



St. Vincent de Paul Center Parent Handbook Agency & Program Information

Welcome to St. Vincent!

We are happy that you have chosen us to care for your child. We hope that handbook will help introduce you to St. Vincent. Please take the time to read this carefully, so that you are familiar with St. Vincent’s policies and procedures. If you have any questions we are available to answer them.

St. Vincent de Paul Center is a nonprofit social service agency providing many services to our families and to the community. Our educational programs offer high quality early childhood education and youth programming, as well as health services, family activities, parent groups, occupational/speech therapy, art therapy, and mental health services. We invite you to familiarize yourself with all of our agency programs to help you identify other services that could benefit your family.

We look forward to getting to know you and hope this experience is positive for your entire family.

Sincerely,

Maureen Hallagan
Chief Program Officer

Sandra Aza
Director of Admissions
& Client Services

Joanna Burke
Director of Early
Childhood

Nicole Kusack
Director of Family
Support

Albert Richardson
Director of Youth
Services

About St. Vincent

History

The Daughters of Charity in Chicago opened the DePaul Day Nursery and Settlement House in 1915 to help neighborhood women who needed to work while their husbands served in World War I. In 1972, the Settlement House merged with St. Vincent Infant Asylum, a 100-year-old home for orphaned children. After the merge, the agency was renamed St. Vincent de Paul Center. In 1914 the Daughters of Charity had also opened Marillac Social Center in East Garfield Park, and in 2015, St. Vincent de Paul Center merged with Marillac Social Center to form Marillac St. Vincent Family Services.

Our Mission, Vision, & Core Values

Marillac St. Vincent Family Services strengthens, empowers, and gives voice to those in need – in the Vincentian Spirit of Service – through education and comprehensive programs to build vibrant communities in Chicago. Our vision is to end the cycle of poverty. While we cannot do this alone, we see this as the greater vision that we and other missions of the Daughters of Charity and trying to achieve. To achieve this mission and vision, we must adhere to our core values of Integrity, Excellence, Creativity, Advocacy, Respect, & Empowerment.

Licensing, Accreditation & Awards

St. Vincent de Paul Center is licensed by the City of Chicago and the State of Illinois. We are accredited by the National Association for the Education of Young Children (NAEYC), and we are a **Gold Level Center** through ExceleRate Illinois, a rating system administered by the Illinois Network of Resource & Referral Agencies (INCCRRA). Find out more at ExceleRateIllinois.com.



Parent Communication

Open Door Policy

Parents may visit their children in our facility any time they wish. We do ask parents who plan to visit their children frequently to follow classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made. Feel free to also call or email if that is more convenient.

St. Vincent appreciates parents' valuable input on the care of their children, and encourages parent participation and partnership. Parents can visit the center at any time. We encourage parents to wait until children are acclimated to new classrooms before volunteering in the room as it may prevent the child from fully transitioning to our care if their parent is frequently present at the beginning of their transition. We also invite grandparents to come and visit and read a story to the class. If you are going to have a family member visit us, please let your child's teacher know so that we can expect them.

Parent Bulletin Board

Important information is posted on the Parent Bulletin Board in the lobby on the west side of the elevators. Additional Parent information is posted on the board next to the elevators on either side. We ask that Parents check the boards regularly for updated menus, postings about child recalls, and health information. If you wish to post something on the Parent Bulletin Board, please give it to Client Services for approval and posting.

Parent-Staff Communication

Daily communication with Parents and family members is vital to our education of your children. We hope that you can take a few minutes at pick-up or drop-off each day to check in with your child's teacher(s) about their day.

- Open communication with you about your child's strengths, interests and needs helps us to design appropriate activities that meet their individual needs.
- If English is not your first language and we need to bring in a translator to assist us in communicating about the important issues regarding your child we will be happy to do that.
- Please feel free to share what is important to your family and the goals you have for your child. You are your partners in preparing children to be successful in school and life.

Unfortunately teachers are not always able to take phone calls in the classrooms or step out to have conversations with parents due to the ratios we must maintain in the room. For this reason, please contact Supervisors when you have questions or concerns. If you would like more time with your child's teacher, or have a concern or something private to discuss, please let a Supervisor know you would like to speak with that teacher and they can arrange coverage.

Parent-Teacher Conferences

The purpose of parent-teacher conferences is to give parents an opportunity to discuss their child's growth and development, as well as the child's daily experience at the Center. This assures mutual communication between parents and Child Development staff. **Parent-teacher conferences are mandatory and are held three times a year – October/November, February/March, and May/June by scheduled appointment.** If a parent is unable to meet with the child's teacher, the child may be suspended until the parent is able to meet. Employers are required by law to allow parents to attend school meetings. Supervisors can supply paperwork to support a parent's need to attend meetings.

Parent Meetings & Parent Committee

Parent Meetings are held occasionally to discuss suggestions for the program, plans and activities. Flyers around will notify you of upcoming parent meetings. The Directors and Supervisors also attend and participate in the Parent meetings as well as Family Support staff. Watch the parent bulletin board for notices on special topics. All parents are encouraged to attend. Snacks and child care are provided free of charge during the meeting.

St. Vincent also has a Parent Committee for those parents that want to be more involved in regularly discussing how to improve the center and helping the administration fundraise and revise policies. If you're interested in joining, please speak with your child's teachers or the Section Supervisor.

Parent Groups & Parenting Classes

Parent Groups are held two times a month for all of our Birth to Three parents as a means of helping them work together, as a team on issues of raising toddlers/twos and understanding their unique milestones. Birth to Three meetings and group flyers are posted one to two weeks prior to the meeting/group date in the Lobby on the podium. Please check for these notices on a regular basis for details.

Community Culture

One of our goals is to connect our center to the communities our children come from. We encourage all Sponsors to help us represent your family by bringing pictures and items from your home, or by volunteering in the classroom. You can provide music, read stories, sing songs, play instruments or play games that your family finds special. Bringing your home to the classroom can help your child better adjust to a new environment, and help other children learn about your family and community. We also encourage sponsors to notify us about events going on in the community so we can invite other parents and staff members to share in community culture. You can give your child's teacher a flier for a community event and we'll post it on the Parent Bulletin Board.

In addition to culture in the classroom, we celebrate many holidays throughout the year as a center. Please let us know about holidays your family celebrates and how we can celebrate with you and learn about the cultural traditions of our families.

