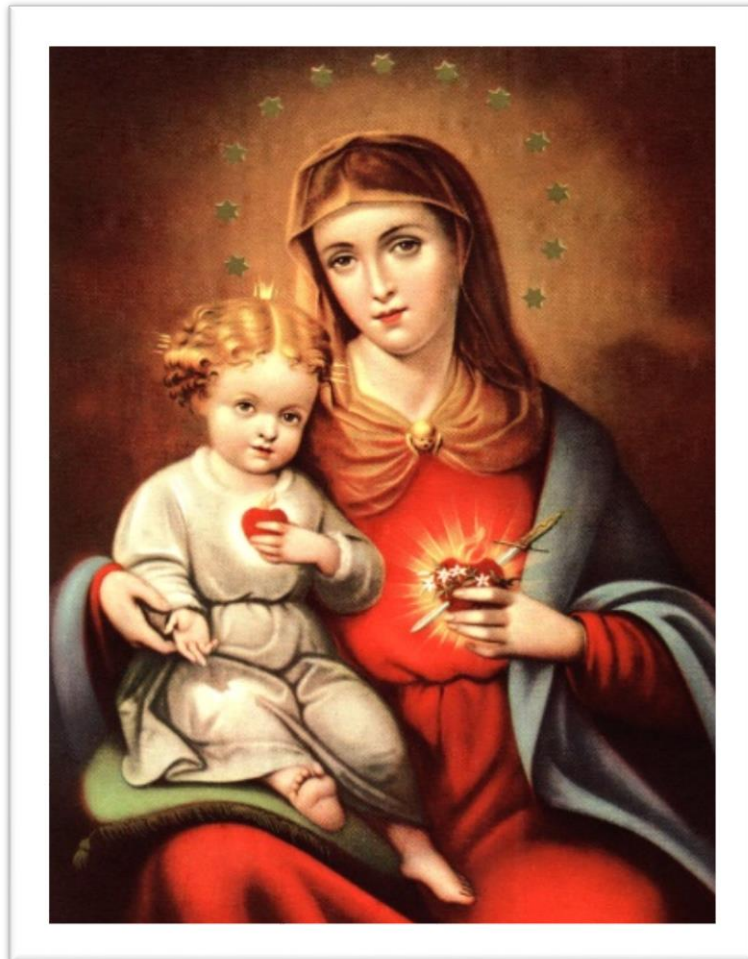


SACRED HEART DAYCARE AND LEARNING CENTER

PARENT HANDBOOK



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Welcome to Sacred Heart Daycare and Learning Center. We believe that quality early care and education for children is a partnership between parents and the daycare provider. At our daycare, it is our mission to partner with parents and provide developmentally appropriate activities and materials in a safe, loving environment where they are free to explore and learn.

Sacred Heart Daycare and Learning Center will use the Nebraska Early Childhood Guidelines to develop the curriculum, but will also encourage children to learn and explore through play. Sacred Heart's preschool teachers will also be assisting the daycare teachers with the curriculum. It is our belief that at all developmental stages there should be opportunities for children to learn and grow in a loving and responsive relationship with caregivers, based on respect for the child, and his/her family. At Sacred Heart, your child will have the opportunity to explore and grow, create and discover, build relationships with his/her peers, and become a confident learner in a Christian atmosphere.

We firmly believe that the relationship of little children to God is a very deep and important one that influences the rest of their lives precisely because it is so simple. It is natural for little children to want to pray. The spirits of little children are very open to contact with the Divine Spirit. All we have to do is elicit this contact gently and freely. A variety in prayer is the "spice of life." Informal prayer, instrumental prayer, and Bible story prayer can all have their place within children's framework of ritual in our Daycare Center and at home. Children need to be continually encouraged to pray for what is important to them. If we are open to God's presence in children, then the times you pray with them can be very special. We will be using special times in Christ life and many other times to help children to learn about Jesus, God, and the Holy Spirit. We will encourage children to pray but not demand that they pray.

