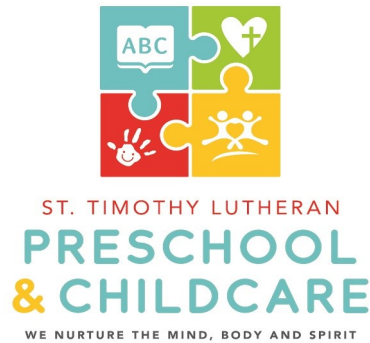


FAMILY HANDBOOK



Welcome

Welcome to St. Timothy Preschool & Childcare where everyone is treated with respect and kindness. The mantra of being kind, being respectful and being safe is one that your child will hear often. This mantra is a continual reminder of how everyone is treated, adults and children alike. Our mission is to establish age-appropriate boundaries for safety, expectations and behavior in a loving family friendly environment that supports the growth of the whole child.



Our philosophy is that parents are a child's first teacher and together, through collaboration and cooperation, children are provided with the tools that will allow them to be successful in both school and life.

Please review this handbook for an overview and reference to help better understand the program policies and guidelines.

Thank you for choosing St. Timothy Preschool & Childcare and we look forward to serving your family.

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CONTACT INFORMATION

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preschool@sttimothyhudson.org

Robin Voster, Asst. Director
associate@sttimothyhudson.org

Rossy Verastegui, School-Age
Coordinator
schoolage@sttimothyhudson.org

Gina Rasmussen, Bookkeeper
bookkeeper@sttimothyhudson.org

St. Timothy Preschool & Childcare
P&CC 319-988-3633
1 Thelma Street
Hours: 7:00 am to 5:30 pm
Monday thru Friday
18 months through 10 years

Hudson Community School District
HudCare 319 - xxx—xxxx
Elementary Small Gym
Hours: 6:30 am to 7:50 am
End of school until 6:00 pm
Kindergarten through 6th grade



Contract Billing Cycles

- Families contract for care for the entire Contract Billing Cycle
 - Days of care and times of care must be consistent throughout the Contract Billing Cycle
1. **Summer Care Billing Cycle** - June, July, August
 2. **School Year Care Billing Cycle** - Follows Hudson CSD calendar
 - a. Before and/or after school care contract — weekly rate
 - b. No school day care contract — daily rate
 - * inclement weather days – late starts and no school days
 - * scheduled no school days

Early Childhood, Preschool and School-Aged Defined

- ♦ **Early Childhood:** Children aged 18 months to 36 months
- ♦ **Preschool:** Children aged 3, 4, & 5 years (children that have not yet attended Kindergarten)
- ♦ **School-Aged:** **St. Timothy:** Kindergarten through 10 years.
HudCare: Kindergarten through 6th Grade

ENROLLMENT PROCESS

ONCE AN **ENROLLMENT DATE** IS ESTABLISHED

ANNUAL Re-enrollment:

After the first of the year, a survey is sent to all current families' asking them to re-enroll for the coming summer and following school year. This will occur no later than the last Friday in February or no later than February 27th.

Re-enrollment is for the following 2 billing cycles

1. **Summer Care Cycle**
2. **School Year Care Cycle**
 - Before and/or after school care
 - No school day care contract

Annual re-enrollment fee is \$25.00 per child

Re-enrollment fees will be billed during the week of spring break (in early March)

Any remaining slots for care will be processed by the priority of care established by the Preschool & Childcare Board

See: Registration, Enrollment and Termination of Care Policy for full details

- 1) If applicable, **Client has 5 business days** to confirm child's schedule.
- 2) **Provider then has 10 business days** to send to the client, via email, a welcome letter with all enrollment forms, and a Financial Contract stating the child's start date, the first billing cycle and a ProCare Contract Billing Summary, that indicates the services provided and the amount due per billing cycle per child.
- 3) **Client has 5 business days** to sign and return paperwork and the Financial Contract.

Enrollment is not complete until all required fees and documentation have been submitted.

If fees and documents are not returned within 5 business days, the client could lose the enrolled spot for the child





Late start morning—school pajama day!!

Scheduled Closures

The client must pay for scheduled closing, unless indicated otherwise

Holiday Closures:

- * **New Year's Day**
- * **Hudson CSD Spring Break Week—NO CHARGE**
- * **Good Friday**
- * **Memorial Day**
- * **4th of July**
- * **Labor Day**
- * **Thanksgiving (Thanksgiving and Friday after)**
- * **Christmas Day**

NOTE: If a holiday falls on a Saturday, the Center will be closed the day before (Friday). If a holiday falls on a Sunday, the Center will be closed the next day (Monday).

- ◆ **No HudCare available during Christmas Holiday Season**

St. Timothy will be Closed Christmas Day and New Year's Day but depending upon the Holiday Schedule and enrollment needs the center may choose to close up to 5 additional days during this Season.