Early Childhood Programs

Our Philosophy

These core beliefs guide our work in early childhood:

- All children are deserving of respect and a safe, nurturing environment
- Every child has the right to an exceptional education and individualized learning that meets their needs
- Children learn best through hands-on experiences and play
- Parents and grandparents are their child's first teachers
- Partnership with families are key to a child's success

Our Curriculum

We use the research-based, award-winning Creative Curriculum to develop important skills and knowledge through hands-on experiences. Creative Curriculum's objectives include not only traditionally academic subjects such as skills in math, science, social studies, language and literacy, but also social & emotional well-being, and physical development. To ensure that every child is on track for their developmental milestones, we track their development through Teaching Strategies Gold assessments, and share data on your child with you at Parent-Teacher Conferences.

The most important goal of early childhood 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. We follow their interests so they're engaged and excited about learning, and we do it at their pace so they learn in the way that is best for them. Here they are learning how to learn, not just for school, but in preparation for life, and when children are independent, self-confident, and inquisitive, they can do anything.

Birth to Three

Our Birth to Three program serves children who are 3 months to 35 months when they enter. It's split into two sections, each with a Supervisor. The Discoverer's Section is on the east half of the first floor and includes classrooms 1A through 1F. The Explorer's Section is on the west half of the first floor and includes classrooms 1H through 1M, as well as 2E on the 2nd floor. Each section is supervised by an Infant Toddler Specialist.

Baby Talk Model

In addition to the Creative Curriculum in our classrooms, the Infant & Toddler programs at St. Vincent use the Baby Talk curriculum, which is a unique family oriented support program designed for parents with young children birth to three years old. All families with a child in our birth to three program work closely with a Family Support Specialist to set goals for their child and access support services as needed. Baby Talk offers information to parents covering topics that are of interest to their needs as parents of toddlers. These groups give them opportunities to discuss issues amongst their peers and seek ways to solve the issues or get information and set attainable goals.

Continuity of Care & Primary Caregiving

We also practice Continuity of Care and primary caregiving. Continuity of Care is a model where our children and teachers move together throughout their time in Birth to Three, forming closer bonds and minimizing transitions. For children that come in as Infants, they will have the same teachers and peers for 3 years. Allowing teachers and children to remain together strengthens relationships, minimizes transitions, and allows for the highest quality interactions.

Primary caregiving allows each child to be assigned to one teacher who acts as a special caregiver who is principally responsible for your child's care. Our entire teaching team supports primary caregiving by providing back-up security for each other's primary care children. This way the child is always supported even when his/her primary caregiver is absent or has left for the day. When teachers consistently focus their attention on smaller groups of children within the classroom they are able to observe more, form closer bonds, develop better relationships with parents, and complete more accurate assessments of each child's progress.

Pre-Kindergarten

In Pre-Kindergarten, children learn and prepare for Kindergarten through participation in studies, engaging with the classroom environment, participation in group activities, and one-on-one teacher/child interactions that challenge and develop your child's academic knowledge and critical thinking skills. Weekly lesson plans are posted on the classroom parent boards and suggested activities to do with your child are also sent home.

Mixed-Age Classrooms

Having children ages 3 to 5 together allows us to accommodate and adapt our curriculum to meet your child's needs. All Preschool children learn differently and develop at their own pace. Mixed-age classrooms allow teachers the flexibility to intentionally group children throughout the day to ensure your child is learning and being challenged, regardless of age. Remaining in the same classroom for 2 years also creates the opportunity to develop deeper relationships and partnerships between children, teachers, and families. These strong teacher/parent partnerships benefit children greatly and have a positive impact on children's success in school.

Supplemental Curriculums

In addition to Creative Curriculum, we use Jolly Phonics and the Michael Haggerty Phonemic Awareness Curriculum to boost language and literacy scores. We also use Second Step, which is a social/emotional routine done throughout the year to help children identify and communicate about feelings and peer interactions.

Our curriculum allows us to extend children's learning outside of the classroom. Throughout the year we take children on neighborhood walks, visit local parks, and attend field trips that relate to the classroom study. Examples of field trips include the Zoo, museums, children's theatre, music concerts, and conservatories. Parents are always welcome and encouraged to join their children on field trips. If children have a very difficult time on a field trip, parents will be informed that they are required to participate in the next trip. If the parent is unable to attend, the child may be asked to stay home on that day.

Developmental Screenings

The teachers in each classroom will conduct developmental screenings of each child within the first 45 days of entrance to identify any individual needs they may have. The screening we use is called the Ages & Stages Questionnaire (ASQ) and it is a research-based questionnaire, which determines any potential delays as well as areas of strength for each child. There is a portion called the ASQ-SE (social/emotional) that we complete with Parents/Guardians at the time of enrollment or within the first 45 days as well. The results of each child's screening will be shared with the Parents/Guardians as they are completed and we use the results to help plan individualized lesson plans for children as well as to identify children that may need to be referred for services through Chicago Public Schools.

In addition to the ASQ, which we use in all age groups, we also use two screenings in our Pre-Kindergarten department. We use the Emotional & Social Inventory (ESI) to assess children's social/emotional level and we use the PreIPT for students who speak a second language to determine if they have any needs in regards to developing English as a second language.

Supplies & Appropriate Clothing

Since painting, play dough and water play are important parts of the program, practical clothing that is easy to wash is recommended. Children in comfortable clothing enjoy more relaxed play.

- Each child must always have at least two changes of clothing in his/her locker. The younger the child, the more often changes are necessary.
- When soiled or wet clothing is sent home, a replacement is expected the next day.
- Parents must provide training pants, disposable diapers and wipes if they are used. NOTE: If your child has a medical reason that does not permit them to wear disposable diapers or pull-ups and cloth diapers are required, please provide the center with a copy of the Doctors statement explaining so. Further details will be discussed at that point.

If parents do not comply with this policy, the child will not be permitted to return to St. Vincent until appropriate clothing is supplied.

On days when the weather permits, the children play outdoors. Parents/Guardians must select clothing that is suitable for each day and children should have a coat in their cubby in case the weather changes during the day. Children must always have a pair of gym shoes available; we want to keep toes and feet safe. **No sandals or flip-flops are allowed.** For safety reasons, jewelry and wearing beads in the hair are not allowed on children under three years of age. For older children, body piercing has become very popular. Pierced jewelry needs to be kept to **ears only** for boys and girls.

Parents If you would like your child to have sun block (SPF or higher) when going outdoors (playground, nature walk, field trip) please sign a consent form from Client Services or your child's Supervisor. Staff may also apply insect repellent containing DEET to your child when public health authorities recommend its use due to high risk of insect-borne diseases. (Please note this is only for children over 2 months).

Transitions

Children who begin with us in our Birth to Three Section will stay with their classroom teachers and peers and then move to Preschool. To ensure a smooth transition to Preschool we have a multi-step process. Teachers meet with each other to learn about the children that are moving into their classrooms including what type of teaching style works best, likes and dislikes, and development. We then have children visit their new classrooms before they move there and try to keep groups of friends together as much as possible.

