

St. Catherine's is a Catholic/Christian Preschool for children from the ages of 4 to 6.

At St. Catherine's we understand that the care and education of you children is of the utmost importance. We will focus on encouraging and promoting the health and well-being of your child, in every area of learning and life. We will help your child meet age requirements and goals through working with them on their academic, moral, social, emotional, and physical abilities. We will always respect and take care of your child.

I will hold all of the qualifications needed, as the director of St. Catherine's Preschool, according to the state of North Dakota. I will hold both a bachelor's degree in Early Childhood Education with six months of students teaching, prior to opening this school. Floor Plan



At least 630 square feet for 18 children.

Budget for St. Catherine's Preschool Center

Income

Tuition:

Preschoolers – 36 students x \$8,000
Total Gross Tuition: \$288,000
Donations/ Contributions \$500
Parent Fund-Raising \$ 1,000 Total
Income: \$289,500

Discounts:

Vacancy (0%)

\$0

Expenses

Director \$60,000
Teachers (2) \$62,400
Substitutes \$2,000
FICA, Workers' Comp.,
Unemployment, Insurance \$11,160
Educational Supplies \$ 12,960
Food/ Beverage Supplies \$ 22,220
Field Trip 3 trips x \$150/trips \$ 450
Custodial Supplies \$ 1,000
Professional Development \$500
Utilities/ Telephone \$ 10,000
Rent \$ 19,000
Garbage Removal \$600
Licenses \$ 550
Maintenance \$ 4,000
Insurance Expenses \$ 3,400
Total Expenses: \$210,240
Net Income: \$79,260

Policies for St. Catherine's Preschool

Child Care Philosophy

I believe that forming respectful and caring relationships with students, parents, and staff is necessary for creating a safe and healthy learning environment for all involved.

Mission Statement

My mission is to provide exceptional care for students while cultivating each child's intellectual, social, emotional, physical and moral development.

My Qualifications

I will have two educators, other than myself, who are CPR and First Aid qualified with an Associate/Bachelor's degree. These teachers and myself will be dedicated to caring for and educating your child.

Licensing and Liability Insurance

- I am licensed and operate a Preschool Educational Facility for Early Childhood child care in compliance with the laws of the state of North Dakota.

Suspected Abuse/Neglect Policy

- I am mandated by North Dakota Century Code 50-25.1-03 to report any suspected cases of physical or sexual abuse or neglect.
- To report a suspected case of child abuse or neglect, you can call Burleigh County at 701-222-6670.

Curriculum

Areas that will be addressed in the curriculum: Mathematics and Logical Thinking, Physical Education, Expressive Arts and Creative Thinking, Health, Language and Literacy, Science, Social Studies. The three areas of integrated material are approaches to Play and Learning, and Social Emotional, and Religion I will have two qualified first aid and CPR certified educators

Schedule:

- Students will meet Monday through Friday of every week. Each class will have 18 students, taught cooperatively by my the two teachers. Each class will be in session for half days.

7:45-11:30: Morning Section

7:45 am: Welcome students and parents

Snack at 10 am: (provided by us)

11:30: Send off students

12-3:30: Afternoon Section Snack

at 1:30 pm: (provided by us)

3:30 pm: Send off students

General Academic Plan:

Tuesday and Thursday- Mathematics and Logical Thinking, Language and Literacy, Health, and Social Studies

Monday, Wednesday, and Friday- Science, and Expressive Arts and Creative Thinking, Physical Education

Birthday and Holiday Celebrations

- On birthdays, we will have a small party. Parents are asked to bring cupcakes or a snack for their child. We will have a variety of activities that your child can choose from for their party.

- We celebrate halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. We may have themed parties or other activities for these occasions.

