

**PARENT HANDBOOK**  
**ST. PIUS X EARLY CHILDHOOD CENTER**  
**POLICIES AND PROCEDURES**

**ARRIVAL AND PICK-UP**

St. Pius X ECC is open from **6:30 AM to 5:30 PM**. It is important that your child attends regularly, and we suggest that your child be present by 8:30 AM for the Pre-K Classes. This way they may be a part of the group for morning opening activities each day. **Please notify the Center when your child will be absent for the day.** For the safety of the children, parents **MUST** accompany their child to and from the classroom during drop-off and pick-up time.

You will need to sign or initial the sign in/out sheet at drop-off time indicating that you are passing responsibility for your child to the Center. Again, at pick-up time you will sign or initial that you are taking back responsibility for your child. Parents must supervise their child(ren) as long as you are at the Center dropping off or picking up. If you are in the room with your child on a special occasion as a helper ~ the teachers are still responsible for your child and we ask that you not intervene in any disciplinarian actions. If you feel you need to have a conversation with a teacher ~ please keep it brief since they are still managing their classroom. You can always call and set up an appointment for an extended conversation.

Children left at the Center after 5:30PM, will be charged a \$1.00 a minute late fee. It will be billed to you the following business day and must be paid for by the end on the month along with your regular billing. If you arrive at 5:30 or after... the closing teacher will have your child ready to leave, with an expected departure within 2 minutes.

Any parent late for pick up more than 3 times in a month will be charged double, per child, for late pick up for the remainder of the month.

If you are in PK and only attend till 1:00PM: Anytime after 1:00PM is considered late and a fee of \$1.00 per minute late fee will be charged.

## **ATTENDANCE**

The St. Pius X Early Childhood Center will be open Monday-Friday, from 6:30 am to 5:30 pm with Prime Time Learning from 8:00am to 1:00pm.

We encourage, but do not require, that your children be in attendance to the Center by 8:30AM. Anytime after that and your children are missing out on their prime time learning centers. **Please, if you are going to be later than 9am, call the Center and let us know.**

If your child is absent from St. Pius X Early Childhood Center for 2 weeks (without prior arrangement) they will be dropped from our program. If there is an outstanding balance of any kind, legal actions for wage garnishments will be enforced.

## **CLOTHING/APPROPRIATE DRESS**

Please send adequate clothing for your child. Please also see that at least 2, season friendly, changes of clothes are kept in your child's cubby in case of accidents. All coats and clothes brought to the Center should be labeled.

Please dress your child appropriately for the weather. **Remember that sneakers are much better for the playground than sandals or flip-flops.** If your child wears sandals or flip-flops, please bring sneakers to go outside to play.

Please consider that your child will be doing "messy" projects occasionally, please dress them accordingly.

Girls are required to wear shorts under dresses and skirts. In the summer girls should have 1 piece swimsuits for special water days.

## **DFS ~ SUBSIDY PAY**

The ECC accepts childcare subsidies, e.g., Division of Family Services. Co-payments are due in advance. DFS pays for 3 to 5 absences per month. Parents are responsible for paying full childcare for absence thereafter. Families who receive DFS are required to pay full price if their child starts before DFS authorization letter arrives or if DFS authorization has expired and not been renewed by parents. PLEASE NOTE: DFS subsidy payment to the Center cannot be claimed on parent's taxes at the end of the year.

Revised: January 2019

Division of Family Services  
1715 S. Morley St.  
Moberly Mo 65270  
660-263-4330

- \* Call and tell them you are interested in seeing if you are eligible for child care assistance for St. Pius X Early Childhood Center.

### **FOOD: SNACK AND MEALS**

Hot lunches will be provided by the Center through the St. Pius X School cafeteria. In the insistence that the School is closed and we are open ~ you will need to bring a sack lunch. Proper notice by the teachers & school texting system will be given.

Snacks are provided by the Center and are served twice a day: at/around 9:00AM & 3:00PM ~ served with milk or water.

- \* Parents are more than welcome to bring a special treat for their child during their birthdays. Please pre-arrange this with your homeroom teacher.

### **INCLEMENT WEATHER**

We will make every attempt to open the Center each and every day despite inclement weather. However, our Center recognizes the same policy as St. Pius X Elementary School on inclement weather, if they close before school hours, we will as well.

So please watch for a REMIND alert as soon as that decision is made by the principal. Once the Center is open, we will NOT close for inclement weather. We might however, send out a REMIND to come pick up your children at your earliest convenience.