Foster Grandparents

St. Vincent's Foster Grandparents, a part of the city of Chicago Department on Aging, volunteer in our classrooms. Our Foster Grandparents help to nourish a sense of tradition and encourage a sense of responsibility in a younger generation. For more information visit <http://www.uchicago.org/foster-grandparents/> .

Youth Programs

School-Age

The School-Age Program serves children from 5 to 12 years of age. St. Vincent offers before-and after-school care on regular school days. We also offer full-day care during school holidays and a full-day summer camp.

Our School-Age Program during the year offers recreational, social, cultural, and educational experiences during out-of-school time. Activities may include: drama, music, cooking, photography, S.T.E.M. activities, chess club, and computer time. School-age children also receive tutoring sessions. Our full-day summer camp program includes arts and crafts, educational and recreational field trips, and other activities. This provides year-round, seamless child care for our families while children are out of school.

When the children are at St. Vincent for a full day, they are served breakfast, lunch and an afternoon snack. During regular school days, children are expected to eat lunch at school and we will provide them with an afternoon snack. Special arrangements are made to accommodate half-day schedules.

Please note that it is the parents' responsibility to contact the schools served by our School-Age Program in advance to register their children for Kindergarten. Registration information is distributed to parents by the Child Development staff.

Homework

For the School-Age Program, during the school year, time is allowed for children to work on their homework. Working on homework is encouraged, but is not mandatory.

Area Schools We Serve

Franklin	Newberry
Hamilton	Oscar Meyer
Lincoln	

Family Support

Social Services

The Family Support Team provides a range of services and programs to children and families at St. Vincent de Paul Center. Family Support Specialists aim to meet and get to know every family enrolled in our child development program in order to respond to each family's needs and ensure that they have a positive experience at St. Vincent de Paul Center.

Family Support Specialists provide a range of supportive services to children and families including:

- Helping parents learn new ways to support their child's social and emotional development.
- Working with families, teachers and supervisors to help students adjust to their classroom environment and thrive at SVDPC.
- Coordinating monthly educational parent groups and social events.
- Providing short-term counseling and play therapy for children.
- Weekly classroom groups which focus on building skills such as sharing, problem solving, social skills, learning about feelings and making new friends.
- Providing case management services including assistance with employment, transportation, diapers, and children's clothing.
- Connecting families with The Outreach Program assisting in providing client choice food pantry, applying for public benefits, job readiness and budgeting.
- Making referrals for services including Speech Therapy, Early Intervention, Individual Education Program (IEP), Parent-Child Interaction Therapy, and Art Therapy.

Through our partnership with Chicago Department of Family & Supportive Services, Family Support Services has a specialized curriculum for all families in our Birth to Three Program. Parents are required to meet with their Family Support Specialist

throughout the year to set goals for their child's development and for their family. This program also includes regular developmental newsletters, monthly parent groups focusing on child development and monthly parent-child activities. This program offers a great way for parents to enhance their child's early literacy skills, receive helpful information on managing the different stages of toddler development and participate in fun activities with their child.

Health Screenings

In addition to developmental screenings, we provide annual dental, hearing & vision screenings at no charge to families. Any children that are identified as needing additional services may be referred to our in-house speech therapist or an external service through Chicago Public Schools.

Children with Disabilities

At St. Vincent, one of our main goals is to ensure that your child is growing, learning and developing on track while attending our program. To ensure this, teachers and early childhood administration continuously monitor each child within our program through observations, documentation, assessments and day-to-day interactions. If program staff suspects that your child may have a developmental delay or other special needs, we will communicate this with you through a confidential arranged meeting. Meeting participants can include parents, your child's teachers, early childhood director, infant toddler specialist, and family support specialist. We are here to support you and your child and we would like to receive your input, concerns and thoughts about your child's development. From there, as a team, we can discuss next steps, and information about further resources that can be beneficial for your child.

Our Family Support Services Department also provides comprehensive counseling services that address needs of the children, the parent(s), and the family as a whole. Please see the Contact Information page for information about your child's individual Family Support Specialist.

Events

Flyers on Parent Bulletin Board

Throughout the year, special events are hosted by the individual sections as well as the entire Center. These events include picture day, holiday events, and a variety of other activities. Please check regularly for flyers and postings about events. The Birth to Three and Preschool sections have whiteboard calendars that are updated monthly with event information. These whiteboards are located in the south hallway on either side of our wonderful play school bus.

Birthday Celebrations

We understand and agree that it is important for a child to celebrate a birthday with classroom friends!

For our infant and toddler classrooms we request simple, store-bought (per Chicago Board of Health regulations) healthy, age-appropriate snacks, but cupcakes are welcome as well. It is important that parents make birthday arrangements with the Supervisor or classroom teachers at least one day in advance. Please make sure that you ask the classroom teachers about any dietary restrictions so that all children can participate. Due to the number of children with peanut/tree nut allergies, please make sure that any food brought in for birthday celebrations does not contain those ingredients.

Our Pre-Kindergarten rooms choose to bake healthier cakes birthdays rather than having parents bring in something store-bought. This has the added bonus of being a learning experience about cooking! Please see your PreK teacher or the PreK Supervisor for more information.

Gifts

While we appreciate the generosity of many of our parents, we prefer the giving of gifts and the celebration of occasions to be child-centered. Therefore the Center discourages giving gifts to the Child Development staff.

Other Programs

Tutoring Chicago

For over 50 years, Tutoring Chicago has developed a foundation for lifelong learning by providing free one-to-one tutoring for economically disadvantaged children. Children are matched with a trained volunteer and they meet once a week from 6:00-7:30PM on Monday, Tuesday, OR Wednesday at St. Vincent de Paul Center. The tutoring year begins in September and ends in May. Please note- students must attend the program every week for the entire school year, with the exception of holidays. There are two tutoring programs available:

- SMART tutoring focuses on Social Skills, Math, Attitude, Attendance, Reading, and Technology, and is available to Children Grades 1 through 6
- Literacy Intensive Tutoring (LIT) is designed as an early intervention for struggling readers in grades 1 through 4. Qualifying students meet with their tutors on Monday and Tuesday from 6-7:30pm.

To enroll your child apply online at www.tutoringchicago.org or pick up an application at the front desk. For more information, feel free to contact Tutoring Chicago at any of the following numbers:

- Main Number: 312-397-9119
- SMART Program at St. Vincent: 312-854-2937
- LIT Program at St. Vincent: 312-789-4113

Community Outreach Programs

Community Outreach Services inspires and empowers adults, families, and seniors to work towards self-sufficiency and stability. Through individualized support, access to on-site resources, and strengthening community connections, adults and families receive tailored services to meet their specific needs.