This handbook has been written to orient you to the centers policies. It is important for you to be aware of these policies. If you have any questions, concerns or suggestions please feel free to contact us. We hope your experience with us is a positive one! We look forward to caring for your children.

Sacred Heart Governing Board

Father Thomas Dunavan
Cathy O'Grady
Angie Taft
Alicia Schock

Licensee: Father Thomas Dunavan

Director: Christi Chapple
Center phone # 402-245-3385
Cell # 402-801-0393

MISSION STATEMENT

A family educating the heart, mind, body and spirit for this life and the next.

VISION STATEMENT

At Sacred Heart Daycare and Learning Center, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

STATEMENT OF NON-DISCRIMINATION

Sacred Heart Daycare and Learning Center welcomes all families, regardless of race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability.

PHILOSOPHY/CHILD DEVELOPMENT PROGRAM

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating, and encouraging. The following principles serve as the foundation for our curriculum.

Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.

- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.

- Our curriculum will include goals of development in:

- **SOCIAL:** to help children feel comfortable in daycare, trust their new environment, make new friends, and to feel they are part of a group.

EMOTIONAL: to help children to experience pride and self-confidence, develop independence and self-control, and have a positive attitude.

COGNITIVE: to help children become confident learners by letting them try out their own ideas and to experience success. By helping them acquire learning skills such as the ability to solve problems, ask questions, and to use words to describe their ideas, observations, and feelings.

PHYSICAL: to help children increase their large and small motor skills and feel confident about what their bodies can do.

GENERAL CENTER INFORMATION

Ratios

Ratios are as stated in the Regulations Governing Licensure of Child Care Centers from the DHHS of Nebraska.

- Ages 6 weeks to 18 months --- 1 qualified staff to 4 children
- 18 months to 3 years of age --- 1 qualified staff to 6 children
- 3 years old ---1 qualified staff to 10 children
- 4 and 5 year olds ---1 qualified staff to 12 children
- School age ---1 qualified staff to 15 children

Enrollment Policy

- Sacred Heart Daycare and Learning Center will operate all year except for major holidays.
- The hours are 7:30 A.M. to 5:30 P.M., Monday through Friday.
- Enrollment is on an availability basis.
- Some age groups will require a waiting list.
- Families wanting full time daycare will be given priority over part time children needing daycare services.

Ages Served

- Sacred Heart Daycare and Learning Center is a licensed childcare center with the Nebraska DHHS. We serve children from 6 weeks through 12 years of age.

Attendance

Weekly Schedule

- Sacred Heart Daycare and Learning Center is open Monday through Friday 7:30 A.M. to 5:30 P.M. We are closed on weekends.

Absences

- If you plan to keep your child home, due to an illness, or any other reason, you must notify the center no later than your regular drop off time.
- We also expect to be notified if you anticipate being late in dropping off or picking up your child.

Special Services

- If a child requires special services, the Sacred Heart Daycare Center will make every effort to accommodate every child's needs.

Appointments and early Pick-ups

- Please notify the center when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving, or returning again later in the day.

Termination

- Either the parent or the provider has the right to terminate services for any reason, providing a two week written notice. Every circumstance is different, so a shorter termination time is up to the discretion of the director.

School Closings/Delayed Openings

- Sacred Heart and Daycare Learning Center will be open when schools have closed for weather unless the conditions are extreme. We will be open year round except the holidays listed below.

Holidays and Vacations

Sacred Heart Daycare and Learning Center will be closed on the following holidays. Please arrange alternative care on those days.

- New Year's Day
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving and the Friday following it.
- Christmas Eve, Christmas Day, and December 26th.

Vacations

- Each family will receive 5 consecutive days' vacation tuition free per year with a two-week notice given to the director before vacation is to occur. If you plan on keeping your child out of care for longer than 1 week, tuition must be paid up front for the remaining vacation period in order to hold your child's slot.

