

Little Saints Parent Handbook

Mission Statement

St. Peter's School

"A family of learners trying to live like Jesus, in our school, home, and community"

Philosophy Statement

St. Peter's School

"We are committed to delivering a quality educational environment that fosters the intellectual, emotional, spiritual and moral growth of our students. Academically, we strive to provide a quality program to meet the individual needs of each child. Emphasis is placed on the basic skills, while students are actively and responsibly involved in their own learning. We teach and model the values of love, tolerance, respect, manners, and hard work. We believe that all children should be provided with a foundation for continued spiritual and educational growth"

Licensing

Little Saints is licensed through the Minnesota Department of Human Services.

Staff

<u>Name</u>	<u>Position</u>
Father John Evans	Superintendent
Doug Harpenau	Principal
Sherry Bartelson-Massman	Daycare Director/Teacher

Insurance

Little Saints is insured through the Dioceses of Winona

Nondiscrimination

Little Saints will not discriminate against any children for admission, participation, or treatment in any way. St. Peter's Little Saints admits students of any race, sex, color, and national, or ethnic origin.

Age and Groups

Toddlers: 16 months-33 months

3K/4K Preschool & Daycare: 33 months - 5 years of age (before first day of kindergarten)

Grade School: Kindergarten-12 years of age

Student Requirements

Daycare Services:

Toddler room

Students ages 16 months through age 3 ½. Due to licensing age limits per room, the student must be properly potty trained by 3 ½ years of age. Students must be walking. Proper documentation must be filled out before the student's first day of service. A minimum of 4 days/week is required. Parents must provide diapers and wipes

Daycare, 3K, 4K Room

Students age 33 months through prekindergarten. Students must be fully, properly, potty trained. Please see diapering/toileting policy. Proper documentation must be filled out before the student's first day of service. A minimum of 4 days/week is required.

3 year old daycare:

Students who are not 3 years of age on or before Sept 1st, but are fully potty trained.

3K/4K Preschool:

Students must be registered at St. Peter's Preschool to receive Little Saint's services.

- 3K preschool runs Monday through Thursday from 8:00 am to 11:00 am Sept through May. Students must be 3 on or before Sept 1st.
- 4K preschool is an optional preschool for parents who want all day preschool. This program runs Monday through Friday from 11:00 am to 3:00 pm September through May. Students must be 4 on or before Sept. 1st.

Both programs offer a before school, after school, no school, and summer program.

Grade School

Students ages kindergarten through 12 years. Students must be registered at St. Peter's School to receive Little Saints services. Proper documentation must be filled out before the student's first day of service.

Grade School offers a before and after school program, no school days, and summer care.

Toilet Training

Fully toilet trained:

Little Saint's works with the parents while toilet training. We use the same products, (IE diapers, pull ups, undies), that parents are using at home. We offer the potty to students every 30-45 minutes and at each scheduled bathroom break. If a student is potty training in undies, and has consecutive wet and/or BM accidents, he/she will be put in a pull up or diaper for the remainder of that day.

Little Saints also may use an incentive for success on the toilet. Please let Little Saints know if you do want incentives or wish to use something different.

Toddlers must be fully toilet trained by age 3 ½

Due to licensing age limit guidelines, students must be fully potty trained by age 3 ½ in order to move to the 3 year old room.

- If not, your spot will be held at Little Saints for 2 weeks while you fully toilet train **at home**.
 - If unsuccessful, your child will need to find an alternative childcare.
 - The child may return to Little Saints once fully potty training if space allows.
 - If successful, your child will join Little Saints's 3K daycare or preschool program.

Little Saints defines fully potty trained as no more than 1 wet accident and/or 2 BM accidents in one week's time. We also expect the students to be able to verbalize when he/she has to use the bathroom during an unscheduled bathroom break. We do understand a new environment can cause some regression when switching rooms or starting a new daycare. Because of this, we give a grace period of 2 weeks after being fully toilet trained to remain in the classroom. If the regression continues after the 2 week grace period, the students will be asked to find alternative daycare.

Attendance:

Students must be at Little Saints within the scheduled time indicated on the registration form. A call will be made to parents if a child is not at Little Saints within 30 minutes of time indicated on registration; 15 minutes for after school grade school students. Parents will still be charged for the day if there is no-show, no contact. If a child is absent from St. Peter's School or leaves early due to an illness, they may not receive Little Saint's services for 24 hours.

Little Saints uses Brightwheel for student clock in/out and communication to parents. To ensure the safety of the students, parents are REQUIRED to clock their child in/out when they are picking up or dropping off. Little Saints will ONLY clock :children in who are returning to childcare from St. Peter's school; 4k preschool and grade school students. This also ensures accurate billing.. If parents are consistently not signing their child(ren) in/out when required, fees will be charged.