Utility Assistance

We offer We through CEDA/LIHEAP, as well as help with furnace assistance, home weatherization, and more. Employment services are also available, including resume assistance, job search and preparation, and employment clothing.

Food Pantry

At Marillac St. Vincent we recognize the food insecurity that exists in the communities we serve. In response to this need, we offer a Client Choice food pantry. The Client Choice model empowers adults and families to select the food that best meets their needs.

Households residing in the zip codes listed above can visit once per month. At each visit, proof of name and current address is required. Households must bring their own grocery bags. People living outside these zip codes can visit the pantries once, and receive referrals for services in their area.

Food Pantry Information:

2145 N. Halsted*
Chicago, IL 60614

Tuesdays & Thursdays: 9am – 1pm

Zip Codes Served: 60605, 60607, 60610, 60614, and 60654

*enter on the north side of the building along Webster Ave

Marillac St. Vincent's food pantries are proud member agencies of the Greater Chicago Food Depository (GCFD), the food bank for Cook County. For more information about GCFD, please call 773-247-3663 or visit chicagosfoodbank.org.

Our services include Utility Assistance, a “Client Choice” food pantry, emergency assistance through the Emergency Fund and Catholic Charities, health screenings and education, nutrition classes, and Circuit Breaker applications. We also have an Adult Basic

Education/GED program which offers courses in Reading, Writing, Math and GED exam preparation.

Senior Services

Marillac St. Vincent is committed to empowering seniors in Chicago through programs and services that improve their quality of life. We accomplish this by offering intensive supports to at-risk seniors, community-based case management and friendly visiting to mobility-limited seniors, and monthly enrichment meetings for able seniors.

These are some of the programs we offer:

- Intensive Case Advocacy & Support (ICAS) Program - Sponsored by a generous grant from the City of Chicago and HUD, Marillac St. Vincent provides comprehensive supportive services to at-risk, self-neglectful seniors throughout Chicago in order to ensure stability and safety.
- Case Management - We offer individualized assessment, planning, care coordination, advocacy and more for vulnerable seniors who need support with obtaining food and meals, transportation assistance, financial management, moving assistance, and more.
- Companion Services - We offer companion services to alleviate the isolation and loneliness for seniors who lack other social supports. These services are provided by our Senior Services case managers, other seniors who have been trained to provide friendly visiting, and adult visiting companions. Our staff and volunteers make a positive difference through regular friendly visits, and may include assistance with daily tasks such as sharing meals, shopping or reading mail. Our volunteer companions act as a second set of eyes and ears for our most isolated seniors.

If you are interested in learning more about our Community Outreach Programs or Senior Services, contact Kathy Slover. Her contact information is included in the attached contact page.

Nearly New Thrift Shop

The Nearly New Thrift Store offers gently used stylish and designer clothing, housewares, books, fine and costume jewelry, artwork, shoes, home décor, linens, musical instruments and toys. They have frequent sales for staff and current families that are advertised throughout the center, as well as on our Facebook page.

Location & Hours:

2145 N. Halsted – North Side of the Building on Webster
Chicago, IL 60614

Monday - Friday: 10am – 4pm

Nearly New also accepts donations and volunteers. Contact Sandra Henderson at 312-278-4133 for more information.

Parent Handbook Agreement

The following topics have been discussed in this portion of the Handbook:

- History
- Mission, Vision & Core Values
- Licensing, Accreditation, & Awards
- Parent communication including:
 - o Open Door Policy
 - o Information Bulletin Board
 - o Communication with Staff
 - o Required Parent-Teacher Conferences
 - o Meetings, Parent Groups & Classes
- Early Childhood information including:
 - o Curriculum
 - o Age-group information
 - o Appropriate Clothing & Supplies
 - o Transitions
 - o Developmental Screenings
- School-Age Information including:
 - o Homework
 - o Schools we bus to/from
- Family Support information including
 - o Health Screenings
 - o Children with Special Needs
 - o Art Therapy
- Event Information concerning birthdays & gifts
- Other Program Information

I, _____ sponsor of _____

certify that I have thoroughly read all information, policies, and requirements listed in this portion of the Parent Handbook and that I understand and consent to any and all requirements including those which may be amended and required by St. Vincent's funders and licensing agencies including, but not limited to: the Illinois Department of Child & Family Services (DCFS), the Illinois State Board of Education (ISBE), Illinois Department of Family & Support Services (DFSS), Chicago Public Schools, National Association for the Education of Young Children (NAEYC), and ExceleRate Illinois, administered by the Illinois Department of Resource & Referral Agencies (INCCRRA).

Signature: _____

School Year: _____

Date: _____



**MARILLAC
St.VINCENT**
Family Services
A Mission of the Daughters of Charity

St. Vincent de Paul Center Parent Handbook Contact Information by Department

General Information

Main Phone: 312-943-6776
Main Fax: 312-943-2257
Main Email: info@marillacstvincent.org
Website: www.marillacstvincent.org

Facebook: Marillac St. Vincent Family Services
Twitter: @MSVChicago
Youtube: MarillacStVincent
**Follow us on social media for event
announcements and pictures!**

Primary Contacts

Secondary Contacts

Early Childhood

Birth to Three
Rooms 1A – 1F
Diane Prince
Birth to Three Supervisor
312-278-4120
Diane.Prince@marillacstvincent.org

Joanna Burke*
Director of Early Childhood Programs
312-278-4317
Joanna.Burke@marillacstvincent.org

Birth to Three
Rooms 1H-1L & 2E
Pearl Washington
Birth to Three Supervisor
312-278-4320
Pearl.Washington@marillacstvincent.org

Pre-Kindergarten
Meghan Lazzara
Pre-Kindergarten Supervisor
312-278-4258
Meghan.Lazzara@marillacstvincent.org

Youth Services

School-Age
Michelle Brown*
School-Age Manager
312-278-4235
Michelle.Brown@marillacstvincent.org

Albert Richardson*
Director of Youth Services
773-584-4560
Albert.Richardson@marillacstvincent.org

Admissions & Client Services

Admissions
Cynthia Massie
Admissions Coordinator
312-278-4142
Cynthia.Masie@marillacstvincent.org

Sandra Aza*
Director of Admissions & Client Services
312-278-4232
Sandra.Aza@marillacstvincent.org

Laura Oakley
Admissions & Administrative Services Manager
312-278-4206
Laura.Oakley@marillacstvincent.org

Eligibility	Denise Lucas CCAP Coordinator 312-278-4203 Denise.Lucas@marillacstvincent.org	Renell McAllister CCAP Manager 312-278-4226 Renell.McAllister@marillacstvincent.org
Administrative	Theresa Deal Administrative Coordinator 312-278-4143 Theresa.Deal@marillacstvincent.org	Isaias Gonzalez Administrative Assistant 312-278-4143 Isaias.Gonzalez@marillacstvincent.org