Guidance and Discipline Policy

- · Discipline must be constructive or educational in nature and may include: diversion, separation from the problem, talking with the child about the situation, praising appropriate behavior, or gentle physical restraint, such as holding. A child must not be subjected to physical harm, fear, or humiliation.
- · Separation, when used as discipline, must be appropriate to the child's development and circumstances. The child must be in a safe, lighted, well-ventilated room within sight or hearing range of a staff member responsible for caring for or teaching children. A staff member may not isolate a child in a locked room or closet

Food and Nutrition

- I do not participate in a Child and Adult Care Food Program.
- My program provides a snack half way through their time with us. We will be a nut-free location. I will provide healthy snacks to your children.
- During snack times, I will offer the food to the children but will not require them to eat it. I will inform you if I notice any change in your child's eating habits.
- If your child has an allergy to any food or beverage, a care plan must be completed. All caregivers will be made aware of the allergy.

Water Hazards

- There is not a swimming/wading pool at my child care facility. We will not be visiting any public facility that includes a pool during our program.

Hiring Policy

- Occasionally I may need to hire a substitute child care provider because of:
 - an appointment
 - training
 - an emergency
 - other occasions
- Substitute provider information is given to my licensor and a background check is completed before they can substitute. This substitute provider will be an assistant to the other employees and will not have the full responsibility as other full-time employees.
- I have two permanent employees who work with the children on a daily basis. A background check has been completed and s/he meets all state licensing regulations. This person has the following child care responsibilities: feeding children, caring for all their needs: social emotional, academic, play, and faith formation.

- I will not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-08-27(1)(a) for Family Providers/ND Admin. Code 75-03-09-27(1)(a) for Group Providers.

My Privacy Policy

- At this center, I will do all I can to protect your privacy. I will keep all records of your family's information and records private unless given written permission from you. I abide by North Dakota's privacy law. As I offer this confidentiality to you, I ask that you also respect my privacy as a director and community member. I ask that you do not share information unless given written permission.

My Records for Your Child

- Records for your child will be kept on file; if any information regarding your child is changed, you must let me know immediately, so I can update the records . All information and records of the child will be kept in the strictest confidentiality. If records must be shared with other professional, we will gain permission from you first. These records will be kept on file for your child:

· **Child Information Sheet (SFN 845) · Parent's Statement of health of child (SFN 847) · Verification that the child has been immunized for all age required immunizations · Identification of the child**

I Do Not Discriminate

- I do not discriminate based on race, religion, color, sex, disability, national origin, sexual orientation, or public assistance status.

Children with Special Needs

- I have taken one class pertaining to children with Special Needs. I don't have any specific skills or experiences that would qualify me to specifically care for a child with special needs.
- All children with diagnosed special health care needs are required by licensing to have a current care plan signed by a parent/guardian. This care plan must be updated at least yearly.
- Emergency medication and/or equipment specified in the care plan must be at my program at all times and must follow us wherever we go for field trips etc..

Grievance Policy

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licenser. All people in relation to the complaint will be notified.

Our Partnership Agreement

- We will work together to ensure that each child has the opportunity to develop to their full potential.
- We will communicate regularly about the child's physical, emotional, social, and intellectual growth. Upon request, parents will be provided progress reports on their children.
- You will keep me informed about any change in the child's schedule, routine, or home environment. I will do the same for any changes in the child care business that affect the child.
- You will provide any information about the child that will allow me to provide highquality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- I will ask you to complete an annual evaluation of my child care program.
- You agree to follow the policies of my child care program.
- We pledge to work with you and your child to ensure a quality educational experience. We recognize that you, as a parent, are your child's first and most important teacher, and your home is the most significant learning environment, where lifelong dispositions about learning begin and develop.

Parent Agreement: As my child's first teacher, I play an active role in helping my child become a successful learner. I will contribute to my child's learning experience by:

- spending 15–20 minutes each day reading books and sharing ideas about the stories we read
- talking with my child, asking questions about my child's experiences, asking open-ended questions, and listening to the ideas my child wants to share
- taking advantage of everyday opportunities to develop my child's emerging skills in math and science such as counting and recognizing numbers, building with blocks, cooking, and exploring the outdoors
- taking time to answer the many questions my child asks to make sense of the world • communicating with my child's teachers on a regular basis
- participating, whenever possible, in classroom and recommended at-home activities

Tuition Payments

- Parents will pay the required tuition by the first day of every month.
- If payments are not able to be made, speak with me immediately.