Day/Hours

Little Saints is open from 7:00 a.m. to 5:30 p.m. year round. The following are scheduled dates Little Saint's will be closed:

1. New Year's Day
2. Good Friday

3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day and day after Thanksgiving
7. Christmas Eve
8. Christmas Day

If any of these dates fall on a Saturday, Little Saints will be closed the Friday before. If any of these dates fall on a Sunday, Little Saints will be closed the Monday after.

all days and dates are subject to change by Little Saints director or St. Peter's principal

Vacation/Sick Days

We understand that vacations and sick days will arise. Our childcare is open year-round, and any sick or vacation days have been considered in our competitive tuition rates. For these reasons, Little Saints does not offer any unpaid vacation/sick days for childcare.

2 hr delay/Early Release

Little Saint's is available to any registered student attending St. Peter's School due to any 2 hour delay and/or an early release.

- o If St. Peter's School is delayed 2 hours, Little Saint's will open at 8:00 a.m. instead of the regular 7:00 a.m. and remain open until 5:00 p.m. If the 2 hour delay turns into a school closing, Little Saint's will close at 3:00 p.m.
- o If St. Peter's School is closed, Little Saint's will open at 8:00 a.m. and close at 3:00 p.m.
- o If St. Peter's School is dismissed early, Little Saint's will close at 3:00 p.m.
- o If St. Peter's School is closed, Little Saint's 3k preschool is cancelled. Any attendance will be considered a daycare day, at daycare rates.

Little Saint's will be closed if it is a statewide snow day or if we feel conditions are unsafe for our staff to travel.

Grievance Procedure

1. Contact Teacher
2. Contact Director
3. Contact school principal; final say

Rest policy:

Updated: 1/5/26

Students are required to bring his/her own sleeping supplies. The student should have either one sleeping bag or a toddler sized fitted sheet and a blanket. Security blankets, pacifiers, and other “nap” items will be placed on the students' cot for rest time. Please limit security items, such as “stuffed animals, blankets etc..” to **one** per child. Due to our licensing rules, students **cannot** have a pillow for rest time.

The students will be required to rest quietly for 30-45 min –if they fall asleep we will leave them sleeping until scheduled wake up time. If the student does not fall asleep after 30-45, they are allowed to have a quiet activity for the remainder of rest time.

We **STRONGLY DISCOURAGE** drop off or pick up times between the hours of 11:30 a.m. to 2 p.m. due to the interruption of naptime.

Toys

Little Saints provides the necessary toys and materials needed for your child’s education; however, we do understand students like to share “home toys.” If your child brings a toy/item from home, please have it labeled with their name. Please limit toys to one or two small items. Little Saints is not responsible for lost and or damaged toys. If the students choose to bring a toy from home, it is expected that the student shares the toy with all of the Little Saints friends. If the toy(s) become a problem, we will then ask the student to keep all toys at home until Little Saints sees fit for toys to return.

Fees and Payments

- St. Peter’s Parish members and cluster members, receive a 5% discount for all active Parish members. An active Parish Member is defined as someone who is a properly registered parish member **AND** has contributed financially and/or volunteered for Church, School, or Faith Formation events within the past year. Volunteering events must be traceable.
- Little Saints payments are paid every other Tuesday.
 - Some payment may be shifted due to holidays or other circumstances.
 - Parents are responsible for any insufficient funds fees
- We accept county assistance.
- Registration Fee: \$15 at the start of preschool school year. This is typically the first week of Sept.
- Brightwheel parent requirement fee: \$20/time
 - not signing child(ren) in and out when required.
- Late fees: 1-10 min \$15; 11-20 min \$25; over 20 min \$35
- *No show/No contact with Little Saints child(ren) will still be charged for that day’s service.*

Rates & Policies

Daycare Toddlers, 3 year old childcare, non school/holidays for all others		Daycare Policy
5 Days	\$190	<ul style="list-style-type: none"> • A minimum of 4 days is required • Parents provide diaper products • Diapering charges apply after 3 attempts to inform parents of low products
4 Days	\$175	
Fees	Diapers: \$1/diaper Wipes: \$5/pack	

Daycare and/or 3K Preschool with Daycare Monday-Friday		Daycare/3K Policy
5 Days	\$180	<ul style="list-style-type: none"> • A minimum of 4 days is required • Must be completely potty trained *please see potty trained for more details*
4 Days	\$170	
Supply Fee	\$15	<ul style="list-style-type: none"> • Charged first ACH in September; yearly • Will not be charged another supply if students graduated from the toddler room and have already paid a supply fee for the year.

