



PARENT HANDBOOK

5500 DOUGLAS LN, BARTLESVILLE OK 74006

918-214-8494

Parent Handbook & Enrollment Packet

5500 Douglas Ln.

Bartlesville, OK 74006

Phone: 918-214-8494

Email: anna@bartlesvillecatholic.org

Director: Anna Smith

OUR MISSION

Little Saints Childcare exists to provide a safe, loving, and Christ-centered environment where children can grow in the knowledge of the Lord and develop their God-given potential.

OUR PHILOSOPHY

Little Saints Childcare is committed to nurturing the whole child—spiritually, emotionally, socially, physically, and intellectually—within a loving and faith-filled environment.

Guided by Catholic values and teachings, we strive to model Christ's love through kindness, respect, compassion, and service to others. We believe every child is a unique gift from God and deserves to be treated with dignity and care.

Through play-based learning, positive relationships, and developmentally appropriate activities, we encourage curiosity, creativity, and confidence. In partnership with families, we seek to support children as they grow in faith, character, and knowledge while developing a lifelong love of learning and a strong foundation rooted in Christian values.

1. PROGRAM INFORMATION

Hours of Operation

Little Saints Childcare is open:

Monday–Wednesday

9:15 a.m.–2:15 p.m.

Ages Served

Little Saints Childcare serves children from **infancy through 4 years of age**.

Location

5500 Douglas Ln.

Bartlesville, OK 74006

Contact Information

Director: Anna Smith

Phone: 918-214-8494

Email: anna@bartlesvillecatholic.org

2. ENROLLMENT

Parents are asked to commit to a consistent weekly schedule. Children may be enrolled for **one, two, or three days per week**.

The selected schedule must remain consistent from week to week unless a new enrollment agreement is made with the director.

For preschool-age children, **three days per week is recommended** to provide adequate time for learning, social development, and preparation for kindergarten.

Before a child may attend, the required enrollment paperwork must be completed, signed, and kept on file at the facility.

Required Enrollment Documents

Each child must have the following documents completed and on file:

- Enrollment Form
- Liability Release
- Notarized Medical Release
- Parent Handbook Agreement
- First Aid Permission Slip
- Media Release Form
- Payment Contract
- Current Immunization Record

Parents are responsible for providing a copy of their child's immunization record and submitting updated information whenever changes occur.

3. CLOSINGS & SCHOOL CALENDAR

Little Saints Childcare will be closed for:

- Spring Break
- Memorial Day
- Labor Day
- Christmas Break
- One week of summer break

Scheduled closings will be listed on the monthly schedule.

The childcare calendar generally follows the **St. John Catholic School schedule**, excluding in-service days.

Parents will be notified through **Brightwheel** of unexpected closures or cancellations due to circumstances such as:

- Snow
- Ice
- Flooding
- Loss of electricity
- Other emergency conditions

4. TUITION & FINANCIAL INFORMATION

Tuition is charged as a **monthly fee** based on the number of days per week for which a child is enrolled.

The monthly rate is based on the child's enrollment contract and does not change based on the number of days actually attended unless a new contract is established.

Monthly Tuition

Schedule	Monthly Tuition
1 day per week	\$80
2 days per week	\$160
3 days per week	\$240

Tuition is due whether or not the child attends on a scheduled day.

Additional Days

Additional days outside of the child's contracted schedule are:

\$20 per additional day

Payment for an additional contracted day is due the day the additional care is provided.

Prorated tuition amounts are determined at the discretion of the director.

Drop-In Care

The drop-in rate is:

\$25 per day

Drop-in care must be checked with the childcare center that morning to ensure space is available.

5. PAYMENTS

Tuition is due on the **1st of each month**.

Payments are made through the **Brightwheel app**.

Parents will receive a Brightwheel reminder approximately three days before an automatic payment is drafted.

Late Payment Fee

A **\$20 late payment fee** will be assessed for late monthly tuition payments unless another arrangement has been made with the director.

The account must be brought into good standing before the child may return, unless otherwise approved by the director.

Suspension for Nonpayment

Little Saints Childcare reserves the right to suspend a child's enrollment or attendance due to nonpayment.

6. EARLY DROP-OFF & LATE PICK-UP

Early Drop-Off

Regular childcare begins at **9:15 a.m.**

Early drop-off is subject to a fee of:

\$1 per minute before 9:15 a.m.

Late Pick-Up

Regular childcare ends at **2:15 p.m.**

Late pick-up is subject to a fee of:

\$1 per minute after 2:15 p.m.