Primary Contacts

Secondary Contact

Family Support

Family Support Specialists	Miguel Reyes Family Support Specialist 312-278-4282 Miguel.Reyes@marillacstvincent.org	Nicole Kusack Director of Family Support 312-278-4109 Nciolet.Kusack@marillacstvincent.org
	Claire Manthey Family Support Specialist 312-278-4233 Claire.Manthey@marillacstvincent.org	
	Samantha Nunez Family Support Specialist 312-278-4235 Samantha.Nunez@marillacstvincent.org	

Community Outreach Services

Outreach (CEDA & Food Pantry)	Jenny Mohan Outreach Program Manager 312-278-4130 Jenny.Mohan@marillacstvincent.org	Kathy Slover* Director of Community Outreach Services 312-278-4234 Katharine.Slover@marillacstvincent.org
	Amber Duerwaechter Outreach Program Coordinator 312-278-4125 Amber.Duerwaechter@marillacstvincent.org	

Agency Leadership

All Programs (<i>Early Childhood, Youth Services, Family Support & Community Outreach</i>)	Maureen Hallagan* Chief Programs Officer Maureen.Hallagan@marillacstvincent.org 312-278-4223
---	---

* All staff with an asterisk travel between our two locations – Marillac and our north side location, St. Vincent. If you need to reach any of these staff members and they are not at Marillac, please call St. Vincent at 312-943-6776, dial 0 for the operator, and ask to have them paged.



St. Vincent de Paul Center Parent Handbook Policy & Procedure Agreements

Welcome!

Thank you for choosing the St. Vincent de Paul Center for your child care and education. This part of our handbook sets out many of our enrollment, eligibility, and program policies. In order to ensure that parents have read through our policies, we ask that you initial and sign the Receipt of the Parent Handbook.

If you have any questions about policies or agreements in this part of the handbook, please contact Sandra Aza, or one of our Program Directors.

Requirements for Enrollment

- St. Vincent de Paul Center is a full-time child care and education center; **full time attendance is required**
- Full-time for us is Monday-Friday. Morning drop-off is 7am-9am. Afternoon pick-up is 2:30pm-6:00pm
- **Families in our Birth-Pre-K programs must be eligible for the Illinois Department of Human Services Child Care Assistance Program** or subsidies through DCFS. School-age students may receive this assistance or pay out of pocket for services.
- Families must reside in the city of Chicago

Child Care Assistance Eligibility

In order to be eligible for IDHS Child Care Assistance, each parent in the home must:

- Be working at least 25 hours weekly during the time our center is open (7am-6pm Monday-Friday); and
- Meet the following income guidelines:
 - Max Income for eligibility for a family size of 2= \$2,504
 - Family size of 3= \$3,149
 - Family size of 4= \$3,793
 - Family size of 5= \$4,437
 - Family size of 6= \$5,082; or
- Be a TANF recipient in a work or training program; or
- Be a full-time student

Once you prove that you qualify for child care subsidies, you will have to redetermine your eligibility every 3-6 months your child is enrolled at our center. You will be notified when you are up for redetermination by the Client Services office where you will also submit required documentation for redetermination.

Documents required for approval*:

1. **The child's birth certificate**
2. **The child's social security card/number**
3. **Proof of eligibility:**
 - If you receive paystubs: 2 most recent/consecutive paystubs
 - If you are paid in cash: Wage Verification form completed by your employer

- If you are self-employed: Self Employment Form and most recent taxes
- If you are a student: most recent or upcoming school schedule

At the intake meeting with our Admissions staff, you will complete the **IDHS Child Care Assistance Application** and the Center's **Family Registration Form**.

*For school-age families paying out of pocket, families must still meet with an admissions staff member, however, the process will be different.

Orientation

If you are found to be eligible for Child Care Assistance or a School-Age sponsor paying out of pocket, a member of the Admissions staff will contact you to schedule a family visit/orientation. At the family visit/orientation, you can expect to:

1. Bring in your child's most recent physical and immunization record. Make sure that the Hemoglobin, Lead Test, and TB test portions of the physical are complete. If your child has asthma or food allergies, additional forms will also be needed. **Children cannot start at the center until we have a current physical/immunization record with lead and TB screening date and results.**
2. At this time you will complete final admissions paperwork (**consents and agreements**) with Admissions staff and discuss center policies and procedures.
3. You will have the opportunity to pay your first week's tuition and registration fee.
4. You will meet with your child's Family Support Specialist.
5. You and your child will visit your child's classroom.

Please Note: For students enrolling to start the first day of the summer program or the first day of the new school-year, families can still expect an Admissions orientation to complete consents & agreements, discuss center policies & procedures, bring in the child's medical documentation and meet with a family support specialist. The classroom visit, however, will likely occur as a group orientation with other new students to your child's classroom.

Days and Hours of Operation

St. Vincent de Paul Center is open year-round. Monday through Friday 7:00 a.m. to 6:00 p.m.

- Morning drop off time between 7:00 a.m. and 9:00 a.m.*
- Evening pick up time between 2:30 p.m. and 6:00 p.m.
- We are closed during the last week of August to prepare for the new school year in September
- Please see St. Vincent de Paul Center's calendar for special holiday closings

Arrival and Departure

Morning Arrival Procedure

St. Vincent de Paul Center doors open at 7:00 a.m. Children are admitted between 7 a.m. to 9 a.m. Sponsors and children are required to enter through the main entrance on Halsted or through the garage stairwell or elevator. St. Vincent de Paul Center's daily security process includes a morning entry card for your child. Your child's name, classroom, and the Sponsor's name are printed on the child's morning entry card. The morning entry cards will be placed in a common space in the lobby. The process is as follows:

- Collect your child's morning entry card from the black box with your child's classroom marked on it
- The Client Services office may remove your child's morning entry card from the black box and replace it with a pink card with your child's name on it instructing you to visit the Client Services office. You must report to the Client Services office that morning where Client Services will discuss account business with you and will give you your child's morning entry card
- If you are unable to find your child's morning card in the box, please ask Administrative Services staff member behind the front desk for assistance

- Once you have your child's morning entry card, bring your child to the classroom, sign them in and drop-off the morning entry card
- No child will be admitted to their classroom without their morning entry card
- Children must be accompanied by a person 16 and older

Afternoon Departure Procedure

Pick-up hours are 2:30 p.m. to 6:00 p.m. At the time of enrollment, you will receive pick-up cards for yourself and the people you authorize to pick up your child. You can list up to three people, besides yourself, on your child's authorized pick-up list.