- If you go over 3 weeks without contacting me about unpaid bills, your child's spot may be terminated

The Rules of My Facility

Parents are allowed to visit and observe their children at my preschool. When visiting, please knock, ring the bell or call us to be let in the building. Parents are encouraged to volunteer at least one hour a semester. Guidelines:

- Students will wear shoes at all times. In winter months be sure to bring extra snow clothes and shoes for outside play.
- Students will remain in designated learning areas.
- Parents and Guardians will bring their children inside the facility by 7:45 am every morning
- Children will store personal belongings (coats, shoes, any extra food or items) in their cubbies.

Clothing

- You must provide an extra set of clothing for your child at my home that is appropriate for the season and the size of the child. Please label with your child's name.
- Please send your child in shoes safe for active play. In winter, bring weather appropriate clothing including hats, mittens, boots, snow pants, winter coat, etc..

Toys

- Children may only bring toys from home on 'Show and Tell' day.

Outdoor Play

All children will be taken outside on a daily basis if the temperature is between 0 degrees F with the wind chill and below 90 degrees F (heat index). I require a written order from a health care provider if you do not want your child to go outside.

Child Policy

- If you do not comply with my illness policy, I may terminate our contract.
- I will not care for an ill school-age child who would not be allowed to attend class under the school health guidelines.
- If your child becomes ill during the day I will assess the seriousness of the sickness, if it is beyond a little cold, I will contact you (parents, guardian, day caregiver) and ask you to pick up your child. Depending on how the child feels, they may either lay down until you arrive or we will accommodate as needed.

- Since this is my business, I have the right to override any note from a physician authorizing re-admittance to child care if I feel it is necessary.
- You must notify me **one hour** if your child will not be attending my program due to illness.
- If your child becomes ill and I am unable to reach you, I will then try to contact another person authorized to pick up the child.

Backup Child Care

- You must find backup care for your child, if I am unable to care for your child, or if the school closes. Some reasons that this may happen are listed, but not limited to what you see below:
 - I take vacation.
 - I take a sick day.
 - I take a personal day.
 - There is an emergency in my family (death, serious illness, accident, etc.).
 - I must close my business due to bad weather or other emergency.
 - Your child is ill
 - The school is on winter or spring break
- You must make your own arrangements for backup child care.

Transportation Policy

- I will not transport children in my vehicle.
- I do offer field trips and will need written permission to transport your child. When I transport the children, I will secure them in age appropriate child restraints as required by state law and carry required automobile insurance.
- We may walk or drive when we take field trips.
- We will rent a bus for transportation to our field trip locations. I will make sure that the driver has a current driver's license, will secure children in age appropriate child restraints as required by state law, and carry required automobile insurance.
- On every field trip I will carry a first aid kit, pictures of the children, and emergency contact numbers for parents of all the children. I also have a field trip emergency plan.

Persons Authorized to Pick Up and Drop off Your Child

- You have authorized the people listed on your Child Information Sheet to pick up your child from my program.
- Unfamiliar people on that list will be asked for a photo ID before I can release your child/children to them.
- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.
- I reserve the right to remove anyone from the authorized pickup list for any reason.

- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of that court order.
- You must call and notify me in advance by one hour if your child will be dropped off earlier/later than the scheduled drop-off time or picked up earlier/later than the scheduled pickup time, whether by you or anyone else.
- I require that you notify me if your child is not attending my child care program for the day. If you do not contact me, I will call you after 30 minutes past your child's usual time of arrival.

Pickup and Drop-off Policy

- My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use a required child restraint creates an unsafe situation.
- You must comply with state law regarding appropriate child restraints when transporting your child to and from my program.
- I may terminate our contract immediately if you fail to transport your child in a required restraint or are driving under the influence of alcohol or drugs.

Bad Weather Closings

- You are required to notify me as soon as possible if your place of employment is closing early or will be closed for the day due to inclement weather.
- You are required to notify me as soon as possible if you will not be bringing your child to my program due to inclement weather.
- I will notify you as soon as possible if my program will be closed because of inclement weather.