Applicable fees are due at pick-up.

Failure to pay applicable fees may result in suspension of attendance until the account is brought into good standing.

7. DROP-OFF PROCEDURES

Children must be accompanied by an adult during drop-off.

Please:

1. Ring the buzzer at the entrance.
2. Tell the front office that you are dropping off **[Child's Name]** to Little Saints Childcare.
3. The door will be unlocked, or a staff member will meet you at the door.
4. An adult must accompany the child into the building.

8. PICK-UP PROCEDURES

Promptness is expected at pick-up.

Please:

1. Ring the buzzer at the entrance.
2. Tell the front office that you are picking up **[Child's Name]** from Little Saints Childcare.
3. Have a valid photo ID ready.
4. An adult must accompany the child out of the building.

Children may only be picked up by:

- A parent
- A legal guardian
- A person listed on the child's approved pick-up authorization form

The approved pick-up list may be changed at any time by adding or removing authorized individuals.

Court orders must be provided to Little Saints Childcare if a parent or other individual is legally prohibited from picking up a child.

9. ATTENDANCE

If your child will not be attending on a scheduled day, please notify Little Saints Childcare by:

- Calling **918-214-8494**
- Sending a message through **Brightwheel**
- Emailing anna@bartlesvillecatholic.org

Regular tuition remains due regardless of whether a child attends their scheduled day.

10. COMMUNICATION

All routine communication will take place through one of the following:

- Little Saints Childcare business phone
- Business email
- Brightwheel

Parents should monitor Brightwheel for important announcements, schedules, reminders, and updates.

11. ACTIVITIES & SCHEDULES

A monthly activity schedule will be posted on Brightwheel.

Any additional information, announcements, reminders, or schedule changes will also be communicated through Brightwheel.

12. LUNCH & CUPS

Parents are responsible for sending their child's lunch each day.

Please send:

- A labeled lunch container
- A leak-resistant cup

Little Saints Childcare provides:

- Bowls
- Plates
- Spoons
- Forks

Cups are accessible to children throughout the day.

Refrigerators and microwaves are available in each classroom for lunch-related needs.

13. WITHDRAWAL

Parents must provide at least **two weeks (14 days) written notice** when withdrawing a child from Little Saints Childcare.

Failure to provide the required two-week notice may result in a prorated amount being forfeited.

The Withdrawal Notice form included in this packet should be completed and submitted to the director.

14. CHILD ABUSE & MANDATORY REPORTING

All Little Saints Childcare staff members are mandatory reporters.

Any suspected child abuse or neglect will be reported to the appropriate authorities as required.

15. MEDICATION

All medication must be appropriately labeled and accompanied by the required medical permission documentation.

Medication must clearly identify:

- Child's name

- Correct dosage
- Expiration date

Medication is kept in the director's office unless otherwise designated for emergency use.

For purposes of this program, sunscreen and diaper cream are treated as medications and require the appropriate form to be completed and kept on file.

Emergency rescue medications, including inhalers and EpiPens, will be kept in a secured container, out of children's reach, in the classroom where the child is enrolled.

16. DISCIPLINE & BEHAVIOR

Little Saints Childcare recognizes that discipline is handled differently in each household. Our goal is to help children learn appropriate ways to communicate, manage emotions, solve problems, and interact safely with others.

We use developmentally appropriate strategies such as:

- Redirection
- Calming strategies
- Calming spaces
- Time-out when appropriate

The purpose of these strategies is to teach children more appropriate ways to handle difficult situations and express big emotions.

Corporal Punishment

Corporal punishment is not permitted and will never be used at Little Saints Childcare.

Violent Behavior

Violent behavior that is retaliatory or presents a risk of extreme harm to another person will not be tolerated.

Because children develop at different rates, behavioral situations will be evaluated individually. Little Saints Childcare uses a three-strike system for serious violent behaviors. Implementation of the system is at the discretion of the director.

First Strike:

Written notice will be provided to the parents and must be signed and dated.

Second Strike:

A one-to-three-day suspension may be issued. Written notice must be signed and dated by the parent.

Third Strike:

The child may be removed from the childcare program. Written documentation will be provided.

17. SMOKING & FIREARMS

NO SMOKING

Smoking is not permitted anywhere on the Little Saints Childcare premises.

NO GUNS

Guns are not permitted on the Little Saints Childcare premises.