- **It is the responsibility of the authorized pick-up person to show the pick-up card to the receptionist and classroom and to sign the child in and out of the classroom daily. Staff will not release a child to anyone who does not have a pick-up card**
- **If an authorized pick-up person forgets his/her card, a temporary pick-up slip can be issued. The authorized pick-up person must have another form of identification in order for staff to issue a temporary pick-up slip.** Please inform the pick-up person to go to the Administrative Services office to retrieve the pick-up authorization slip when they pick-up. The pick-up person must have photo identification or they will not be given the pick-up slip. Only the sponsor is allowed to authorize a temporary pick-up slip.
- **If you are planning to have an unauthorized person pick up your child, you must call or go to the Administrative Services office to request a one-day pick-up slip.**

New pick-up cards are issued once a year (in September). If a Sponsor wants to remove the name of an authorized pick-up person, it is the Sponsor's responsibility to retrieve the pick-up card and return it to Administrative Services. A replacement card may then be issued to another designated person. A new Vital Information Form must be completed whenever a new/replacement card is issued.

If an authorized pick-up person loses his/her pick-up card there will be a \$5 charge to issue a new card. This is for your child's protection and ensures that no one will be allowed to pick-up your child without your consent. The authorized pick-up person picking up the child must be 16 or older.

When dropping off and picking up your child, please:

- Accompany children to their respective rooms and wait until the child is acknowledged by the staff person in charge.
- Do not allow a child to use the elevators unescorted.
- Show pick-up card upon entering the building and to the classroom when picking up the child. Only a person with a pick-up card or temporary slip is allowed to pick up a child.
- If something is forgotten in the classroom, return with the child to find it. Children are not allowed to roam through the building unsupervised or to remain in the lobby unattended.

Once a child is released to an authorized pick-up person, that person is responsible for the child's safety.

Morning Late Policy

Morning drop-off ends at **9:00 a.m.** Because we understand that morning commutes, especially with young children, can lead to unexpected delays, we do give parents a 15 minutes grace period until 9:15am. All children must be at St. Vincent's by 9:15am. We make the following exceptions:

- **Excused morning lates:** Any morning late for a legitimate reason should be arranged with the section Supervisor or Administrative Services at least one day in advance. A doctor's note, and/or an approved statement for other appointments, must be provided and the child must be dropped-off by 11am. Lates due to CTA delays must be documented with CTA slips.
- **Three unexcused morning lates:** St. Vincent's will admit students after 9:15am without documentation three times per quarter (Sept.-Nov.; Dec.-Feb.; Mar.-May; June-Aug.) if the child arrives by 9:35am.

Late arrivals make it difficult for the child to adjust to the scheduled routine and can interrupt classroom activities, which begin promptly at 9:00 a.m.

Evening Late Policy

Children need to be picked up by 6 p.m. At 5:55 p.m. all children who have not been picked up are brought to the late pick-up room behind the lobby. If your child is not picked up from the Late Pick Up Room by 6:05pm, there will be a fee of \$2 per minute. All late fees are due to the Client services office the following morning. If you are unable to pay the entire late fee the next day, you can still bring your child in and speak to the Admissions & Administrative Manager about a payment plan.

Staff will begin calling sponsors, designated pick-up and emergency contacts beginning at 6:15 p.m. if we have not heard from you. If by 7:00 p.m. we are unable to reach any designated contacts or have not received a call from any designated contacts, we are left with no choice but to call 3-1-1. This is so that if it is an emergency, the police will be involved and will take over. **Please call us if you are running late to let us know when you will be arriving.**

Client Services Office

The Client Services office is located on the second floor. The Center's Client Services Office handles day-to-day tuition matters, site-administered IDHS subsidies and collection of payments. The Client Services Office is monitored and secured for safety and confidentiality.

Tuition & Fees

Your account is charged every Monday for tuition and must be paid by Wednesday at noon. You can pay by cash, check, or Monday order. Checks and money orders are to be made payable to St. Vincent de Paul Center. Credit and debit cards are only accepted if making a tuition payment of three months or more.

All financial payments, including weekly tuition, are to be made directly to the Client Services Office. We encourage you to pay the Friday before to avoid the payment lines on Monday. If the office is closed or you do not want to wait in line, please place your payment in an envelope, write the sponsor and child's name on the envelope and place the envelope in the drop slot outside the Client Services Office.

If the tuition payment is not received by Wednesday at noon, your account will be charged a \$25 late fee. If you are continuously late in making your weekly tuition payment, you may be discontinued from the child care program. Attendance is due weekly even if a child is absent any or all days in given week.

Redeterminations

The Client Services Office determines the weekly tuition based on a family's household size, income and the number and age of the children enroll at the Center. Tuition (Co-Payment) rates are set by Illinois Department of Human Services. Once you prove that you qualify for child care subsidies, you will have to redetermine your eligibility every 3-6 months your child is enrolled at our center. You will be notified when you are up for redetermination by the Client Services office where you will also submit required documentation for redetermination.

From time to time, parents and caregivers may experience significant changes in household size and income (loss of job, completion of school, etc.) mid eligibility period. If you experience any of these significant changes, please contact the Client Services office as soon as possible so the tuition fee can be reassessed and the state can be advised.

Non-Custodial Parent Visitation

It is the policy of the St. Vincent de Paul Center not to allow non-custodial parents to visit their children during Child Care hours. Parents who have visitation rights, supervised or unsupervised, are asked to arrange these visits at times when the children are not at the Center. The Center has neither the personnel nor space available to provide supervision for such visits.

Only those persons authorized by the custodial parent or legal guardian are allowed to enter the St. Vincent de Paul Center to pick up children and confer with staff. Any questions or concerns surrounding situations in this area should be directed to

Administrative Services.

Updating Vital Information

It is the Sponsor's responsibility to keep St. Vincent de Paul Center up-to-date on all temporary or permanent changes of addresses, telephone numbers, place of employment, income, persons authorized to pick up the child, and emergency contact information. Please notify Client/ administrative Services immediately with any changes. In case of an emergency, St. Vincent de Paul Center will use its automated phone service to send a message to all sponsors explaining the emergency and how to proceed. Therefore, we need a current phone number in your account at all times.

Health Requirements

Our health objective is to protect the health and well-being of each individual child, as well as that of the entire group. Children are required to have a complete medical examination prior to admission. If your child will be absent because of a contagious disease or infection, please inform Administrative Services by calling 312-943-6776 ext. 2143 to report the absence.

Immunizations

City and State licensure requires all children be current with all immunizations recommended by the Centers for Disease Control for their age before entering the Child Development program.