### **NAPS AND REST TIME**

After lunch, all children are expected to rest. One's & Two's from 12:00pm - 2:00pm ~ 3s & Pre-K rest from 1:00pm - 3:00pm. The children are not required to sleep for this amount of time but will be asked to rest quietly on their mats.

A nap mat can be purchased (at market price) from the Center for your child to sleep on. You will need to have a blanket from home to cover up with and parents must keep track of making sure the nap mats & blankets are washed on a regular basis.

Revised: January 2019

**PARKING**

Please **DO NOT park** on the Williams side in the "Drop Off Zone" at any time. There are parking spaces available for your convenience.

On the Clark side ~ please **DO NOT** park by the dumpsters before 2:00PM ~ that is reserved for the Kitchen Staff of St. Pius X School.

**MONTHLY FEES: SET RATE PER MONTH**

<u>Infant/One's Room:</u>	Parishioner	Non-Parishioner
Full Time	P: \$ 797.00 a month	NP: \$ 843.00 a month
Part Time (4 days a week)	P: \$ 653.00 a month	NP: \$ 691.00 a month

Two's Room:

Full Time	P: \$ 722.00 a month	NP: \$ 769.00 a month
Part Time (4 days a week)	P: \$ 598.00 a month	NP: \$ 636.00 a month

Three's/Four's/Pre-K Rooms:

Full Time	P: \$ 678.00 a month	NP: \$ 725.00 a month
Part Time (4 days a week)	P: \$ 564.00 a month	NP: \$ 611.00 a month
1/2 days ~ Full Time	P: \$ 502.00 a month	NP: \$ 549.00 a month
1/2 days ~ Part Time (4 days)	P: \$ 439.00 a month	NP: \$ 477.00 a month

**ENROLLMENTS: NON-CREDIBLE, NON-REFUNDABLE**

(regardless of ECC tuition changes or personal changes)

Enrollment fee of \$100 (for brand new registers)

Enrollment fee of \$75 (for established families)

**MOVING START DATES:**

Payment of half-of-time lost to ECC. (With medical exceptions)

Families are billed monthly ~ you will pay a month in advance. You will be billed at beginning of the month and your balance **MUST** be paid by the **last Friday** of the month. After the **1<sup>st</sup>** of the following month there will be a **\$5.00 a day** late fee until fees are paid. You will be notified **TWICE** for payment before enrollment is dropped. Parents **MUST** give the Center a **TWO**

WEEKS NOTICE BEFORE the child(ren) last day. Unless properly notified, you WILL BE EXPECTED to pay the full month's fees.

If you fail to pay on time every month ~ you will be notified about a breakdown of your monthly billing (total amount divided by the amount of Fridays in the month). **That balance will be due EVERY Friday.** If you fail to pay one Friday, you will be charged \$5.00 a day late fee until paid. If you fail to pay for two consecutive Fridays, enrollment will be dropped.

If at any time the Center receives a Non-Sufficient Funds check, you will be billed a \$35.00 returned check fee as well as the non-paid check amount. All payments to the Center from that time forward **MUST** be made with cash or money order.

We **DO NOT** credit days when your child is gone or sick. It is necessary to pay for your child's sick day(s) in order to hold a position here for your child.

*\*To receive Parishioner Rate ~ you must be an active member of Moberly, St. Pius X Church & pay tithing on a regular basis (this is checked regularly).*

*Due to inconsistency of attendance, we do not accept children less than four days a week; with "off day" being a preferred set day of the week.*

*Additional increases will have to take place annually in order to comply with the cost of living.*

## **PROMOTION OF CHILDREN**

All children will be promoted to the next class depending on age and child development, decided by the director and teachers of the ECC.

Children will visit the new class on a scheduled time set by your Home Room Teacher, so they can adjust to the new class.

Three (3) years old must be potty trained or close before they can move up. The Pre-K Room is reserved for children who will be attending Kindergarten the following August.

Promoting to SPX Kindergarten: If you're interested in your child attending SPX for Kindergarten, you can visit the main school office and request information.

**TOYS FROM HOME**

All toys should be left at home. When toys are brought to the Center they are likely to be a big distraction. We will also not be responsible for lost or stolen articles.

The only exception will be if your child has a "Leader Day" set by your Home Room Teacher. On Leader Day your child has the opportunity to bring a "Show and Tell" (if decided by your Home Room Teacher) once "show and tell" time is over ~ the toy is placed back in cubby. Please have your toys labeled.

If a cuddle item is needed for help at nap time ~ please talk with your Home Room Teacher for an arrangement and discussion of the rules for the cuddle toy.