18. DIAPERS & POTTY TRAINING

If your child wears diapers or pull-ups, please provide wet wipes for your child.

Parents may either:

- Send a few diapers each day, or

- Send a package of diapers to remain at the center.

Parents will be notified when additional supplies are needed.

Each child's diapers and wipes will be used only for that child.

Please provide extra, seasonally appropriate clothing in case of accidents or spills.

19. PARKING

Parents may park in front of **St. James Catholic Church**.

Parking is parallel-style. Please pull forward to the next available space to help maintain an easy flow of traffic.

20. ILLNESS POLICY

Children with contagious illnesses may not attend Little Saints Childcare while they are contagious.

A temperature of **100.4°F or higher** is considered a fever for purposes of this policy.

Children must be **symptom-free for 24 hours** before returning to the center.

If a child develops a fever, vomits, or appears unwell while at Little Saints Childcare, the parent/guardian or authorized emergency contact will be called to arrange pick-up.

The director will determine when a child needs to be sent home based on the child's condition.

21. EMERGENCY PROCEDURES

Fire Drills

Fire drills will be conducted monthly for the preschool class.

All classes will meet at the designated fenced playground area.

Each teacher is responsible for:

- Ensuring all children are accounted for
- Relaying necessary information to the director

The director is responsible for ensuring the building has been cleared.

Emergency escape routes are posted in each classroom.

The preschool teacher will call 911 when appropriate.

Tornado Warning

During a tornado warning:

- Children will move to the designated hallway area.
- Children will sit along the hallway wall.
- Children will face the wall with their heads down and in their laps.
- The director will ensure everyone is accounted for and safe.

Intruder on Campus

In the event of an intruder on campus:

- Classroom doors will be shut and locked.
- Children will move to a discreet location that cannot be seen through windows.

- Teachers will keep children quiet and together.
- Phones will be silenced while staff remain attentive to emergency communication.
- The designated staff member will contact law enforcement as soon as safely possible.
- Teachers will account for every child and communicate with the director or other staff as appropriate.

22. PARENT HANDBOOK AGREEMENT

I acknowledge that I have received, read, and understand the Little Saints Childcare Parent Handbook.

I agree to abide by the policies and procedures described in the handbook. I understand that Little Saints Childcare staff are also expected to follow these policies and procedures.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

23. PAYMENT CONTRACT

I, _____, am enrolling my child,
_____, in Little Saints Childcare.

My child will attend on:

Number of days per week: _____

Monthly tuition: \$ _____

I understand that tuition is due monthly on the **1st of each month** and that payment is required to maintain continued enrollment.

I understand that a **\$20 late payment fee** may be assessed for late tuition unless other arrangements have been made with Anna Smith.

I understand that the account must be in good standing for my child to continue attending, unless otherwise approved by the director.

I understand that early drop-off before 9:15 a.m. and late pick-up after 2:15 p.m. are subject to the applicable **\$1-per-minute fee**.

I understand that applicable early drop-off and late pick-up fees are due at the time of pick-up.

Monthly Amount Due: \$ _____

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

Date: _____

24. ENROLLMENT FORM

Child Information

Child's Full Name: _____

Birth Date: _____

Address: _____

Father/Parent/Guardian

Name: _____

Phone: _____

Cell: _____

Work: _____

Mother/Parent/Guardian

Name: _____

Phone: _____

Cell: _____

Work: _____

Email

Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Additional Emergency Contact Information:

Authorized Pick-Up Persons

1.

Name: _____

Phone: _____

2.

Name: _____

Phone: _____

3.

Name: _____

Phone: _____

4.

Name: _____

Phone: _____

I understand that only parents/guardians and individuals listed on the approved pick-up list may pick up my child unless otherwise authorized in writing.

Parent/Guardian Signature: _____

Date: _____

25. CONSENT FOR MEDICAL TREATMENT OF A MINOR

During Parent/Legal Guardian Absence

In the event that my child/children is/are brought to an emergency room and medical treatment is necessary while in the care of Little Saints Childcare, I authorize the attending physician or emergency room physician to provide treatment as they deem necessary.

Child 1

Name: _____

Date of Birth: _____

Allergies: _____

Known Illnesses/Diseases: _____

Current Medications: _____

Child 2

Name: _____

Date of Birth: _____

Allergies: _____

Known Illnesses/Diseases: _____

Current Medications: _____

Child 3

Name: _____

Date of Birth: _____

Allergies: _____

Known Illnesses/Diseases: _____

Current Medications: _____

Parent/Legal Guardian Signature: _____

Date: _____

Relationship to Child/Children: _____

Best Phone Number: _____

NOTARY ACKNOWLEDGMENT

Subscribed and sworn to before me, a Notary Public, in and for the County of Washington,
State of Oklahoma, on this _____ day of _____, **20**.