Sponsors must request a copy of their child's most updated immunization and physical records from the doctor's office and submit to the Administrative Services Coordinator. As a courtesy, sponsors will be given a written Immunization Due Notice; failure to comply with this requirement may result in suspension. If your doctor prefers not to give certain immunizations, a physician's written exemption is required.

Physical Examinations

Per the American Academy of Pediatrics and City and State Licensing requirements, physical exams are required according to the following schedule:

- For children two years and younger: 2 mos., 4 mos., 6 mos., 9 mos., 12 mos., 15 mos., 18 mos., 24 mos.
- For children two years and older: upon admission to the SVDPC and then annually, around the child's birthday.

Updated physical exams are required within two weeks of notification. If there is no response within that time, services will be suspended until the update is provided.

The physical forms must be completed entirely, including the parent survey, hemoglobin test result, lead test date and results as well as TB test and results. A physician must sign and date the physical form.

Children with Asthma, seizures or allergies must have the **Asthma Action Form** or **Allergy Action Form** filled out by the doctor before admission to the Center and yearly thereafter.

Daily Health Maintenance

Morning health checks may be performed by teachers or staff on any given morning. St. Vincent de Paul Center staff asks for your cooperation and help in keeping all children at SVDPC as healthy as possible. If you know your child is ill, please make alternative child care arrangements for the day. If a child is found to be ill at any time during the day, or during morning health checks, the Sponsor will be contacted to come take the child home.

If a child becomes ill during the day, the Sponsor is notified IMMEDIATELY. Sponsors, Emergency Contacts, or people picking up an ill child are expected to pick up their child within an hour of initial contact. For example, parents may be called due to:

diarrhea (two or more loose stools), vomiting, temperature of 101 Degrees Fahrenheit or over, earache, toothache, eye infection, head lice, skin eruptions or rashes, Chicken Pox, severe stomach ache, Impetigo, ringworm or conjunctivitis (pink eye), as well as any other health related issue or concern.

The child is permitted to return to SVDPC only after being free of all symptoms for 24 hours. A doctor's note is sometimes required in certain situations (see below).

Doctor's Note

A doctor's note of good health is required for re-admittance in the following situations:

- An absence of more than five consecutive days due to illness
- Surgery or hospitalization for any reason
- Return from travel to another country (must also have a new physical exam)
- Any length of absence due to a communicable disease (defined by the Illinois Department of Public Health and enforced by the Chicago Department of Health)
- Ear infection, eye redness or infection, head lice, Ringworm, rash of unknown origin
- Excessive absences called in due to sickness

A doctor's note is encouraged if a child has been sick less than five days but has seen a doctor.

*See also "Late Policy" under "Excused Morning Lates" for additional "Doctor's Note" policy information.

Dispensing Prescribed Medication

St. Vincent de Paul Center dispenses prescribed medication by the following policy: Children with chronic illnesses (for example, but not limited to: Asthma, Diabetes, Cancer or Seizure Disorder) who require consistent, on-going medications to be given, are managed on a case-by-case basis, determined by the child's individual needs and the medication to be given.

If a child takes on-going medication(s) the Sponsor must contact and confirm these medical needs with an Admissions Coordinator prior to enrolling the child. Proper paperwork (including but not limited to Action Plans) must be completed prior to the child's entry into our program.

If the child is already enrolled in our program and the medication is a new prescription, the Sponsor must contact and confirm the child's new health care needs with the Administrative Coordinator before the child may return to the Center. Medication and proper Action Plans are often required before a child can return.

All medications must have proper labels with child's name and expiration dates.

Food Program

The St. Vincent de Paul Center participates in the Child & Adult Care Food Program sponsored by the Illinois Board of Education. Foods are prepared on-site and weekly menus for breakfast, lunch and snacks are posted on the parent board in the lobby. Children receive two full meals and one snack each day and breakfast is served to all children who arrive before 9:00 a.m. Toddlers are served with the assistance of their teachers, while the older children serve themselves, allowing them to make their own choices. Children are encouraged to try all foods that are presented. While the St. Vincent de Paul Center recognizes and accommodates documented medical and religious food restrictions, we cannot accommodate food preferences. A Physician Statement for Food Substitution must be submitted to request a special accommodation. At this time the Center is not able to accommodate vegan diets. For questions about meal substitutions, please contact Sandra Aza, Director of Admissions & Client Services.

Safety & Security

St. Vincent de Paul Center has developed the following rules for your child's safety. It is important that you become familiar with them.

Birth Certificate policy

In accordance with DCFS, we must have a valid birth certificate for your child on file. Please be aware that the hospital certificate is not a valid birth certificate. Failure to provide a valid birth certificate will result in the St. Vincent de Paul Center contacting the State police.

Driving and Parking

When driving/parking on Center property, please:

- Do not drive over five miles per hour
- Enter and exit the parking garage cautiously
- Do not park in parking spaces/areas that are reserved for the handicapped or for agency vehicles.
- NEVER leave children unattended in cars and NEVER leave the motor running.
- Yield to pedestrians at all times. Be especially watchful for small children.

All-day parking in the Center garage is reserved for staff only.

Drugs, alcohol and guns

The St. Vincent de Paul Center is a drug, alcohol and weapon free facility. Any person who is found to be in violation of this policy will be asked to leave. In addition, for the safety of our children, pick up or drop off individuals who smell strongly of marijuana may have their pickup cards revoked or be asked to leave. Persons who are dropping off or picking up children may not be allowed to enter the building or pick up a child if they appear to be under the influence of drugs or alcohol. If someone under the influence insists on taking the child, the St. Vincent de Paul Center reserves the right to call the police. The St. Vincent de Paul Center may also revoke pick up privileges for any person and the family will be at risk for discontinuance. If the pick-up person who appears to be under the influence is someone other than the Sponsor, the Sponsor will be called immediately.

Emergencies & Drills (Fire, Tornado, Evacuation, Lockdown, etc)

Fire, tornado and other emergency drills are conducted on a regular basis. Sponsors in the building while a drill or actual emergency is in progress must participate fully and follow staff instructions for the safety of all persons in the building. As a safety precaution, do not remove your child from his/her group until "ALL-CLEAR!" has been announced, children have returned to the classroom and attendance has been taken. If there is a need to evacuate the building due to an emergency, Center staff will notify Sponsors through our automated phone service.

Liability Insurance

Marillac St. Vincent Family Services has a current general liability insurance policy through Ascension Health. This insurance policy is renewed annually.

Weather Closings

Visit www.emergencyclosings.com or call (312) 238-1234 to check if Marillac St. Vincent Family Services will be closed due to weather events. In the event of heavy snow, allow yourself enough travel time to drop off your child by 9:00 a.m. and pick-up your child by 6:00 p.m. Sponsors will receive a notification through our automated phone service in the event of any closings.