Holding a slot

- If you need to remove your child from care for a long period of time, you will be required to make a deposit for half of your child's tuition for each month they are absent in order to hold your child's slot.

Deposit

- \$125 deposit is due prior to your child's first day of care. In return you will not be billed for your last week of childcare, once Sacred Heart Daycare has received your written 2-week notice of care termination.

Licensing

- The Center is licensed through the Office of Health and Human Services. A copy of the regulations is on file in the Office and a copy of our license is posted in the entryway.
- All parents or guardians will receive, and need to keep in your file the Parent Information Brochures provided by the Division of public Health. This information is made available to you so that you are aware of the State Childcare regulations, and how they can be contacted for questions. There is a signature spot on the brochure that needs to be signed and returned to the Center.

Parents need to sign a form stating they have received this information included in your enrollment packet

Tuition Fees

Full Time Rates:

- INFANT (6 wks-18mon) \$151.50
- TODDLER (18mon-3 yrs.) \$127.50
- PRESCHOOL (3yrs-5yrs) \$127.50
- SCHOOLAGE (5yrs-12yrs) \$127.50
- PART-TIME INFANTS (scheduled days) \$30.50 a day
- PARTIME 18 MTHS AND UP (scheduled days) \$25.50 a day
- AFTERSCHOOL (up to 2 hrs.) a week \$50.00 per week

Drop in rates:

There will not be an increased cost for drop-ins, but you are not guaranteed a spot. We will do our best to fit you in, but we cannot be out of state ratios.

To drop in, you must have preapproval, all registration forms filled out in advance, and this is only an option if there is space available on the day you are needing this service. You will not be billed for holidays that we are not in service.

Method of Payment

Sacred Heart Daycare and Learning Center offers you to be able to pay your bill thru an Electronic Funds Transfer direct from your checking account. Your child care payment will be automatically withdrawn each Friday. All accounts are set up to be paid by the beginning of each week prior to care. In the event of 3 or more insufficient funds you will be charged a \$25.00 service fee for each time, and you will be asked to make all future payments in cash, still to be due the beginning of each week. You will also be able to pay with Check or Cash the Friday before your next daycare services. If you are not receiving services on Friday's, please pay on the last day of your child's services of the week.

PROGRAM AND CURRICULUM

Sacred Heart Daycare and Learning Centers Child Development Program

The most important part of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them how to learn, not only at daycare, but all through their daily lives. We're allowing them to learn at their own pace, particularly in a positive sense of themselves, which will make a difference throughout their lives. We encourage this by:

- Caring for basic needs of health, safety, and nourishment in an environment of confidentiality and co-operation with core family values and beliefs.
- Provision of examples and guidance for self-discipline in an atmosphere that promotes each child's positive self-esteem.
- Experiences that are specifically child directed and play oriented.
- Ongoing communication between parents and staff promoting continuity between home and center and respecting the uniqueness of each family.

- Educated and experienced staff who exhibit commitment to children, the center, community and their own continuing education.
- Our curriculum identifies goals in all areas of development:
 - Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a group.
 - Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life.
 - Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success. By helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
 - Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for the children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give our children a successful start in school. We serve as an extension of the family, and by doing this we will support and attempt to complement beliefs regarding the care of the children. It is our goal to serve as a resource for Christian values, support and education to our children and their families. Sacred Heart Daycare and Learning Center requires additional ongoing educational training for all staff. If you would like to see staff qualifications, you may ask the Director to show these to you.

Meals

- Sacred Heart Daycare and Learning Center participates in the Child Care Food Program. Weekly menus are posted on the front bulletin board. If you would like a copy, we can make you one. We provide Breakfast, Lunch, and Afternoon snack.
- In order to participate in this program, you are required to fill out annual paperwork every June. If your child has any food allergies you will need a note from your child's doctor with their signature stating this allergy.

