○ applies to after school and no school days</li> <li>○ before school is not applied for 3 day minimum</li> </ul> </li> </ul>
After School (2:40-6:00pm)	5 Days \$33 4 Days \$26 3 Days \$20	
Early Dismissal (dismissal-2:40)	\$7/day	
Scheduled No School full days	5 Days \$125 4 Days \$115 3 Days \$105	
Single No School Days	\$35	

## Pick Up/Drop Off Procedure

Listed in the registration are emergency contact and authorized pick ups who may pick up students from Eagle Care. We understand that emergencies come up and will accommodate parents/guardians as needed. If a person not on the registration form is needed to pick up students, a valid photo ID is



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required. Parents/guardians must provide written consent before a child is released to any person not on the registration form. Eagle Care needs proper documentation for any person legally not able to pick up students. Our first priority is to keep the child/children safe.

Eagle Care uses a program called Brightwheel for all parent-staff or parent-admin communication. A QR is used to clock students in/out. Each parent must clock his/her own child in/out. If your child is not signed out for the day, he or she will be considered a full day.

## Summer Program:

In order to receive Eagle Care's summer program....

- Students must have attended Crucifixion School's grade school or 4k program; the year previous.
- Students must be enrolled in Crucifixion School for the following school year

Summer care is only provided for students who utilized Eagle Care full time during the previous school year. Drop in and part time students will be a first come first serve basis if space allows.

Pool Days: Sunscreen will be provided by Eagle Care.

Parents will be responsible for paying for their child(ren) to get into the pool. Parents are responsible for letting Eagle Care know if you have a pool pass. If you do not have a pool pass, Eagle Care uses the ACH system to prepay the pool fees for the summer. All pool fees will be taken out in full before your child's first pool day. You will be reimbursed for any non-pool days attended the first week of September.

### *Daycare*

All 3 year old/3K students attend the pool one day/week. We go on one of the same days as the grade school. We only go to the pool in the afternoons--after nap/rest time. However, if the pool is offering a "fun" day during swim lessons, sign up, the daycare students will attend this pool time instead of the afternoon. Toddler students do not attend the pool, but rather have a fun water day at Eagle Care one day a week. If you do not wish for your child to attend the pool, it is the parents responsibility to find alternative childcare during our pool days/hours.

Once a child is 3K eligible, the student(s) must be enrolled in Crucifixion School for the following school year in order to continue using Eagle Care daycare services. All students 4K and older must have *also* attended Crucifixion School the year prior.

### *Grade School*

All grade school students attend the pool two days/week. Eagle Care attends the pool between 1:00pm-4:00pm. However, if the pool is offering a "fun" day during swim lessons, sign up, grade

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school students will attend this pool time instead of the afternoon. If you do not wish for your child to attend the pool, it is the parents responsibility to find alternative childcare during our pool days/hours.

#### Transportation:

*Community Activities:* Eagle Care only transports within walking distance from Eagle Care between the hours of 8:30am to 11:00 am; staff permitting. Eagle Care determines walking distance. Parents need to find an alternative transportation for further activities.

*Swimming Lessons:* Eagle Care walks students to and from the 2nd and 3rd time slot **only**. Eagle Care will walk to all sessions, staff permitting. An Eagle Care staff does not remain at the pool during lessons.

#### Summer Fees:

Eagle Care's summer childcare is provided to registered Crucifixion School families only, to help with their daycare needs. On the last ACH in May a \$300 tuition holding fee, per family, will be withdrawn from your ACH account. This holding fee will be applied towards your Crucifixion School's tuition at the start of the following school year. The holding fee will not be refunded if you disenroll from Crucifixion School at any time.

## Health (Can your child come to Eagle Care?)

If your child has one or more of the following illness(s), he/she may not return to Eagle Care until he/she has been illness free for 24 hours (without medication) from the last episode and/or have been on antibiotics for a full 24 hours. The student must also be able to tolerate a normal diet before returning.

Below are a list of various illnesses (but not limited to)

- Vomiting
- Diarrhea (two episodes within 1 hour)
- Impetigo
- Pink Eye
- Surgery minor/major
  - a doctors note it required for returning to Eagle Care
- A temperature of 100\* or higher
- Rashes that you cannot identify or that have not been diagnosed by a physician
- Contagious sores, blisters, etc...
- Lice, students must be treated and lice free before returning to Eagle Care
- Any other ailment as seen fit by Eagle Care director or Crucifixion Principal.

Children who become ill or have any of these symptoms at Eagle Care will be separated from other students and a parent will be called to pick up the child within one hour's time. If Eagle Care is unable

to contact the parents/guardian for 30 minutes, Eagle Care will use the emergency contact and/or authorized pick up list for the child to be picked up. Supervision and rest will be provided until the designated person arrives.

## Food

Eagle Care does not provide breakfast. Students may bring something from home to eat when brought to Eagle Care between the hours of 6:30am to 7:45am. Any remaining food items will be put in the students' cubby or disposed of accordingly.

The cost of Lunch is included in the Eagle Care fees. Eagle Care provides lunch for all students yearly. We follow the school's lunch menu on any school day and will provide a lunch menu on any non-school day.

