

St Albans Country Day School  
DAYCARE 2024-2025  
Policies and Procedures

### **HOURS OF OPERATION**

Morning daycare is open from 7:00 to 8:00 a.m., and afternoon daycare is open from 12:15 to 6:00 p.m. Daycare is only offered on St Albans school days; daycare is not available on school holidays or when teachers are attending staff development events.

### **ARRIVAL AND DEPARTURE**

Morning daycare is open from 7:00 to 8:00 a.m. Parents of prekindergarten and kindergarten children should park their car in the parking lot and escort their children into the daycare room. Students in grades 1-8 may enter daycare on their own. In the morning daycare staff will sign in each child (7:00-8:00 a.m.)

Any child arriving on campus **before 8:00 a.m. MUST REPORT TO DAYCARE.** There are no teachers available to supervise students on campus before this time.

When the child leaves in the afternoon the parent must check the child out. A child may not leave daycare until he/she has been released to a responsible adult by one of the staff. If the parent is not picking up his or her child, anyone else must have written authorization. If for any reason your child is to go home with another adult, you must send a note giving permission or inform the staff personally.

Please advise the daycare staff if your prekindergarten or kindergarten child need to be dismissed at 3:00 p.m. to go home with an older sibling or carpool. Your child will then be escorted to the dismissal "circle."

Extended daycare ends at 6:00 p.m. A charge of \$1.00 PER MINUTE will be charged for every minute that a parent is late picking up a child. Please call the daycare's direct line, 916-782-6304, and advise the staff if you are going to be late.

### **HEALTH AND SAFETY**

St. Albans' policy requires that a current immunization record be on file for all students pre-kindergarten through eighth grade. In addition, we have adopted the following rules for your child's safety and protection.

1. If your child shows any signs of illness, he/she is to remain at home for observation. This will ensure better health protection for all the other children.
2. Please inform the staff immediately if your child has a communicable disease.
3. For the first two days of a cold, please keep your child at home.
4. If your child has been running a temperature, do not return the child to school unless the temperature has been normal for 24 hours.
5. If your child has been vomiting, please keep him/her home for 24 hours after the vomiting has stopped.
6. Outdoor activities are part of the daily program and your child should be dressed accordingly.
7. All emergency information must be kept updated.

8. Biting and other acts of physical aggression will not be tolerated.
9. All medication to be dispensed must be accompanied with a note by the parent or doctor giving complete instructions.
10. All children will sanitize their hands upon entering Daycare.

## **DISCIPLINE**

Discipline will be administered through the use of logical consequences with attention paid to individual feelings and respect for others. An appropriate consequence would include a "time out." Five Student Behavior Citations may result in a suspension from day care. The number of days can vary depending on what is appropriate.

## **FAIR PLAY RULES**

Fair play rules will be enforced. All children are required to play together in age-appropriate games and free play. The children are also required to share games and toys. Consistent with classroom policy, children may not bring toys to school.

## **HOMEWORK**

Kindergarten students will do their homework on Monday-Thursday from 1:30-2:15 p.m. The students are supervised and helped in a quiet setting. Play may not commence until the homework is completed.

Homework time for grades 1-8 will begin at 3:20 p.m. Students in grades 1-3 will remain in the Day Care Room to work in a quiet atmosphere and grades 4-8 will go to the library.

## **LUNCH**

Each child attending the 12:15 p.m. session may have a hot lunch (ordered by the semester or purchased weekly), or bring a sack lunch. If your child has forgotten his/her lunch or is attending daycare at the last minute you must call the office before 10:00 a.m. in order for your child to receive an emergency lunch. Parents will be billed \$6.00. Please note because these are last minute lunches, your child will not receive what is on the hot lunch menu.

Healthy snacks are also provided between 3:00 and 4:00 p.m.