Supplies

- Parents are responsible for supplying diapers, wipes, and creams, and lip balms for their child.
- Infants will need to supply all breast milk/formula, bottles, baby food, and anything else they eat until they are eating table food which we serve.
- Bottles will be sent home each day for cleaning. Make sure to bring how many clean bottles per day that your infant will use. Please mark everything with your child's name.
- We also require for each child to have 1 or 2 extra sets of clothes in their cubby. For infants and toilet training children you may need to supply more outfits, depending on each individual child. Please label your child's clothing or other items. Sometimes children's items may look identical to another child's.
- These sets of clothing need to be switched as weather and sizes change.
- A paint shirt would be helpful when we are doing projects. One that is big enough to cover most of their clothing.

Illness

- If a child becomes ill or injured, while they are at the Center, we will do our very best to make them feel safe and cared for, until a parent or emergency contact arrives.
- We will have a cot they can lie on or be held by a staff member in the office to keep the illness to as small a risk from spreading as we can.
- A staff member will stay with the child, comfort them, and reassure them that they will be okay and that someone is on their way to get them.
- Accident reports will be filled out and documented by the staff witnessing the incident/accident.
- The parent will receive a copy, and a copy will be kept at the Center.

Our first priority at Sacred Heart Daycare and Learning Center is providing a healthy, safe learning environment for all children in our care. Children will be sent home as soon as possible if any of the following is experienced:

- An illness that prevents the child from participating comfortably in activities
- An illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the center

Or if a child is experiencing any of the following conditions:

- Fever and sore throat, rash, vomiting, diarrhea, irritability, or confusion.
- Fever is defined as having a temperature of 100 degrees F or higher taken under the arm, 101 degrees F taken orally, or 102 degrees F taken rectally. For children 4 months or younger, the lower rectal temperature of 101 degrees F is considered a fever threshold.
- Diarrhea runny, watery, or bloody stools
- Vomiting 2 or more times in a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Sever coughing child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge thick mucus or pus draining from the eye or pink eye
- Yellowish skin or eyes
- If a child is irritable, continuously crying, or requires more attention than you can provide without effecting the health and safety of the other children in your care
- Or an injury severe enough that the staff feels they need a parent or emergency contact to come to the Center.
- Exclusion will also be based on specific contagious and infectious diseases such as chicken pox, measles, mumps, etc. There is a white binder in the office with more specifics on these and other contagious diseases, when doctor notes should be used, and other important information. If you have any questions, please ask.
- If a doctor diagnoses an ear or throat infection, as an example, and the child is prescribed an antibiotic, the child may not be brought to the Preschool until he/she has been on the medication for at least 24 hours. Please call the center with diagnosis.
- Parents are asked to call the Center should a child not be able to attend daycare.

If your child would be experiencing any of the conditions listed before you bring them to care, please notify the Center that you will be keeping them home. By helping us to observe good health standards, you will be protecting your child and others at the Center as well. Thank you for your cooperation.

Medication

- Any medication must be in the original bottle or container and prescription medication must include the original prescription label and instructions.
- Sacred Heart Daycare and Learning Center will not administer any medications or creams without prior written consent from the child's parent.
- Medication consent forms are available in the office.
- Staff can help to get you the correct form.
- Please do not leave medication on the counter.
- Please hand medications to a teacher to be placed in the locked cabinet.
- The Center's staff will be trained in the Five Rights medication procedure.

Immunizations

- Complete Immunization records must be on file prior to your child's first day of enrollment. Any changes in records need to be updated at the date immunizations are received, this is the responsibility of the parent to inform staff of any changes.

