



Hello and Welcome!

My name is Kim Murphy and I am the Early Childhood Learning Center Director at St. Cecilia School.

Our hours of operation are **7:00 AM - 6:00 PM** daily Monday-Friday.

Please remember there is a **\$25 fee due at the time of registration**. When you register your child for care, we asked that you tell us on which days to expect your child and the approximate times so that we may have proper staffing and to maintain our high standard of quality.

We budget for everyday costs related to our dedicated teachers and our educational resources. To cover these costs, biweekly billing will reflect your child's schedule, whether your child is in attendance or not. If you wish to bring your child on a day that is not in his/her normal routine, please give us a call at 859-363-4314 x304 to make sure we have availability for the day.

Our rates are as follows:

\$35 a day/child
\$20 for half day/child (anything less than 5 hours)

Licensing states that we must have the following items **ON FILE BEFORE** a child can be admitted to start:

- a completed & signed registration form
- a copy of your child's birth certificate
- a copy of your child's social security card
- a current immunization certificate – *the form must contain all of the following: expiration date for the form, all of the child's information (including DOB), signature and date from a medical professional.*
- a signed Daily Health Check form

Snacks ...We will provide nutritionally balanced morning and afternoon snacks. The snacks include two food groups.

Breakfast ...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 the time and place for them to eat it.

Lunch ...Lunch is served between 10:30 -11:00 depending on the room. **EACH CHILD MUST BRING THEIR OWN LUNCH.** According to state regulations, unless your child is allergic to milk, a child 24 months and younger must drink whole milk at lunchtime. Children 25 months of age and older must have 1% milk at lunchtime. Lunch **must include** something from:

- the bread group (bread, crackers, pasta, rice...)
- a protein (meat, fish, chicken, beans, cheese...)
- either two vegetables **or** one fruit and one vegetable

All four food groups **MUST** be represented in your child's lunch. **We are not able to heat or cut your child's food.** Please send lunch ready to eat.

Lunch Ideas

Proteins and Breads:

- Salami & Cream Cheese Roll Ups
- Ham and Cheese wraps
- Turkey Sandwiches
- Cheese and Crackers
- Diced Cheese and Lunch Meat
- Hummus and Chips
- Sun Butter and Jelly (a nut free alternative to Peanut Butter)
- Lunchables
- Leftovers (will not be heated up, you can bring food in a thermos)
 - Spaghetti and Meatballs
 - Tuna Noodle Casserole
 - Rice and Chicken
 - Pizza

Vegetables:

- Baby Carrots and Ranch
- Peas

- Guacamole
- Celery
- Veggie Straws
- Veggie Pouch

Fruit:

- Diced Strawberries
- Sliced Grapes
- Blueberries
- Apple/Orange Slices
- Cereal Bars
- Cups of Fruit
- Fruit Snacks
- Fruit Pouches

Things to remember...

- Milk will need to be provided for lunches
- We are a **nut free zone**
- We cannot warm up food

Please remember all items brought from home must be permanently labeled. Food and formula must be labeled with the child's name, dated, and brought in fresh each day.

To help keep the cost of daycare down as much as we can, we also request the following supplies for the daycare rooms. While this is a general childcare supply list please check with your child's classroom as well. 😊

Ones:

Lead Teacher: Kirsten Hornback

khornback@stcindependence.org

- whole milk, prepared formula/breast milk
- lunch (details provided under Nutrition in the handbook)
- diaper wipes
- disposable diapers/extra underwear
- sweater or jacket
- blanket & crib sheet
- pillow and pillowcase (if desired)
- 2 or more changes of clothes

- photo of family
 - security items if needed - pacifier, special blanket/toy...
 - 1 box of sandwich size Ziploc bags
 - 1 box of gallon Ziploc bags
 - 2 boxes of tissues
 - 4 rolls of paper towels
 - 1 pack of baby wipes
 - 1 pack of construction paper
 - 1 box of Band-Aids
 - 1 box of LARGE crayons
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Twos:

Lead Teacher: Toshia Todd

ttodd@stcindependence.org

- 1% milk
 - lunch (details provided under Nutrition in the handbook)
 - diaper wipes
 - disposable diapers/extra underwear
 - sweater or jacket
 - blanket & crib sheet
 - pillow and pillowcase (if desired)
 - 2 or more changes of clothes
 - photo of family
 - security items if needed-pacifier, special blanket/toy...
 - 1 box of sandwich size Ziploc bags
 - 1 box of gallon size Ziploc bags
 - 2 boxes of tissues
 - 4 rolls of paper towels
 - 1 pack of baby wipes
 - 1 pack of construction paper
 - 1 box of Band-Aids
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Threes & Fours:

Lead Teacher: Diana Walker

dwalker@stcindependence.org

- 1% milk
- lunch (details provided under Nutrition in the handbook)
- diaper wipes
- disposable diapers/extra underwear
- sweater or jacket
- blanket & crib sheet
- pillow and pillowcase (if desired)
- 2 or more changes of clothes
- a pack of markers
- a pack of crayons
- photo of family
- security items if needed-pacifier, special blanket/toy...

- 1 box of sandwich size Ziploc bags
- 1 box of gallon size Ziploc bags
- 2 boxes of tissues
- 4 rolls of paper towels
- 1 pack of baby wipes
- 1 pack of construction paper
- 1 box of Band-Aids

I know this is a ton of information all at once, please feel free to reach out with any questions or concerns you may have! I'm here to help!

Thanks!

Kim Murphy
St. Cecilia School
Early Childhood Learning Center Director
kmurphy@stcindependence.org
859-363-4314