Eagle Care follows the Child and Adult Care Food Program (CACFP). All snacks are provided according to the CACFP guidelines. Eagle Care provides a morning and afternoon snack.

- Students will be encouraged to try the main foods during these times, but not required to eat the whole meal.

## Allergies/Intolerance

Eagle Care requires an Individualized Child Care Program Plan (ICCPP) for any students with any allergy. Parents are responsible for providing any medications needed for such allergies. Medication must come in original bottles/cases and not be expired. If the medication is expired, Eagle Care will return it to the parent/guardian. A new, non-expired, medication must be given to Eagle Care before the child can return.

If a child has an intolerance to a specific food or milk, a food/milk substitute form must be filled out. Food or milk substitutes can be both medical and/or parent/guardian requested. Eagle Care will provide an alternative food/milk for the child. If the parent/guardian is providing the alternative food/milk, it must meet the Child and Adult Care Food Program (CACFP) guidelines.

## First Aid/Medication

First aid will be administered by Eagle Care staff. Medications may be administered at Eagle Care with a medication form filled and signed. All medications that need to be administered at Eagle Care need to be brought to Eagle Care by the parent/guardian. All medication must be in the original bottle. Expired medication will not be administered and will be sent home.

## Personal Items

Each child at Eagle Care will have his/her own personal cubby and storage unit for personal items. To prevent lost items, please label ALL your child(ren) supplies. Parents will need to provide the following items at Eagle Care:

- Nap Blanket or sleeping bag
- Extra set of clothing (labeled)
  - If your child's clothes are sent home soiled, please bring a replacement pair
- Diapering products
  - Toddlers
  - Students in pull up for naptime only

**\*\*\*Eagle Care is not responsible for lost or damaged items\*\*\***

## Dress

Children should wear clean comfortable clothing appropriate for the weather of the day. Eagle Care follows a modest dress code with no shoulder or stomach exposure. Shorts and dresses/skirts should be appropriate length and have shorts, pants, or leggings under them. Children will not be allowed to bring or wear any clothing with guns, weapons or racism of any kind.

## Discipline

Students are expected to respect all Eagle Care and Crucifixion staff and students. By working together at home and school, Eagle Care becomes a more responsive classroom. We will strive to teach your child religion, modesty, morals, and manners.

Methods of discipline used in the Eagle Care classroom include redirections, talking with the students about the behavior, or removal from the group; within the same classroom. In some instances, Eagle Care will need to write a discipline report. A discipline report will be used when the child's behavior has caused harm to other students, staff, or persons.

Below is the write up report policy:

1. If a child receives 3 write up reports within 30 days, the child will be removed from Eagle Care for the remainder of the day, and 2 more Eagle Care working days. Each write up after 3, up to 5, will result in the child being removed from Eagle Care for the remainder of the day.
2. If a child receives 5 write up reports within 30 days, the child will be removed from Eagle Care for the remainder of the day, and 5 Eagle Care working days. Eagle Care will require a conference with the parents, school principal, Eagle Care director, and/or their Crucifixion classroom teacher before the child may return.

3. If a child is receiving consistent write up reports for 6 months, Eagle Care reserves the right to terminate childcare services. All efforts of meeting the child's needs, working with the parents/guardians, and school principal will be set forth before termination is considered.

We understand that students express their behaviors in different ways. Young child behaviors are handled as follows:

**Biting:** Eagle Care has a "two a day" bite policy. When the child bites once, a courtesy call is made to the parent to let them know if the child bites again he or she will need to leave Eagle Care for the remainder of the day. Multiple offenses could result in termination from Eagle Care.

- Toddler aged students are subject to change and will be sent home as Eagle Care see's fit.

**Swearing** (we all know the common sense inappropriate swear words) A note will be sent home with the child if any swear language occurs. Many offenses within the same day will result in dismissal from Eagle Care for a period of time. Multiple offenses could result in termination from Eagle Care.

**Physical Violence:** Vicious acts of violence include, but are not limited to, hitting, kicking, punching, scratching, etc... All physical violent actions will result in a write up report. (see above for write up report policy)

If you disagree with how Eagle Care handles discipline please feel free to talk with the Director of Eagle Care and/or Crucifixion School's principal.

## **Termination Policy**

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior

- 1) Parent Termination
  - a) Parents must give a 10 day notice when voluntarily withdrawing your child from Eagle Care. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.
- 2) Eagle Care Termination
  - a) If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week. Eagle Care may also terminate immediately for any of the following reasons (but not limited to)
    - Failure to comply with the policies set forth in the parent handbook
    - When a child is displaying a destructive and hurtful behavior to any child, staff, or other person involved with Eagle Care, that persists even with parent cooperation in stopping the behavior
    - Non-payment of children or late fees and/or recurring late payment fees

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- Consistently not meeting the minimum weekly attendance requirements, as determined by Eagle Care
- Failure to show for 5 consecutive days without any communication
- Eagle Care's inability to meet the child's needs without additional, unnecessary, staff
- Falsifying information pertaining to the minor that attend Eagle Care in which a parent gives verbally and/or in writing

If for any reason you should require legal services, Eagle Care, Crucifixion School, staff and/or others in acquaintance with said will not be responsible for any legal or court cost incurred.