3K Preschool Only		3K Preschool Policy
<i>3K Preschool Only (8:00am-11:15am) M-Th</i>		<ul style="list-style-type: none"> • Arrive by 8:00am • If St. Peter's School is closed, Little Saints 3k preschool is cancelled. Any attendance will be considered a daycare day, at no school rates. • must be 3 years of age by Sept 1st • must be fully potty trained
Preschool Only	\$45/week	
No School Days	\$45/day *if space allows*	

		<ul style="list-style-type: none"> Minimum of 4 after school days required <p>*please see potty trained for more details*</p>
--	--	--

4K Preschool Rates (Monday-Friday)		4K Preschool Policy
4K Preschool Only (11:00am-3:00pm; 2:30pm on Wednesdays)	\$60/week	<ul style="list-style-type: none"> Must attend St. Peter's 4K AM program Must be 4 by Sept 1 Must be fully potty trained Minimum of 4 days required
All Day 4K (7:00am-5:30pm) *8am-11am St. Peter's preschool*	5 Days \$160 4 Days \$150	
Scheduled No School Days	*See Daycare Rates*	
Snow Days	\$45/day	
		Preschool Only Students

Grade School Rates		Grade School Policy
Before School (7:00am-8:00am)	\$15/week flat rate	<ul style="list-style-type: none"> Must attend St. Peter's School
2 hours delay/Early Release	\$7 Daily *during time of delay/release*	
After School	\$30/week flat rate	
Scheduled No School	*See Daycare Rates*	
Snow Days	\$45	

Drop-In Emergency situation only—determined by Little Saint's		Drop in Policy
After School (3:00 pm-6:00 pm)	\$12/Day	<ul style="list-style-type: none"> Must attend St. Peter's School Must be school aged (Kindergarten-12years)
Full Day	\$55/day	

- | | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Must be properly registered for Little Saint's |
|--|--|--|

Pick Up/Drop Off Procedure

Listed in the registration are emergency contact and authorized pick ups who may pick up students from Little Saints. We understand that emergencies come up and will accommodate parents/guardians as needed. If a person not on the registration form is needed to pick up students, a valid photo ID is required. Parents/guardians must provide written consent before a child is released to any person not on the registration form. Little Saint's needs proper documentation for any person legally not able to pick up students. Our first priority is to keep the child/children safe.

Little Saint's uses a program called Brightwheel for all parent-staff or parent-admin communication. A QR is used to clock students in/out. Each parent must clock his/her own child in/out. If your child is not signed out for the day, he or she will be considered a full day.

Summer Program:

Water Fun: Sunscreen will be provided by Little Saints.

Little Saint's has a fun water day 1-2 times/week. Students may engage in sprinklers, kiddie pools, or other water activities as seen fit by Little Saint's director.

Transportation

Little Saints does not transport children to any activities.

Health(Can your child come to Little Saints?)

If your child has one or more of the following illness(s), he/she may not return to Little Saints until he/she has been illness free for 24 hours (without medication) from the last episode and/or have been on antibiotics for a full 24 hours. The student must also be able to tolerate a normal diet before returning.

Below are a list of various illnesses (but not limited to)

- Vomiting
- Diarrhea (three episodes within 1 hour)
- Impetigo
- Pink Eye
- Surgery minor/major
 - o a doctors note it required for returning to Little Saints
- A temperature of 100* or higher
- Rashes that you cannot identify or that have not been diagnosed by a physician

- Contagious sores, blisters, etc...

Children who become ill or have any of these symptoms at Little Saints will be separated from other students and a parent will be called to pick up the child within one hour's time. If Little Saints is unable to contact the parents/guardian for 30 minutes, staff will use the emergency contact and/or authorized pick up list for the child to be picked up. Supervision and rest will be provided until the designated person arrives.

Food

Little Saint's provides breakfast from the hours of 8:00am to 8:30am, Lunch from 10:50am to 11:15am and an afternoon snack after rest time.

The cost of breakfast, lunch and snacks are included in the Little Saint's fees. Little Saint's provides lunch for all students yearly. We follow the school's lunch menu on any school day and will provide a lunch menu on any non-school day.

Little Saint's follows the Child and Adult Care Food Program (CACFP). All snacks are provided according to the CACFP guidelines.

- Students will be encouraged to try the main foods during these times, but not required to eat the whole meal.

