



## **SAINT PIUS X CATHOLIC CHURCH EMPLOYEE DAYCARE POLICY MANUAL (LAST MODIFIED-FEBRUARY, 2019)**

The Employee Daycare Service (Daycare) is offered as a benefit to all employees of Saint Pius X Catholic Church and School. The Daycare is funded by the users of the Daycare and Saint Pius X Catholic Church.

The Daycare is coordinated by the Lead Daycare Employee. (Currently Michelle Padrnos).

All Daycare policies are to be determined and implemented by the Daycare Administrator. Questions about Daycare policy should be directed to the Daycare Administrator. (Currently Maureen Newsom).

### ***WHO CAN USE THIS SERVICE***

Parents/guardians who are full-time employees of Saint Pius X Catholic Church have full access to the service. (See Attendance section).

Parents/guardians who are part-time/temporary employees of Saint Pius X Catholic Church may use the Daycare during their scheduled work hours. Additional time may be provided on a case-by-case basis and must be approved by the Administrator.

Children who are at least six weeks of age are eligible to attend. Children who are in kindergarten or older are not eligible to attend.

### ***ENROLLMENT***

Employees who wish to use the Daycare must complete an annual Enrollment Form.  
(Confirm with Doreen)

### ***COST/BILLING***

\$ 2.00/hour for one child  
\$ 1.00/hour for each additional child

A monthly bill is provided by the Parish Office.

### ***ATTENDANCE***

Employees of Saint Pius X can bring their child to Daycare while working for Saint Pius X from 7:00 a.m.- 4:00 p.m., Monday-Friday, on all days the school is in session. The Daycare may be available additional days and/or hours based on need and when approved by the Daycare Administrator. Notification of intent to use the service prior to the date is required one week in advance, when possible.

***(attendance cont.)***

Employees who do not use the Daycare service on a regular basis must provide a schedule for the following month, at the end of each month, for staffing purposes. Employees of Saint Pius X taking a personal day and using paid time off for the personal day may use the Daycare service for the personal day.

*(updated 2/14/2019) Employees of Saint Pius X will be allowed to continue to bring current daycare child(ren) to Daycare while on maternity or paternity leave for a period six-weeks or less. Employees may use Daycare for short-term pre-maternity leave and during illness (length to be determined with Daycare Administrator). Exceptions for extenuating circumstances will be considered. Notification from the parent on or before the Sunday before the week of potential use if not regularly attending full-time is required. Daycare may not be used for vacation time.*

Employees of Saint Pius X who are working off-site are asked to provide Daycare with location and contact information for emergency contact as needed.

Employees of Saint Pius X may request use of the Daycare in emergency situations.

## ***SAFETY AND SECURITY***

**EMERGENCY FORMS**-Emergency Forms provided at enrollment must be submitted during the first week of Daycare use.

**DROP-OFF/PICK-UP**- Anyone dropping off a child(ren) to the Daycare must sign them in. If someone other than the Saint Pius X employee or spouse pick-up a child(ren), a written note is required with the first name, last name, relationship, and description of person picking up.

**SAFE SLEEP**-Parents/guardians are required to provide information on their preferred sleep position for infants.

## ***FOOD AND SUPPLIES***

**SUPPLIES**-Each Fall, a supply list will be provided to all employees enrolled to use the Daycare, as well as additional requests sporadically through the school year.

**FOOD**-Parents are to provide food for their child/ren for Daycare. We are open for breakfast and lunch, as well as snack in the day.

## ***HEALTH AND WELLNESS***

**IMMUNIZATIONS**-Current immunization records are required at the onset of each year.

### **WHEN CHILDREN WILL BE SENT HOME / WHEN CHILDREN SHOULD STAY HOME**

The following guidelines cannot replace the Daycare Provider's judgment of your child's ability to participate within the routine of the Daycare environment. For everyone's protection, parents/guardians are expected to pick up their child as soon as possible upon being notified of symptoms.

**(health and wellness cont.)**

**Fever-The Daycare Provider will determine if a child has a fever and must leave Daycare.**

For purposes of Daycare, a fever is 100 degrees auxiliary (armpit), 101 degrees orally, 102 degrees rectally. A child must be fever-free, without the use of fever-reducing medicine, for twenty-four hours before returning to Daycare.

**Vomiting**

Child must leave Daycare if he/she vomits. Child may return to Daycare the following morning if he has not vomited in the previous eight hours.

If there appears to be blood in the vomit content, immediate professional medical attention is necessary. A note from the professional medical evaluation provider is required to return to Daycare.

**Cough**

Child should be referred for professional medical evaluation if he/she has a frequent cough which prevents eating, sleeping, playing or which is accompanied by other illness symptoms.

A note from the professional medical evaluation provider is required to return to Daycare.

