



Saint Cecilia Catholic School

Daycare and Aftercare Programs

Admission Requirements

Saint Cecilia's daycare and aftercare provides a warm and caring environment for children age 2 through school-aged. To admit a child, the parent or legal guardian must supply a copy of the child's birth certificate, social security card, and a current immunization certificate. The parent or guardian must also complete an emergency card and general permission form.

Hours of Operation

The daycare/aftercare is open Monday through Friday from 7:00 AM until 6:00 PM on the days that the school is in session. The daycare/aftercare follows the school schedule regarding snow delays and closures. The daycare/aftercare is closed whenever Saint Cecilia School is closed. To contact the daycare room after 3:30 the phone number is (859) 363-2304.

Rates and Payments

The rate for care is \$2.25 per half hour for each child, rounded up to the next half hour. The maximum daily charge is \$30.00. A registration fee of \$25.00 per family is required. Any child picked up after 6:00 PM will be charged \$1.00 per child, per minute the parent is late. Billing statements are sent home biweekly. **You must pay by the due date in order for us to continue providing care for your child.**

Supplies for Daycare

Each child is required to bring an extra change of clothes, a sheet or thin blanket to sleep on as well as a small blanket to cover up with and a small travel sized pillow, diapers or pull-ups and baby wipes if needed. To help us keep the cost of daycare as low as we can, we also request the following supplies for the daycare room : 1 box sandwich size Ziploc bags, 3 boxes of tissues, 2 rolls of paper towels, 1 pack of baby wipes, 1 pack of washable markers, and 1 pack watercolor paints.

Parking for Drop-off and Pick-up

If you drop your child off before 9:30AM, please park in the main parking lot in front of the school and enter at the Main Entrance, under the portico. After 9:30 AM, you may park in the gravel lot adjacent to the school and enter at the Main Entrance. The parking spaces at the end of the building are for Rectory visitors only. There are also spaces by the Undercroft. If you pick up your child before 3:30 PM, please enter through the Main Entrance. After 3:30 PM, please park in gravel lot at end of building and ring the doorbell to the left of the door at the top of the stairs. A staff member will open the door.

Scheduling

When you register your child for daycare/aftercare, we ask that you tell us on which days to expect your child and the approximate times so that we may have proper staffing. If you wish to bring your child on a day that is not in his/her normal routine, please call to make sure we have space available.

Clothing

Your child should wear comfortable, washable play clothes. They should have appropriate outdoor clothing, also. We try to go outside every day. Please label all extra clothes with your child's name. We do go outside for about 45 minutes a day, so please dress the child appropriate for the weather. Please include gloves and a hat in the winter.

Breakfast (Daycare only)

If your child does not have a chance to eat breakfast before he/she arrives, they may bring something to eat with them and we will provide time and place for them to eat it.

Lunch (Daycare only)

Lunch is served around 11:00-11:30 AM. Each child must bring their own lunch. According to state regulations, unless your child is allergic to milk, he/she **must** have milk at lunch time. We can purchase cartons of milk from the school cafeteria for \$.50 per carton or you may send milk with your child's lunch. Lunch **must include** something from the bread group (bread, crackers, pasta, rice, etc), a protein (meat, fish, peanut butter, chicken, beans, cheese, etc.) and either two vegetables **or** one fruit and one vegetable. All four food groups **must** be represented in your child's lunch. If a food group is missing, we will provide it but will charge a fee of \$.50 per item per day. We are not able to heat or cut your child's food. Please send lunch ready to eat.

Snacks

In daycare, a snack is provided in the morning before outside time and in the afternoon after naptime. The snack includes two food groups. The snacks are posted weekly in the daycare. Aftercare will also provide a snack after school. The snack includes two food groups. The snack will be posted in the hallway, outside of the daycare room.

Nap Procedure

Naptime is 12:00-2:00 PM each day. Each child brings his/her own linens. Blankets and pillows are sent home once a week to be cleaned. Each child has his/her own cubby to keep belongings. The children rest on cots with the lights out while soft music is playing.

Movies

We do watch a small amount of television in the form of videos sometimes. We watch only "G" rated.

Personal Toys

A child may bring a small stuffed animal to sleep with. Other toys from home are **not** allowed because we do not want them to be broken and it is often difficult for the children to share personal toys. However, we always accept donations of toys, books, or dress-up clothes for all children to use.

Medication

If your child requires medication during his/her stay with us, it **must** be accompanied by a **daily** written request dated and signed by the parent or guardian. The prescription medication must be in its original container with the child's name on it and directions. If the medication is an over-the-counter medication, it must be in an unopened container with the child's name written on it. The medication will be kept in a locked medicine box.