## **ON CAMPUS ACTIVITIES ST. ALBANS OFFERS**

At times St. Albans offers extracurricular activities to our families. These activities could be golf, tennis and soccer clinics. We also have different clubs on campus throughout the year. We have the students check into Day Care and then go to their club meetings. If they leave the meetings early to attend Day Care before the club ending time and you are not there to pick them up after 15 minutes there will be a charge of \$7.50 per hour. It is also important for the students who stay for tutoring/help on campus to check into daycare and sign the, "*Where are you?*" sheet and notify daycare staff where they will be on campus, i.e. Math, Science, Spanish, etc.

## **TYPICAL AFTERNOON ACTIVITIES**

Extended daycare offers a broad range of activities that will appeal to all students. Some of these activities include: board games, puzzles, arts and crafts, pool, jump rope, hula hoops and bikes.

## **FRIDAYS**

Since no homework is assigned on Fridays, suitable movies are selected for the various age groups.

Please note that on regular dismissal Fridays after 3:00 p.m. PG movies are shown. On early dismissal Fridays PG movies are shown after 1:30 p.m.

## **BIRTHDAYS**

Birthdays are typically celebrated once a month. Children whose birthdays fall in a given month will have "Happy Birthday" sung to them and birthday cupcakes will be shared by all attending daycare.

## **SERVICE CLUB**

All St. Albans students may elect to serve in the Service Club. Attendance in daycare affords many opportunities to be of service; for example, setting up chairs for an assembly, picking up litter on the playground, tutoring a younger child and performing duties as requested by a teacher or staff member. The daycare staff will keep a sign-in sheet with each student's service points.

## **CLOTHING**

Please LABEL ALL CLOTHING! The lost and found closets both in daycare and in the office are always full. When articles of clothing and other items have labels, these items are returned to the owner.

In case of an accident, spill, or fall, the school has extra items of clothing, underwear, and socks. If your child comes home with borrowed clothes, please wash and return them as soon as possible.

## **PARENT/STAFF RELATIONSHIP**

Good communication between parents and daycare staff is essential. St. Albans wants your child to have a safe, nurturing, and positive experience at school. Our goal is to promote positive social and emotional growth, responsibility, camaraderie among all students, and good study habits.

It is very important for parents to inform us if anything upsetting or unusual happens in the home so that the staff will be better prepared to help your child in daycare. In turn, parents will be contacted if any signs of unusual behavior or changes occur at school.

There is NO CELL PHONE usage in Day Care. If your child needs to contact you or you need to reach then please use the direct number to the Day Care Room 916-782-6304.

## **BILLING**

The hourly cost of day care is \$7.50 per student and \$7.00 per hour for each additional sibling. Daycare charges are included on tuition statements once every month. They are called "EDC" charges and the time-frame of the billing will be noted (i.e. 9/1/23-9/30/23).

If daycare charges are more than 30 days late, a letter will be sent notifying you that your child may not use day care until your day care charges are paid.

**DAYCARE 2024-2025**  
**SCHEDULE**

7:00 a.m.	Door open, sign-in
7:00-8:00 a.m.	Child-directed activities – puzzle, games, coloring, pool and light snacks. At 7:45 a.m. all food and drinks will be put away. There will be a \$2.00 charge for snacks after 7:45 a.m.
8:00 a.m.	Dismissal to class
12:15 p.m.	Door opens, sign-in
12:35-1:00 p.m.	Lunch is served to prekindergarten and kindergarten
1:00-1:45 p.m.	Free play
1:45-2:00 p.m.	Homework for Kindergarten
2:00-2:30 p.m.	Outside play time
2:30-2:45 p.m.	Snack Time
2:45-3:00 p.m.	Clean up and story time.
3:00 p.m.	Pre-K and K children leaving daycare need to be picked up in the day care room.
3:00-3:15 p.m.	Greet Grades 1-8, check in snacks are served
3:20-4:15p.m.	Homework, Grades 1-3 in daycare room and grades 4-8 in Library,
3:30 p.m.	Snacks are put away
4:15-6:00 p.m.	*Daily activity (it will be on the Day Care monthly activity calendar) and free play, clean up