**Rash**

Child with a rash that is not diagnosed by a medical professional will be sent home if:

- Rash is spreading over a period of time
- Rash is widespread
- Rash appears to cause discomfort and/or is accompanied by fever
- Rash is persistent for more than two days
- Rash contains or consists of blisters
- Rash looks like bleeding under the skin

If symptoms do not improve or worsen, re-evaluation may be required. Child may return to Daycare with a note from his/her professional medical provider approving return to Daycare.

**Mouth Sores**

A child unable to control his/her saliva or unable to eat or drink due to mouth sores may be required to present a note from a professional medical provider stating that the child is not contagious and/or does not have Coxsackie virus (See Coxsackie virus).

**Diarrhea-All diarrhea is a health concern in the daycare.**

*Infants* will be sent home for diarrhea that occurs multiple times per day, not contained by diapers.

*Toddlers/Preschool* children will be sent home for diarrhea that multiple times per day that is not contained by diapers or toilet use.

Child may return to Daycare when diarrhea (as described above) has not occurred in the previous eight hours. On the day the child returns, if one such stool occurs, he/she will be sent home.

If there appears to be blood in the stool, immediate professional medical attention is necessary. Diarrhea of two weeks duration requires a note from a professional medical provider to return to Daycare.

***(health and wellness cont.)***

**General Symptoms of Illness**

Child could be sent home with any of the following symptoms or complaints:

- Nasal congestion/runny nose
- Chills
- Postnasal drip/sore throat
- Red, watery eyes
- Neck, head, muscle aches
- Sneezing
- Cough/hoarseness
- Breathing difficulty
- Listlessness/loss of appetite
- Fever
- Profuse or yellow-green nasal discharge
- Ear drainage

**Coxsackie Virus**

A diagnosis of Coxsackie virus by the child's professional medical provider requires exclusion from Daycare until mouth lesions are resolved, child can eat and drink, and has been fever free for twenty-four hours without the use of fever reducing medication. Lesions on the hands and feet are not reasons for exclusion, but lesions which are not dried up must be kept covered.

**Herpes Virus**

A diagnosis of Herpes virus by the child's professional medical provider requires exclusion from Daycare until lesions appear dried and no longer active (indicating they are non-contagious) or can be covered by a bandage. (NOTE: These guidelines are followed for every successive episode due to the recurrent nature of the Herpes virus).

**Impetigo**

A diagnosis of Impetigo by the child's professional medical provider requires exclusion from Daycare for twenty-four hours of treatment (may include topical or oral). Draining lesions should be covered with a bandage (i.e., Band-Aid).

**Pink Eye (Conjunctivitis)**

Child will be sent home if either eye is draining cloudy or has colored discharge. Child may return to Daycare with a note from a professional medical provider and if required, after twenty-four hours of antibiotic treatment. If the child returns to Daycare and symptoms do not improve or worsen, re-evaluation by a professional medical provider may be required.

**Ringworm/Tinea**

A diagnosis of Ringworm/Tinea by the child's professional medical provider requires exclusion from Daycare until the child receives treatment, and as long as lesions can be kept covered by clothing or bandage for one day.

**Roseola**

A diagnosis of Roseola by the child's professional medical provider requires exclusion from Daycare until the child is fever-free for twenty-four hours and with a note from the professional medical provider.

**Strep Throat**

A diagnosis of Strep Throat by the child's professional medical provider requires exclusion from Daycare until the child has been treated by an antibiotic for twenty-four hours. Child must feel well enough to eat, drink, and participate in all Daycare activities.

*(health and wellness cont.)*

**Thrush**

A diagnosis of Thrush by the child's professional medical provider requires exclusion from Daycare until the child has received one treatment, as long as the child is able to eat, drink, and participate in all Daycare activities.

**Chicken Pox**

A diagnosis of Chicken Pox by the child's professional medical provider requires exclusion from Daycare for seven days from the onset of the rash or when all lesions are crusted over.

**Lice**

Child may return to Daycare when nits (eggs) can no longer be found on the child by the a Saint Pius X Catholic School Health Office representative or school administrator.

**ADMINISTRATION OF MEDICATION**

Over-the-counter and prescribed medications can be administered by parents or Daycare provider while children are in Daycare. Medication must remain in their original container and be marked with the child's name, the name of the medication, the accurate dosage, and when it is to be administered. Any dosage changes must have a doctor's written statement or a new, original prescription container. All prescriptions must be current, within the year. Medication must be accompanied by a permission note from the parent to administer the medication as stated on the container unless the parent has specified they will administer the medication themselves.

**ADDITIONAL INFORMATION**

**"Out-of-Sorts" Children**

Child could be sent home for a change in behavior that severely limits the attention that other children could and should be receiving, i.e., requires constant holding and attention, inconsolable crying for a long period of time, etc. Child should feel well enough to participate in all daycare activities, including outdoor play.

While helpful, these guidelines cannot replace the teachers' judgment of your child's ability to participate within the routine child care environment. For everyone's protection, parents are expected to pick up their child within thirty minutes of being notified of illness symptoms.