

WELCOME PARENTS AND STUDENTS TO ST. LUCY CHILD DEVELOPMENT CENTER

Revised 7/26/16

St. Lucy Child Development Center
1224 Aycock Street Houma, LA 70360
985 876-1246 or 985 876-0490 (Catholic Charities)
stlucycdc@htdiocese.org

Hours of Operation Monday – Friday 6:30 am – 5:15 pm

The mission of St. Lucy Child Development Center is to provide a developmentally appropriate, affordable, early childhood educational experience. St. Lucy Child Development Center promotes self-confidence, self-esteem and self-discipline in a Type III licensed program.

Dear Parents,

On behalf of the administration and staff of St. Lucy Child Development Center, thank you for choosing us as your childcare provider. High quality childcare is important, and we know the challenges involved in the process. We are confident that you will be pleased with the care provided to your child at St. Lucy Child Development Center.

St. Lucy is a "Type III" state licensed childcare program for children ranging from one to five years old. St. Lucy is also the only 4 Star Center in Terrebonne Parish in the Louisiana Quality Start Rating System for childcare centers.

Our program consists of developmentally appropriate practices for children, that include a high quality early childhood program that provides a safe and nurturing environment and promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of their families.

St. Lucy CDC is open to any child age 12 months – 5 years old regardless of race, color, creed, sex, nation origin, ancestry, whether a child is breastfed or handicap. St. Lucy does charge tuition, has United Way scholarships for all children to keep tuition affordable and is able to accept children through the Child Care Assistance Program (CCAP).

Pre-Kindergarten classes use a curriculum that challenges children cognitively and physically. Monthly themes, skills and concepts combined with hands on activities are teacher-directed and flexible enough to challenge the minds of young children. Additionally, we use the nationally recognized SRA Open Court Reading Readiness program to prepare children who will soon be learning to read.

With the support of family, church, and community every child will have an opportunity to achieve. Part of our mission statement is: Putting children FIRST!

The attached forms in the registration packet are being given to you at this time so that you may begin to gather the necessary information and documentation.

Here are some helpful things to remember:

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1. Make sure that all telephone numbers and addresses on the application are correct. In the event of an emergency, these numbers are critical for your child's safety. If we are unable to contact you for any reason, you may be asked to remove your child from the Center.
2. Parents/guardians must sign children in and out of St. Lucy with your full name printed. Please do not use initials. We must have your name printing on the daily log or we will have to ask you to return to St. Lucy to sign in and out.
3. St. Lucy Child Development Center opens at 6:30 am and closes at 5:15 pm daily. A late fee of \$1.00 per minute for time after 5:15 pm will be assessed.
4. No alcohol, drugs, tobacco or firearms are allowed on St. Lucy property.
5. St. Lucy Child Development Center provides a healthy breakfast, lunch, and afternoon snack. Breakfast is served at 8:30 am each morning. If your child arrives after 8:30 am, breakfast is still available, however, you will need to stay with your child until he/she completes breakfast. After 9 am breakfast will not be served. No child will be able to enter St. Lucy after 9 am without a doctor's excuse and advance warning of doctor appointments. Please make sure to give us advance notice of doctor appointments so that your child will not be included in the meal count.
6. Cleanliness and germ control are important issues at any public facility. Due to the number of people entering the Center, the need for hand washing upon entering the building is crucial. Please help us by reminding your child to wash his/her hands as often as possible.
7. Upon arrival at the Center, parents MUST accompany your child to the restroom to wash his/her hands and then escort the child to the cafeteria or classroom. Please **DO NOT SEND** your child unescorted through the building to the cafeteria or a classroom. Accidents happen quickly and the extra time spent during this daily routine will benefit both parent and child.
8. St. Lucy Child Development Center participates in the Child and Adult Care Food Program. Each child MUST have a free or reduced meals form on file. Additionally, no food may be brought inside the Center (except by prior arrangement with the director). Meals & snacks are provided for the children. The cafeteria staff can address special diets or medical conditions requiring special food; just provide us with a written notice from the doctor.
9. Your child's classroom assignment is based on your child's age. The youngest children in the "Lil Tikes" class are between 12 months - 24 months old generally, though they may go as high as 27 months old. When your child reaches their 2nd birthday he or she will move to the Toddlers class if there is a space available. However if a spot is not available your child will stay in the Lil Tikes class until a spot becomes available or in the next school year. Children in the Toddlers room are 24 months - 36 months old generally. Your child can transition to one of our Pre-K I classes (ages 34 months- 42 months old generally) if there is a spot available. Transitioning to a new classroom is easy for most of our children because they know all the teachers. Teachers all rotate regularly to open and close St. Lucy in the morning and evening so your child has a chance to interact with all teachers at one time or another every month. Your child will graduate from St. Lucy Child Development Center when he or she is eligible for a LA-4 classroom in an elementary school. Parents still have the option to

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send their child to St. Lucy Child Development Center one more year until they are ready to enter kindergarten.

