



# Saint Anthony Junior

Childcare for ages 3 & 4

Handbook & Registration  
2024-2025

*This packet **MUST BE** turned in with a copy of a physical and immunization record taken within the last twelve months!*



**Mission Statement:**

Our mission is to provide a safe environment where children can complete academic work and engage in fun physical activities.

**Hours of Operation:**

St. Anthony Junior is open daily from 6:30 am until 6:00 pm. Please ensure your child is picked up by 6:00 pm to avoid additional charges.

**Drop off and Pick up Policy**

Our doors will remain locked during all hours of operation. No parents or caregivers may enter our facility. When you arrive to drop off or pick up, please call 515-514-0364. To ensure the safety of your child and all the other children, once you arrive at St. Anthony Junior to drop off or pick up your child you assume full responsibility for your child until they are through our locked doors. St. Anthony Junior staff will then assume full responsibility once your child is through our locked doors. Our facility is in the lower church.

In the morning we ask you to drop off your child in the lower church. We will walk over to the school lunchroom at 7:45 am. To reach this room you will have to enter through the front doors of the school.

On no school days we will be in the lower church all day. If we are ever on the playground or gym when you arrive, we will let you know when you call.

**Notification of Absence:**

Please let the Director know when your child will be absent. You may do so by calling/texting, 515-514-0364 or email [jjlick@stanthonydsm.org](mailto:jjlick@stanthonydsm.org)

**Meals:**

Breakfast and lunch are NOT included in your monthly fee, but snack will be. Each morning breakfast is served beginning at 7:45 am until 8:15 am in the school lunchroom. If you would like your child to have enough time to eat breakfast, you must drop off by 8:00 AM. Lunch will also be served in the afternoon at 11 am.

**Inclement Weather:**

In the event of inclement weather St. Anthony Junior will close if St. Anthony School closes. We will notify the local television and radio stations of the closing & post on our Facebook.

- In the event St. Anthony School dismisses classes early for inclement weather St. Anthony Junior will close 60 minutes after dismissal.
- If there is a late start due to inclement weather St. Anthony Junior will open at 8:30 am unless prior notification is posted.

### **Holidays:**

Christmas and Spring Break will be an extra fee on top of your regular monthly fee if your child is in attendance. There will be sign-up sheets posted near every holiday for your child to receive care. We also have a summer program which is a separate registration and fee.

### **Late Pick-up:**

You will be charged \$5.00 to your FACTS account for every minute you are late picking up your child. If more than 15 minutes have passed and we have not heard from you, and we are not able to reach you by phone, we will contact your other emergency numbers. Our last resort will be to contact the local police.

### **Medications:**

We are a medication free facility. If your child requires medication, you must go through the school office to do so. If your child needs meds when the office is closed, you must do them at your home. Over the counter medication can only be given if prescribed by a doctor, A written, and signed authorization is required. Medication needs to be in the original container and clearly labeled with the child's name, name of medication, dosage, and instructions for administration and storage.

### **Health:**

The Department of Human Services requires all parents to provide an updated copy of your child's immunization record and current physical prior to starting the program. In the best interest of your child(ren) and others, DHS requires the children to remain at home if they have the following symptoms.

- Temperature over 100 degrees
- Rashes that you cannot identify or that have not been diagnosed by a doctor
- Diarrhea or Vomiting
- Discharge or redness in the eyes
- Severe cold symptoms; sneezing, runny nose, fever, cough, lack of energy
- A contagious condition as diagnosed by the doctor
- Head Lice - We will send the child home until it is treated, and no nits are present
- ***Children need to be symptom free for at least 24 hours before they can return to our program.***

### **Toilet Training:**

Your child must be potty trained if they are in our care. We will allow accidents to happen as children learn to adjust to our school and schedule but if the accidents continue, the child may be removed from our care until they are officially potty trained. Please pack an extra outfit in your child's bag in case of an accident. If we go through the outfit you provided, and they have another accident you will be required to pick them up. We do not have the staff or toilet locations to be toilet training children for a majority of our day.

### **No School Days**

On no school days St. Anthony Junior will supply your child(ren) with breakfast and snack, but please remember there is NO LUNCH served to the children. We ask you to send a COLD lunch with your child on no school days.

### **NO Toys or Items Brought From Home:**

We do not allow children to bring DS's Game Boys, MP3 players, iPods, or other items from home because St. Anthony Junior will not be held responsible for lost, broken, or stolen toys and games. We have plenty of toys and games for children to play while in our care.