Daily Schedule

7:30-8:00	Free play
8:00-8:30	Prayer/Breakfast
8:30-9:00	Discuss theme for the week; Give children a chance to share Calendar, Songs/Finger plays, puppets, instruments and Stories
9:00 -9:45	Large Motor--Outside time weather permitting
9:45 -10	Wash Hands and Bathroom
10-10:45	Centers, Science, Math, Art, Water table, Book exploration
10:45-10:55	Clean up
10:55-11:10	Wash Hands
11:15 -11:45	Prayer/Lunch Time
11:45-12:00	Restroom & Lay Down
12:00- 2:00	Nap Time
2:00- 3:00	Free play and quiet activities, drawing
3:00- 3:45	Centers, Science, Math, Art, Water table, Book exploration
3:45- 4:00	Kids Have Snacks
4:00-5:30	Outside play, centers, and or other activities

Children's schedules will be posted in their rooms and may vary a little from this master schedule. We will always take children to the bathroom as needed, and diaper as needed. Infants feeding schedule will be determined by the parent and teacher in charge of their child.

Teaching staff will create a schedule a week at a time. Consistency from day-to-day is very important to the overall well-being of the children and classroom environment. Children thrive on consistency. Routines should try to be maintained as much as possible, but we realize we are caring for small children and sometimes interests vary. This means we will also be flexible with scheduling as needed.

Every day will include free play and outdoor activities as weather permits. Our outdoor play is an extension of the indoor classroom, concepts taught indoors can be expanded upon while outdoors. This is a good time for staff to reinforce positive social interactions.

We will not be allowing any weapons play. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used by the staff when a child is engaging in weapon or violent play.

Toilet Training Policy

This something that will be decided between the parents of the child and Sacred Heart Daycare and Learning Center staff. The staff will follow the same procedures as the parents are at home when possible, to insure the consistency in their process of toilet training their child.

Sacred Heart Daycare and Learning Center will never discipline by physical discipline, denying food, forced napping, for toilet training accidents. Discipline techniques may include: modeling behaviors, positive reinforcement, natural consequences, redirection, and time out. These will be discussed and decided on with the parents.

We will ask parents to write a procedure down, explain how they follow it, and we will try to implement the same procedures whenever possible at the Center.

BEHAVIORIAL/GUIDANCE POLICY

To assist children in developing self-control, self-confidence, and sensitivity in their interactions with others, and to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others, the following strategies are used to guide the children's behavior:

- Focusing on the child's behavior, rather than on the child
- Reinforcing appropriate behavior
- Observing children in order to anticipate potential difficulties
- Establishing eye contact and calling the child by name to gain a child's attention
- Remaining near the child in situations where he/she may be losing self-control
- Modeling problem solving
- Offering choices
- Re-directing

If all else fails, the child will be removed from the situation in a way that ensures that the 'time out' is a positive learning experience:

- Prior to the use of 'time out' the child will be given an explanation of what it means and what it involves.
- The 'time out' place will be located within the play area, where they can still be supervised but far enough from the activity.
- The child will be allowed to determine when he/she can return to the activity.
- For pre-school age children, the 'time out' period will be no more than one minute per year of age, to a maximum of five (5) minutes.
- Appropriate or acceptable behavior of the child following 'time out' will receive praise.

Behavior Management Plan

At Sacred Heart Daycare and Learning Center, we have some basic rules for the health and safety of the children. We try to arrange the environment to avoid problem-causing situations. We tailor expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. However, when a child does act in such a way that is, or could be, harmful to their self or another, destructive to property, we do intervene. We *do not* use corporal punishment, including spanking. A child is *never* subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is *never* denied food or forced food as a form of punishment. A child is *never* punished for wetting, soiling, or not using the toilet. We are firm about our limitations when they are appropriate to the situation and the child's ability to understand and comply. We are consistent. We work as a team with other teachers and with parents. We analyze possible reasons for behavior problems and make whatever adjustments in the environment that we can. We offer choices, try to redirect activity, point out natural or logical consequences of different behaviors, help the child individually or in a group to problem solve. We give hugs and words of encouragement.

Injury/Behavior Report Form

All Injury/Behaviors will be recorded onto a special report. The Director will review each report and sign the original to be filled in the child's record, a copy will be made for the parent/guardian and placed in their cubby.