Notary Public: _____

My Commission Expires: _____

26. FIRST AID PERMISSION FORM

Child's Name: _____

Date: _____

Please initial each item for which you give permission.

_____ I give permission for Little Saints Childcare staff to administer the pain reliever I provide for fever, headache, or teething pain.

_____ I give permission for staff to treat minor injuries, such as scratches, splinters, blisters, or hangnails, with soap, water, and/or bandages.

_____ I give permission for staff to treat bee stings with baking soda paste.

_____ I give permission for staff to treat bumps with an ice pack if my child allows it, or with a cold, wet washcloth if my child will not use ice.

_____ I give permission for staff to treat my child's eczema, rashes, or itching with cortisone cream or hand lotion.

_____ I give permission for staff to treat diaper rash with cornstarch powder, baby powder, or diaper rash cream.

_____ I give permission for staff to treat mosquito bites with cortisone cream.

_____ I give permission for staff to provide CPR and/or rescue breathing if my child is not breathing.

_____ I give permission for staff to perform abdominal thrusts (Heimlich maneuver) if my child is choking.

_____ I give permission for staff to call an ambulance if my child requires medical attention beyond the first-aid procedures listed above.

_____ I give permission for staff to apply sunscreen to my child.

Parent/Guardian Signature: _____

Date: _____

27. MEDIA RELEASE FORM

Child's Name: _____

Date: _____

Please initial each item for which you give permission.

Little Saints Childcare and its director may use photographs of my child for the following purposes:

Little Saints Childcare

_____ Newspaper photos/articles

_____ Advertising photos/articles

Little Saints Childcare / Mother's Day Out

_____ Facebook

_____ Handbook

_____ Pictures/photo books

_____ Crafts

St. John Catholic Church

_____ Facebook

_____ Church bulletin

_____ Church website

_____ Church building/displays

Little Saints Childcare will not use a child's name in connection with photographs. Only photographs will be used.

If permission is not granted for a particular use, Little Saints Childcare will not use the child's photograph for that purpose.

Parent/Guardian Signature: _____

Date: _____

28. WITHDRAWAL NOTICE

Two weeks (14 days) written notice is required.

Enrollee Information

Child's Name: _____

Date of Birth: _____

Age: _____

Address: _____

Phone Number: _____

Withdrawal Notice

To Little Saints Childcare:

I, _____, am withdrawing my child,
_____, from Little Saints Childcare.

Effective Withdrawal Date: _____

(mm/dd/yyyy)

Reason for Withdrawal — Optional

For any questions regarding this withdrawal, I can be reached at:

Email: _____

Address: _____

Phone: (____) - ____

Text before calling: Yes _____ No _____

Parent/Guardian Signature: _____

Date: _____

OFFICE USE ONLY

Director Signature: _____

Date: _____

PARENT CHECKLIST

Before your child's first day, please make sure Little Saints Childcare has received all required paperwork.

- Enrollment Form
- Payment Contract

- Parent Handbook Agreement
- Liability Release
- Notarized Medical Release
- First Aid Permission Form
- Media Release Form
- Current Immunization Record
- Approved Pick-Up Information
- Any applicable medication forms
- Diapers/pull-ups and wipes, if applicable
- Extra seasonally appropriate clothing
- Labeled lunch container
- Leak-resistant cup

QUICK REFERENCE

Hours: Monday–Wednesday, 9:15 a.m.–2:15 p.m.

Ages: Infants–4 years

Address: 5500 Douglas Ln., Bartlesville, OK 74006

Phone: 918-214-8494

Email: anna@bartlesvillecatholic.org

Director: Anna Smith

Monthly Tuition

1 day/week: \$80

2 days/week: \$160

3 days/week: \$240

Additional contracted day: \$20

Drop-in: \$25/day, subject to availability

Early drop-off: \$1/minute before 9:15 a.m.

Late pick-up: \$1/minute after 2:15 p.m.

Late tuition fee: \$20

Withdrawal notice: 14 days

QUESTIONS

Please contact **Anna Smith, Director**, with any questions regarding enrollment, tuition, policies, schedules, or your child's care.

Little Saints Childcare

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Bartlesville, OK 74006

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