

ST. JOHN VIANNEY YOUNG CHILDREN'S POLICY AND PROCEDURE STATEMENT

PURPOSE: St. John Vianney Young Children's Program strives to offer a happy, creative learning experience in a Catholic environment. It is our goal to assist the family to help the child grow spiritually, intellectually, socially, emotionally and physically. Age-appropriate activities include religious stories and values, language arts, number concepts, development of gross and fine motor skills, creative art, music, development of auditory and visual comprehensive skills and free play.

REGISTRATION AND ENROLLMENT: Children must be 1 through 4 by the first of September for the school year they are attending. Registration begins with families currently enrolled in YCP. Registration is then open to registered parishioners of St. John Vianney of at least 6 months. After this, non-parishioners may register for any remaining openings. All children must re-register each spring for the following fall. All forms necessary for enrollment must be received in the office before the child is placed in a class. All children must be up to date on their current immunizations to be in YCP. Classes are filled on a first-come basis. Acceptance in YCP is based on availability in each age group and the YCP directors' discretion. If the need comes up, dismissal from the program is based on the directors' discretion.

- **LANGUAGE:** For safety reasons it is necessary that the child be able to communicate with their teacher in English. The word list can be found on your online application.
- **WAITING LISTS:** A waiting list is formed for each class after the maximum class enrollment is reached. As openings occur, they will be filled from these waiting lists.

FEES:

- **REGISTRATION/SUPPLY FEE:** The registration/supply fee is paid upon acceptance. This fee is **non-refundable** once you are notified of a class space for your child.
- **MONTHLY TUITION:** Tuition is a yearly fee divided into 9 equal payments. All tuition payments are due on the first class day of each month. Tuition checks are to be made payable to St. John Vianney YCP. Parishioner rate applies to registered members of at least 6 months.
- **LATE PAYMENT:** Tuition needs to be paid on the first class day of each month (if your child is absent that day, please bring it the next class day). A \$20 late fee is added on the 3rd class day (one week after tuition is due).
- **WITHDRAWAL:** Notice must be received two weeks prior to withdrawal. Payment of fees is required for two weeks after notice is received. Fee can be prorated for part of the month if necessary.

FOOD AND CLOTHING: Label everything your child brings! Please do not send any personal toys unless they are needed for security. All children bring a sack lunch consisting of finger foods plus a drink. Please do not send candy, chocolate, canned foods, soups or any type of soda. For safety purposes, please make food in bite sized quarters or smaller (including items such as hotdogs and grapes). Infants should have plastic bottles and a bib. All children should be dressed comfortably for active and creative activities. Children should wear clothing that is easy to manipulate. Children must wear shoes that have a non-slick bottom. Send enough diapers to last for the day. Some classes will need a resting mat. All children need to have a change of clothes each day.

EMERGENCY CLOSING: YCP will follow neighboring public schools for any emergency closing. In case of an emergency or severe weather conditions, please listen for school announcements. If an emergency occurs during the school day, please pick up your child immediately. There will be no make-up days or rebates for emergency closings.

HEALTH:

- Three and four year olds must be potty-trained.
- NO medication will be given by the staff.
- We take great care to protect children from exposure to illness or infection. Remember an ill child is to be cared for at home. Please notify the school if your child becomes ill with a contagious disease, so the parents of other children can be notified. If your child becomes ill or is hurt while at YCP, the parents will be called to come for the child.

DO NOT SEND A CHILD TO YCP IF ANY OF THE FOLLOWING SIGNS ARE EXHIBITED IN THE HOUSEHOLD:

1. Fever----must be fever free for 24 hours
 2. Vomiting or diarrhea
 3. Nasal discharge that is not clear
 4. Cough
 5. Any unexplained rash or skin infection
 6. Pink eye and other eye infections
 7. Any sign of head lice
- Due to COVID, please note that these restrictions pertain to **anyone in the household**, not just the child attending YCP. Temperatures are taken daily. If a child has a temperature of 99.6 or higher, they will be sent home.
 - The final decision as to whether a child is well enough to attend YCP lies with the directors.

PARENT-STAFF COMMUNICATION: Please feel free to ask any questions of the teacher or of the directors.

- The staff strives to work with the parents to help the children have a positive learning experience. Rules exist for the protection of the environment and everyone in the environment. If a child's actions indicate a need for special attention, the staff and parents will work together to make YCP a positive experience for the child.
- Please keep your child's teacher informed of any changes or special events in your child's life. If we are aware of these circumstances, we are better able to work with your child. Please also notify the YCP office of any phone or address changes.
Email is a great way to reach us! (aturner@stjohnvianney.org)

MISCELLANEOUS:

- Please keep the calendar that was distributed as well as this policy for the year.
- Do not distribute any notices without consulting one of the directors first--please, only notices pertaining to St. John Vianney can be distributed.
- The number for YCP is **281-752-2484**. Email is the best and quickest way to reach us (aturner@stjohnvianney.org). The main line for the church is 281-497-1500. The directors are available during YCP hours.