EMERGENCIES

Emergency Policy

- Fire Drills are practiced monthly.
- Tornado Drills are practiced monthly between the months of March and Oct
- In the event of an emergency, and we have to be evacuated, you will be contacted by phone to pick up your child. If you cannot be reached, we will call your emergency contacts.
- Be sure your contact numbers are kept up to date, notify Sacred Heart Daycare and Learning Center if you need to make changes.

Medical Emergencies

- We will assess the situation and contact 911, if necessary.
- Notify the parent's immediately or if you cannot be reached, one of your emergency contacts will be notified.
- Document the date and circumstance regarding the medical emergency in the child's record.

Evacuation

- Evacuate the facility to go to another location nearby or far away to remain safe.
- Evacuation maps are posted by all doorways.
- The map outlines where the staff and children will go in the event of an evacuation emergency.

- Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area.
- An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations that you will be able to pick up your child are listed below:

- **1st Evacuation Location**
 - **Address: 1820 Fulton Street**
 - **City, State Zip: Falls City, Nebraska 68355**
 - **Telephone Number: 402-245-3002**
 - **Location: Sts. Peter and Paul Catholic Church**
- **2nd Evacuation Location**
 - **Location: Falls City Sacred Heart School (office)**
 - **Address: 1820 Fulton Street**
 - **City, State Zip: Falls City, NE 68355**
 - **Telephone Number: 402-245-4151**

CHILD SUPERVISION POLICY

Sacred Heart Daycare and Learning Center employees have a duty of care to provide adequate supervision of children at all times. Supervision is one of the key requirements in the prevention of accidents and injury throughout the center. Sacred Heart Daycare and Learning Center staff members require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and relief staff should be informed of potential supervisory risks appropriate to the individual child in a confidential and sensitive way. Approved child/staff ratios must be adhered to and extra staff provided for children with additional needs.

Center Goals

- To ensure the potential for accidents and injury to children is reduced.
- To ensure staff are aware of the variables relating to supervision.
- To ensure safety for children when participating in activities.
- To ensure that the staff have the opportunities to evaluate supervisory practices and respond appropriately.

Parents will be expected to:

- Personally deliver children to a staff member and ensure a staff member is informed when departing.
- Inform staff if a person, other than authorized, will be collecting the child. This can be done via a phone call to the office in the event of an emergency.
- Ensure the 'Authorized Person to Collect' information is up to date.
- Inform staff of any current or pending court orders affecting the child. Provide the center with a photocopy of the court order to be kept with the child's enrollment form.

- Sign their children " In and Out "everyday their child is in attendance.
- Ensure that the front door and playground gates are closed after entry or exit.

Staff Will:

- Ensure a staff member is close enough to children to intervene in the event of an issue occurring.
- Ensure that children are not left alone in the playground or in any room.
- Have clear sight lines to all children in the group at all times. They will place themselves in a position to 'supervise' as much of the 'whole group' as possible.
- Ensure that where multiple areas are available to children at the same time, (indoor/outdoor activities) that such areas are appropriately supervised.
- Communicate effectively to other staff when they are moving from an area.
- Ensure children are only released only to authorized people and if they don't know the person that they are to be asked for identification.
- Ensure younger children's safety is not compromised in mixed age groups.
- Complete accident/incident forms for all injuries under their supervision and report them to the Director as soon as practicable.
- Do regular head counts of children in their care, especially when entering the playground and on leaving the playground, and on all extra activities.
- Be aware of the location of each child at all times.
- Ensure that supervision is active and interactive with children. It is not suitable for staff to stand and watch, or talk to other staff and parents. Staff need to communicate with each other the best positions of supervision, especially on the playground, to avoid clustering in one spot.
- Ensure staff ratios are correct at all times to assist supervision.
- Question any strangers that enter the center in a friendly way, e.g. "Hello, can I help you?" While observing the person's actions. Any concerns should be reported immediately to the Director, or call 911 if they think there is a dangerous situation about to happen.
- Ensure that the supervision of activities is followed by State Licensing Guidelines.
- Ensure that all gates and entrances and exits are closed.