10. Each child must have two covers for naptime (either 2 blankets/covers or a blanket and pillowcase for “lil tikes” and “toddlers”). These items will remain in the classroom for the week and should be taken home every Friday to be washed and returned on Monday. Please label these items for identification purposes. If you forget your blankets/covers on Monday, you will be asked to take your child home and return with these items.
11. All toys should remain at home. Any jewelry (watches, earrings, necklaces, etc), barrettes, hair balls for braids, braid beads, etc. **ARE NOT ALLOWED AT THE CENTER.** Hair bows must be approved by the teacher based on how safe they are. It is easy to lose these items and many of them are dangerous because they can be swallowed by children or put in their nose or ear (it has happened!). We may have to send your child home if they have these items.
12. Children are not allowed to bring electronic devices to St. Lucy. Children under 2 years old will not watch or use electronic devices while at St. Lucy. Older children are allowed to watch 30 minutes of G rated video or dvd programming at the directors discretion and in accordance with the schedule.
13. If your child is running a fever of 101 or higher, has two episodes of diarrhea, or an onset of vomiting, the state requires that child must go home and has to stay out for at least 24 hours. If you child has a cough or runny nose (especially if cloudy or off-color), please make alternate child care arrangements so that the other children and staff don't become sick. You may be asked to present a doctor's release before your child can return. If St. Lucy CDC contacts you about your child having one of the conditions described above, our licensing recommends that parents pick up their child within 1 hour after contact is made. If we are unable to contact anyone or if your child's condition deteriorates before you arrive, we may have to transport your child to the nearest emergency room and a report will be made to the Department of Education, which governs licensing. As part of the registration process, an Illness agreement letter must be signed stating that parents/guardians understand this policy.
14. The St. Lucy School Uniform is Navy or Hunter green tops and khaki or blue pants. Green plaid dress and shorts for girls can be worn also. All uniforms can be purchased and stamped with the schools logo at Jakes Uniform Apparel. **(It is optional).** Parents have requested these uniforms. The uniforms are worn Monday-Thursday. Friday is dress down day. Please do not dress children in open toe shoes. Velcro straps or buckled shoes and belts are requested for Pre-K Classes. Uniforms must be neat and clean.
15. St. Lucy keeps tuition low through scholarship grants from the United Way for South Louisiana, the state Child Care Assistance Program, grants and donations. St. Lucy is a non-profit, tax-exempt child-care program of Catholic Charities Diocese of Houma-Thibodaux and all children are welcome.
16. Tuition is due on Monday morning for the coming week. Tuition is charged on a weekly basis. Therefore, if your child attends five (5) days or one (1) day, the charge will be the same. Children will not be allowed to attend if their tuition is not paid by Tuesday. If you

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foresee a problem regarding tuition, please schedule an appointment with the Center Director to discuss the situation.

17. As a help to parents, each child who begins attending regularly before December 1 is eligible for one (1) "free week" to use for illnesses, vacation, etc during the school year (August - May). Children who begin attending regularly after December 1 are not eligible for this benefit. To qualify for use of the "free week" your child MUST NOT have attended school at all during that week. If your child attends any day of a week, the tuition for the entire week is charged. There are no free weeks during the summer session (June – July) unless special arrangements are made with the Executive Director.
18. St. Lucy Child Development Center maintains that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person. Respecting program participants' confidentiality is essential to respecting their dignity. St. Lucy Child Development Center maintains that confidentiality is, therefore, a moral obligation. All employees are bound to keep confidential all personal information learned on the job about program participants and employees.
19. St. Lucy has an open door policy. Parents/guardians are allowed to visit the center during normal operating hours and when children are present. The following opportunities exist for parental involvement: Open house, monthly parent meetings, Fall Festival, Thanksgiving Luncheon, Christmas activities, Mardi Gras Parade, Easter Egg Hunt, Week of the Young Child Activities, United Way Presentations and St. Lucy School Board membership.
20. We know that parents often need information about other services available for their families and so we have provided an information and referral directory available online at www.htdiocese.org/ccht and at the front office desk at the Center. This directory includes information about LaCHIP, Medicaid, Child Care Assistance, housing assistance, SNAP (food stamps), WIC, and many other programs. Each family is given a copy of the St. Lucy Resource List that includes some of the key contacts for child related services.
21. St. Lucy Child Development Center works to develop open communication with all of the people who receive our services. We also try to operate in a way that avoids grievances. However, when complaints do occur and are not immediately resolved, a grievance may be filed. To file a grievance first put the grievance in writing (the St. Lucy Satisfaction Survey is available) and, within one week of the incident, give it to the Center Director. Within five working days we will give you an answer. If the answer received is unsatisfactory the complaint will be given to the executive director and responded to within five working days if possible. A final appeal may be made to the Coordinator of Social Ministries for the Diocese of Houma-Thibodaux and a response will be given within a reasonable length of time. The decision of the coordinator of social ministries is final. Grievances are filed in the office of the Catholic Charities Executive Director along with notes regarding the agency follow-up. After one year the grievances are discarded. St. Lucy CDC is an equal opportunity provider.