Discipline and Behavior Management

Praise and positive reinforcement are effective methods of behavior management. When children receive positive, peaceful, and understanding interaction from adults they develop good self-concepts, problem solving skills, and self-discipline. Based on this belief of how children learn and develop values, St. Vincent de Paul Center follows the following discipline and behavior management practices.

WHAT WE DO FOR THE CHILDREN:

- Model appropriate behavior
- Modify the classroom environment to avert problems before they occur
- Praise, reward, and encourage

- Reason with and set limits
- Listen
- Provide alternatives to inappropriate behavior
- Provide natural and logical consequences of their behavior
- Respect children’s needs, desires, and feelings
- Use age-appropriate explanations

WHAT WE DO NOT DO:

- Physically punish the children in any way
- Verbally abuse them in any way
- Use profanity
- Shame for any reason
- Deny food or rest as punishment
- Leave the children unattended or without supervision
- Criticize, make fun of, or otherwise belittle parents, families, or ethnic groups

St. Vincent de Paul Center staff teaches children to control inappropriate behavior by setting expectations and limits.

Discontinuance

Sponsors are expected to communicate with the Child Development staff on a regular basis. Consistent and ongoing communication between parents and staff is essential when questions arise about a child’s behavior and/or the discipline of a child.

If a child is having difficulty, a parent/staff conference will be called. The purpose of the conference is to address the parent’s and staff’s concerns as well as develop an appropriate plan of action. This plan will be reassessed after a period of time to determine its effectiveness. If the plan is not working, the Center reserves the right to discontinue the child. When a decision is made to discontinue a child, the parent will receive written notification and referrals to other possible Child Care programs.

The Center reserves the right to discontinue services for a child if the Center is unable to provide for that child’s needs, if the family is not complying with the policies of the Center, or the family is not cooperating with the Center’s staff. When this occurs, the child may be discontinued from the program. We reserve the right to discontinue services for the following (but not limited to) reasons:

- St. Vincent de Paul Center’s inability to meet the child’s needs
- Lack of parental cooperation
- Inability of a child to adjust to the Child Care after 90 day probationary period
- Serious illness of a child
- Lack of compliance with Handbook regulations
- Failure to pay tuition or late fees
- Physical or verbal abuse by any child/family member to any person/property

We appreciate parents providing as much advance notice as possible when discontinuing services and we will extend the same courtesy in return. Therefore, two-weeks notice is required to discontinue services from SVDPC. Sponsors must go to the Administrative Services office to fill out a discontinuance form, which will serve as **Final Notice of Discontinuance**. In return, we will provide a two-week written discontinuance notice. We reserve the right to give written or verbal notice of immediate discontinuance

when there are extreme circumstances that could affect the well-being of staff or other children or in special cases where a written contract/plan that was devised and agreed upon by the Sponsor and SVDPC staff has been broken.

Attendance & Absenteeism Policy

We monitor daily attendance closely. Regular attendance is extremely important for both the adjustment of the child, as well as the Center's funding. Attendance expectations are as follows:

- Children are expected to attend full-time, five days a week.
- Sponsors are required to notify Client Services Absence Line (312-943-6776 ext. 2143) every day a child is absent before noon on the day of the absence. Absences not reported to Client Services are automatically recorded as vacation days.
- If a child has more than five unexcused absences in one week, a warning notice will be sent to the parent. Three warning letters could result in discontinuance.
- An absence is considered excused if there is an illness, doctors' appointments, school suspension, or death in the family. Sponsors are required to provide documentation in order to verify the absences. Please contact Administrative Services in advance to discuss any other special circumstances or reasons for an absence.
- A vacation form must be completed and submitted to Administrative Services one week in advance of scheduled vacation days.
- A child who is absent for one week without notifying Administrative Services or the Child Development Supervisor may be subject to discontinuance.

Vacation Days

10 days of vacation are permitted during a 12-month school year (September through August), provided advance arrangements have been made with Administrative Services. The regular tuition co-pay is charged during vacation time, as the child's place is being reserved. Payment must be made in advance. A third week of vacation is given in August, the week before the new school year begins. St. Vincent de Paul Center will be closed during this time, therefore no tuition fees are collected for this week.

Receipt of Parent Handbook

It is very important that all Sponsors read through the entire Parent Handbook. The Center has many policies and we cannot review all of them during the child's orientation. By signing this document, you are agreeing to the following:

- _____ I have read or will read through the entire Parent Handbook and contact the Admissions department with any questions or concerns at ext. 2142 or in the Administrative Services office ext. 2143.
- _____ I understand that the St. Vincent de Paul Center is a drug, alcohol, weapon, and profanity free facility. Any person who violates this policy will be asked to leave and may lose pick-up privileges I agree to communicate in a respectful manner with everyone at the Center, including staff, children and other parents.
- _____ I understand that weekly tuition is due every Monday to the Client Services Office regardless of whether or not the child is in attendance. If tuition is not paid by Wednesday at noon, I understand that I will receive a \$25.00 late fee charged to my account.
- _____ I understand that the St. Vincent de Paul Center's Child Development and School-Age Program are full-time. Full time attendance is required
- _____ I understand that I must report my child's absence the day of the absence, before noon to ext. 2143.
- _____ I understand that my child has only 10 vacation days for the year (Sept-Aug). I understand that if I fail to report an absence it will be recorded as a vacation day. After my child has reached 10 vacation days, I understand that he/she may be at risk of being discontinued from the Center.
- _____ I understand that morning drop off is between 7:00am and 9:00am, and I will communicate this information to whoever will be responsible for dropping the child off at the Center in the morning. School age children must also arrive by 9:00am on CPS closure days. I understand that if the child arrives after 9:15 am, he/she will not be admitted into the classroom.
- _____ I understand that afternoon pick-up is between 2:30pm and 6:00pm. All persons picking-up are required to show their pick-up card to the front desk and classroom at the time of pick-up.
- _____ I understand that the Center closes at 6:00pm and that my child must be picked up by then. After 6:05pm, I will be charged a \$2.00/minute late pick-up fee that will be due to Client Services the following day.
- _____ I authorize my child to ride in the agency school bus for purposes of field trips and authorize my child to participate in walking trips.
- _____ I am aware that there is a Parent Fundraiser every spring that all families are required to participate in.
- _____ I understand that if any of my personal information changes, I must report it to Administrative or Client Services as soon as possible, especially if my phone number changes.
- _____ I will make sure to communicate the information on this page as well as that in the Parent Handbook and Guidebook with any other parents or guardians of my child.

By signing below, I agree to the above statements. I understand that I must comply with **all** Center policies in order for my child(ren) to stay enrolled at the St. Vincent de Paul Center.

Sponsor Signature

Date