Accountability Policy

- When your child does not arrive at expected time:
- You are required to notify me at least one hour before your program starts if your child will be coming for the day.
- If your child does not arrive as expected, I will attempt to call you.
- If no answer, I will attempt to contact your emergency contacts.
- If no answer, I will contact the police department.

Injuries and Accidents Policy

Parents will be informed by calling or an in-person conversation of any first aid administered to their child within twenty-four hours of the incident, and will be immediately notified of any injury that requires emergency care beyond first aid. For head injuries parents will be notified right away and will make the decision whether to take their child to the doctor or not. All incident reports will be added to the child's record.

- The death of a child at the facility or a child involved in a serious accident or illness requiring hospitalization while in the care of the facility or attributable to the care received in the facility must be reported within 24 hours to the county social services director.

Administering Medication

- For licensing, it is only required for me to obtain written parental permission to give prescription and over-the-counter medication. In order to reduce the likelihood of a parent lawsuit, it is recommended for me to do the following: obtain written permission and instruction for giving over-the-counter and prescription medication from a health care provider and the child's parent; follow safe practices; and have liability insurance.
- I require that all over-the-counter medications must be kept in the original container as sold by the manufacturer, labeled with the child's name by the parent, and given according to the manufacturer's label. I will not give expired medication.
- I require written parental authorization yearly to administer non-prescription products to children such as sunscreen lotions, insect repellents, etc.
- I will document all medication that I dispense to the children in my files.
- I require that all medication be given to me instead of leaving the medication in a diaper bag or child's backpack.

Immunizations

- You are required to keep your child current with all immunizations. Each time your child is immunized please notify me so that I can update my record of your child's immunizations in my files.

Smoking, Drinking, and Drugs

- This is a smoke-free environment.
- State law does not allow smoking within 20 feet of my building.
- Neither I nor my employees use alcohol or drugs during working hours.

Emergency Information

- I keep a list of emergency numbers near my phone. You must provide me with the names and phone numbers of at least one other person to call if I cannot reach you in an emergency.
- To reduce the risk of fire, I follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.
- We will go through emergency plans as a class including fire evacuation, shooter evacuation, tornado plans
- In case of a power outage, I keep a first aid kit, flashlights, and extra blankets accessible.
- If you leave work early, go to another location for the day, or vary your normal routine, please let me know how I can contact you that day.
- If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then I will call you as soon as possible.
- If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible. I will document all injuries. You will be required to sign the form and will be given a copy.

Transition Plan

1. Team Members: 2 hired Educators of St. Catherine's Preschool, parents, and I will all be required to participate as active members in the students' transition to Kindergarten.
2. The goal of St. Catherine's Transition Plan is to make children aware of the fact they will be entering Kindergarten eventually, and to prepare them academically, physically, socially, and emotionally, for Kindergarten while working with parents and teachers.
3. Students will become aware of societal value and norms, to help transition them to the net academic level. Students will understand the differences in behavior needed to advance to Kindergarten. Events will be held where parents, students, and educators can come together and discuss the needed requirement for the children to move onto Kindergarten. The students interests and opinions will be listened to and always taken under consideration when making a decision for their advancement. The schools will provide and open and welcoming environment for both members involved in the process towards leading the child to Kindergarten.
4. Throughout the year, teachers will assess the child through progress reports, (usually a few times per semester). The final assessment will consist of these four areas: Academic, Physical, Social, and Emotional development. If the child is unsuccessful in advancing, teachers will be required to meet weekly (or as needed) to think up new and different ideas for success in the classroom, that moves children toward Kindergarten. At the end of the year, teachers will get together to think up what teaching and transitioning strategies worked and failed. At the end of these meeting, teachers will meet with parents to gain guidance and advice from them, before the next school year. Teachers will work with parents to create new forms of assessment and ideas for helping children move on. Teachers will take under advisement with the aid of myself, how we will implement our new transition plan strategies.