Management Will:

- Ensure all areas are visible, accessible and free of potential hazards.
- Ensure all licensing guidelines are followed.
- Ensure new staff and relief staff members are fully informed of and clearly understand supervision procedures.

PARENT INVOLVEMENT POLICY

At Sacred Heart Daycare and Learning Center we want parents of our children to know they are always welcome to visit while their child is in care at our Center. If you would like to volunteer

time or talents to the Center, we would appreciate it. Please contact the director for more information or questions about volunteering. We will post information for parents as we find informative literature on topics dealing with child care and safety.

INFORMATION FOR PARENTS POSTED ON OUR BULLETIN BOARD

- Any trainings related to child care and safety information
- Any websites that might carry child care and safety information
- Brochures on child care and safety information
- Information we receive from State Regulations of changes in child care
- Other materials that might be useful to our parents.

Please know that you are always welcome to talk to the director, or staff if you have a question or concern about your child and/or their care. Our goal is for you and your child to have the best possible daycare experience that we can provide.

Kendi McClarnen - Director of Sacred Heart Daycare and Learning Center

CLOSING

We want to thank parents for giving us the opportunity to provide quality education for their child in a Christian setting. In order to be able to do this successfully we will continue to educate ourselves in early childhood training techniques. All staff will take annual training that is required by the state of Nebraska. We will pass important information on to our parents as we receive it. We will try to have informative meetings a few times a year that you may find beneficial in the care of your children from professionals in our community or surrounding communities.

If you have a concern, please feel free to talk to the director of the daycare center. You can reach her at the daycare center by calling 402-245-3358. During the center's operating hours' staff will not be using their cell phones, unless there is an emergency. We want to make sure your childcare experience is a great one for you, and your child. We understand that a situation may arise that needs our attention and we want to address it. Please feel you are always welcome to come in and talk with Kendi McClarnen, Sacred Heart's Daycare and Learning Center Director. If confidentiality is a concern you can call her cell phone number after regular hours, and she will set up an appointment with you.

- **Kendi McClarnen 402-245-3385**

IF YOU WISH TO SPEAK TO SOMEONE ON THE GOVERNING BOARD YOU MAY CALL FATHER LAWRENCE STOLEY.

- **Father Lawrence Stoley 402-245-3002**

I understand that a copy of the Nebraska Regulations Governing Licensure of Child Care Centers Manual is on file in the Centers office. I may ask to see it or request a copy. I also understand that if I feel I need to reach Nebraska State Regulations I can by the following methods:

- WEBSITE: dhhs.ne.gov/publichealth
- Contacting Child Care Licensing at: 1-800600-1289
- Faxing the complaint to: (402) 471-7763
- Regular Mail: Department Health and Human Services
Licensing & Regulatory Affairs
Child Care Licensing
P.O. Box 94986
Lincoln, Nebraska 68509

RECEIVED HANDBOOK and KNOW HOW TO FIND REGS. POLICY

I have received a copy of Sacred Heart Daycare and Learning Centers' Handbook.

Signature of parent/guardian _____ Date _____

PARENT ACKNOWLEDGEMENT OF EMERGENCY HAND BOOK

I acknowledge that I can read the emergency/ disaster plan for Sacred Heart Daycare and Learning Center; there is a copy by the front desk or I can receive a copy if I ask for it. There is also a copy in the office. I know how and where to find my child in case of an evacuation of the premises. I will be notified if any changes are made to this policy.

Signature of parent/guardian _____ Date _____

CHILD SUPERVISION POLICY

I have read the center's policy on child supervision that is in the Parent's Handbook.

Signature of parent/guardian _____ Date _____