Allergies/Intolerance

Little Saint's requires an Individualized Child Care Program Plan (ICCPP) for any students with any allergy. Parents are responsible for providing any medications needed for such allergies. Medication must come in original bottles/cases and not be expired. If the medication has expired, Little Saint's will return it to the parent/guardian. A new, non-expired, medication must be given to Little Saint's before the child can return.

If a child has an intolerance to a specific food or milk, a food/milk substitute form must be filled out. Food or milk substitutes can be both medical and/or parent/guardian requested. Little Saint's will provide an alternative food/milk for the child. If the parent/guardian is providing the alternative food/milk, it must meet the Child and Adult Care Food Program (CACFP) guidelines.

First Aid/Medication

First aid will be administered by Little Saint's staff. Medications may be administered at Little Saint's with a medication form filled and signed. All medications that need to be administered at Little Saint's need to be brought to Little Saint's by the parent/guardian. All medication must be in the original bottle. Expired medication will not be administered and will be sent home.

Personal Items

Each child at Little Saint's will have his/her own personal cubby and storage unit for personal items. To prevent lost items, please label ALL your child(ren) supplies. Parents will need to provide the following items at Little Saint's:

- Nap Blanket or sleeping bag
- Extra set of clothing (labeled)
 - If your child's cloths are sent home soiled, please bring a replacement pair
- Diapering products
 - Toddlers
 - Students in pull up for naptime only

*****Little Saint's is not responsible for lost or damaged items*****

Dress

Children should wear clean comfortable clothing appropriate for the weather of the day. Little Saint's follows a modest dress code with no shoulder or stomach exposure. Shorts and dresses/skirts should be appropriate length and have shorts, pants, or leggings under them. Children will not be allowed to bring or wear any clothing with guns, weapons or racism of any kind.

Discipline

Students are expected to respect all Little Saints and St. Peter's staff and students. By working together at home and school, Little Saints becomes a more responsive classroom. We will strive to teach your child religion, modesty, morals, and manners.

Methods of discipline used in the Little Saints classroom include redirections, talking with the students about the behavior, or removal from the group; within the same classroom. In some instances, Little Saints will need to write a discipline report. A discipline report will be used when the child's behavior has caused harm to other students, staff, or persons.

Below is the write up report policy:

1. If a child receives 3 write up reports within 30 days, the child will be removed from Little Saints for the remainder of the day, and 2 more Little Saints working days. Each write up after 3, up to 5, will result in the child being removed from Little Saints for the remainder of the day.
2. If a child receives 5 write up reports within 30 days, the child will be removed from Little Saints for the remainder of the day, and 5 Little Saints working days. Little Saints will require a conference with the parents, school principal, Little Saints director, and teacher before the child may return.

3. If a child is receiving consistent write up reports for 6 months, Little Saints reserves the right to terminate childcare services. All efforts of meeting the child's needs, working with the parents/guardians, and school principal will be set forth before termination is considered.

We understand that students express their behaviors in different ways. Behaviors are handled as follows:

Biting: Little Saints has a "two a day" bite policy. When the child bites once, a courtesy call is made to the parent to let them know if the child bites again he or she will need to leave Little Saints for the remainder of the day. Multiple offenses could result in termination from Little Saints.

- Toddler aged students are subject to change and will be sent home as Little Saints see's fit.

Swearing (we all know the common sense inappropriate swear words) A note will be sent home with the child if any swear language occurs. Many offenses in the same day will result in dismissal from Little Saints for a period of time. Multiple offenses could result in termination from Little Saints.

Physical Violence: Vicious acts of violence include, but are not limited to, hitting, kicking, punching, scratching, etc... All physical violent actions will result in a write up report. (see above for write up report policy)

If you disagree with how Little Saints handles discipline please feel free to talk with the Director of Little Saints and/or St. Peter's School's principal.

Termination Policy

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior

- 1) Parent Termination
 - a) Parents must give a 10 day notice when voluntarily withdrawing your child from Little Saints. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.
- 2) Little Saints Termination
 - a) If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week. Little Saints may also terminate immediately for any of the following reasons (but not limited to)
 - failure to comply with the policies set forth in the parent handbook
 - when a child is displaying a destructive and hurtful behavior to any child, staff, or other person involved with Little Saints, that persists even with parent cooperation in stopping the behavior
 - Non-payment of children or late fees and/or recurring late payment fees

Updated: 1/5/26

- Failure to show for 5 consecutive days without any communication
- Little Saints's inability to meet the child's needs without additional, unnecessary, staff
- falsifying information pertaining to the minor that attend Little Saints in which a parent gives verbally and/or in writing

If for any reason you should require legal services, Little Saints, St. Peter's School, staff and/or others in acquaintance with said will not be responsible for any legal or court cost incurred.