### **Discipline Policy**

If a child for any reason is not following the rules, an SAS staff member will discipline your child in a manner that they feel is appropriate for your child. Depending on the severity of the offense a written notice may be sent home with your child. Your child will be given 3 written notices home, after the third notice the St. Anthony Junior Director will hold a parent meeting to come up with a plan of action to correct the behavior. If the behavior continues the child will then be excused from St. Anthony Junior for three school days. After a suspension if the behavior continues the child will then be asked to leave the St. Anthony Junior program. Overly offensive, abusive, disruptive behavior will result in an immediate suspension.

### **Payment Guidelines:**

All monthly fees are due each month. You will be billed in nine (September thru May) monthly increments for the entire school year. All Payments will be made through **FACTS Tuition**. You will be billed for the entire amount, no matter how many days your child attends. If at any time your account falls more than 90 days behind, we will ask your child to be removed from St. Anthony Junior until your account is brought to current. Failure to pay will result in your child being removed permanently from St. Anthony Junior.

### **Notice to Withdrawal:**

If a child is enrolled *after* the 15th of the month, the tuition is half the monthly fee. If a child is enrolled *before* the 15th of the month, tuition for the month will be the full monthly fee. If a child is withdrawn *before* the 15th of the month with a two-week notice, tuition will be one-half the monthly fee. If a child is withdrawn *after* the 15th of the month, the tuition will be the full month's fee. Without two weeks' notice any withdrawal after the 15th of the month, the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain operation and budgetary needs. Tuition rates are reviewed yearly. Tuition is an annual fee that is divided into equal monthly payments. The tuition rate is a set fee no matter how many days a student attends St. Anthony Junior each month.

### Schedule of Activities:

6:30-7:50 Table Toys/Coloring/Word Hunt  
7:50-7:55 Bathroom/Handwashing  
7:55-8:15 Breakfast  
8:15-8:20 Drop off AM class to school  
8:20-8:30 Bathroom/Handwashing  
8:30-9:00 Carpet Time (calendar, colors, shapes, numbers, weather)  
9:00-9:30 Movement Music/Dancing  
9:30-9:45 Story Time  
9:45-10:45 Rotate Centers  
10:45-10:50 Bathroom/Handwashing  
10:50-11:00 Pick up AM class for lunch  
11:00-11:30 Lunch (AM and PM class)  
11:30-12:00 Table Toys/Dancing  
12:00-12:25 Gym or playground  
12:25-12:30 Drop off PM class to school  
12:30-12:35 Bathroom/Handwashing  
12:35-1:00 Carpet Time (calendar, colors, shapes, numbers, weather)  
1:00-1:30 Movement Music/Dancing  
1:30-1:45 Story Time  
1:45-2:45 Rotate Centers  
2:45-3:00 Bathroom/Handwashing  
3:00-3:15 Snack  
3:15-4:00 Free play in the classroom before joining big kids  
4:00-5:45 Gym, Playground, or Rotating Stations  
5:45-6:00 Clean up and get ready to go home!

**\*To register please turn in pages 7-15 to Saint Anthony Junior\***

**This registration is for the first day of Preschool through the last day of Preschool for the 2024-2025 school year. We do have a summer program but that is a separate registration. Current Prices are subject to change.**

***You must turn this packet in with a copy of your child's physical and immunizations taken within the last twelve months. If we do not have these records on file, your child may not attend our program.***

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Preschool (3's) or Pre-K (4's): \_\_\_\_\_

Please mark (X) which option best fits your needs:

**Saint Anthony Junior**

**School Hours Only 8:20 AM - 3:20 PM**

Threes: 8:20 AM - 3:20 PM all day M & F + 11:00-3:20 after Preschool T/W/TH

Fours: 8:20 AM - 12:30 PM before Pre-K Class

- Full Time 4-5 days/week - \$425/month
- Part Time 2-3 days/week - \$365/month

**Saint Anthony Plus**

**Before OR After School Only 6:30 AM - 8:20 AM OR 3:20 PM - 6:00 PM**

- Before School Only 4-5 days/week - \$340/month
- Before School Only 2-3 days/week - \$280/month
- After School Only 4-5 days/week - \$340/month
- After School Only 2-3 days/week - \$280/month
- Before English AM Class AND After PM Spanish Class - \$370/month

**Saint Anthony Junior & Plus**

**All Day Care 6:30 AM - 6:00 PM** outside of their assigned class time

- Full Time 4-5 days/week - \$680/month
- Part Time 2-3 days/week - \$620/month

**Drop In**

- Before OR After School \$35/day
- Before AND After School \$50/day
- No School Days \$65/day

*All of these options include snack, early dismissals, and no school days with the exception of Christmas Break and Spring Break which will be an additional fee. Breakfast and lunch are NOT included in these monthly fees. Preschool Tuition is NOT included in these fees.*

# Meals

Breakfast & Lunch are **NOT** included in your monthly fee. You will be billed monthly on your FACTS account for every meal your child eats.

Breakfast is at 7:50 AM - 8:15 AM and cost about 2.00/day

Lunch is from 11:00 AM - 11:30 AM and cost about 3.00/day.

Milk with cold lunch is about .50 cents

These prices will **vary** yearly, and you will only be billed when your child has breakfast or lunch. You are more than welcome to pack your child a cold lunch from home to avoid these charges.

We will provide snack daily from 3:20 PM - 3:45 PM

On NO school days we will provide your child with breakfast and snack, you will be required to pack them a cold lunch.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Payments & Billing

## Payment Guidelines:

You will be billed monthly through FACTS. If at any time your account falls more than 30 days behind, we will ask you to make good on your payments and potentially be removed from the program until your account is brought to current. You will be billed the full amount every month no matter how many days your child attends.

## Notice to Withdrawal:

If a child is withdrawn after the 15th of the month, the tuition will be the full month's fee. A two-week notice is required to receive partial tuition rates. In cases of short-term notification (anything less than two weeks) of student withdrawal after the 15th of any month the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain full enrollment of the St. Anthony Junior program. Please note: Tuition rates are reviewed yearly.

## Person responsible to pay childcare fees:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Saint Anthony Junior Registration Form

Students Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Preschool/PreK \_\_\_\_\_

## Parent Information

Name \_\_\_\_\_ Name \_\_\_\_\_

Cell Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Place of Work \_\_\_\_\_ Place of Work \_\_\_\_\_

Work Number \_\_\_\_\_ Work Number \_\_\_\_\_

Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

## Emergency Contacts

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

## Authorized Person(s) to pick up child

*We do assume the people listed above as emergency contacts are authorized to pick up your child.*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Saint Anthony Junior  
Health / Immunization / Communicable Disease Statement**

I state that my child \_\_\_\_\_, is free of any communicable or infectious disease, and can participate in a childcare program. I also state that my child's immunization record is up to date.

**My child has the following Allergies:**

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**My child has the following acute or chronic condition(s):**

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**My child is presently taking the following medication(s):**

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Parent / Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Saint Anthony Junior Medication Authorization

- I authorize Saint Anthony Junior to take my child to the office to administer medication to my child. Per my instructions.

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- I DO NOT authorize Saint Anthony Junior to administer medication to my child.

Please list any know medical conditions of your child/any medications your child is on that we should know about:

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- 
- 

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Saint Anthony Junior  
Permission for Emergency Care**

I \_\_\_\_\_ hereby give Saint Anthony Junior permission to take my child \_\_\_\_\_ to the Emergency Room or to the Dentist in case of an Emergency even when myself or my emergency contacts are unable to be reached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Saint Anthony Junior

### Doctor Information

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Student's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Please circle which hospital(s) you would like your child taken to in case of emergency:

Broadlawns Lutheran Mercy West Lakes Mercy Downtown Methodist West Methodist/Blank

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### Dental Information

Student's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

**This form will be given back to you if not filled out COMPLETELY!**

## **Photograph - Publish in Newspaper - Social Media Authorization**

*Saint Anthony Junior & Plus share a Facebook page where we like to post pictures of activities and field trips for parents to see how much fun their child is having!*

**Please select one:**

- I DO give Saint Anthony Junior permission to photograph my son or daughter and use the resulting photographs for any purpose that Saint Anthony Junior deems proper.
- I DO NOT give Saint Anthony Junior permission to photograph my son or daughter.

## **Movie Permission**

*Saint Anthony Junior has movie days on Fridays! Since many Disney movies are rated PG, examples such as Moana, Encanto, Frozen & many more, we need your permission to allow your student to watch these movies. We assure you that we will only use age-appropriate material.*

**Please select one:**

- I DO give my child permission to watch.
- I DO NOT give my child permission to watch.