Only pay for days of care during Holiday Season:

- ◆ **No Later than November 1 of each year, parents will be surveyed to determine care needed during the Holiday Season.**
- ◆ **Parents will have 2 weeks to respond.**
- ◆ **No later than November 20, parents will be notified of exact days of additional closure, if any.**
- ◆ **No later than December 5 parents will confirm their holiday care schedule**
- ◆ **Parents will be billed 2 weeks in advance for the days scheduled and no refunds will be made.**

CLOSURE FOR A FUNERAL: Should a funeral occur at St. Timothy Lutheran Church during normal operating hours, St. Timothy Preschool & Childcare may close for all or part of a day. Parents will be notified as soon as possible so that other care arrangements can be made. — **HudCare will still be open.**

CLOSURES FOR PROFESSIONAL STAFF DEVELOPMENT: The center may close for 2 days per year for staff professional development

Termination of contract:

The client must give two (2) **weeks' written notice** to the provider to end a child's contract.

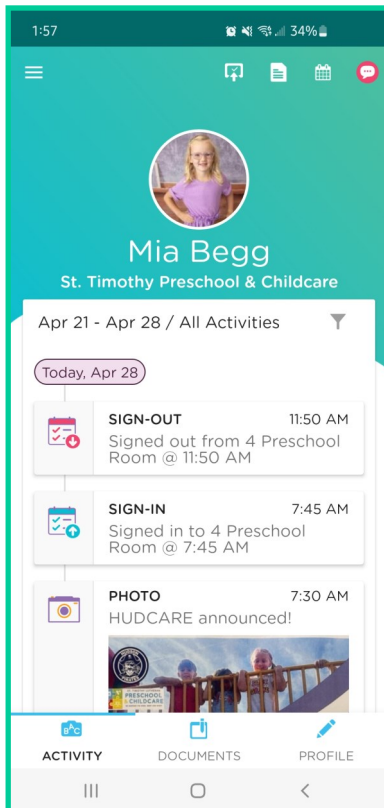
Payment is due for this notice period even if the client removes the child from the provider's care before the end of the notice period.

The provider reserves the right to immediately terminate a client's contract without notice if client does not make each payment in full when due.



Once the child's enrollment is completed, the parent/guardian will receive an invitation to the PROCARE App.

PROCARE is the childcare software we use to track family information, communicate with parents, check children in and out, create billing and collect tuition (Tuition Express).



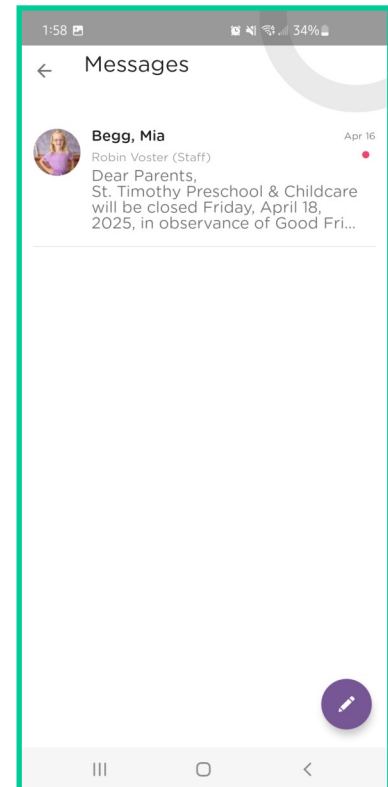
RECEIVE NOTICE AND VIEW when your child is clocked in (i.e. after school) or clocked-out of care.

RECEIVE photo's from staff of your child during the day.

RECEIVE MESSAGES ABOUT closures; reminders; events or inclement weather.

SEND MESSAGES ABOUT a child's absence, communicable illnesses, appointments, or changes in pick-up person

VIEW monthly newsletter



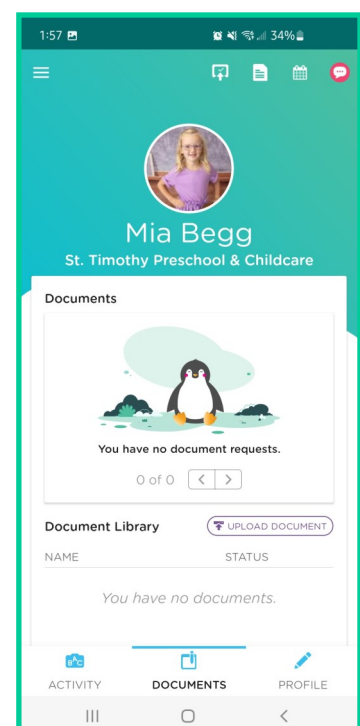
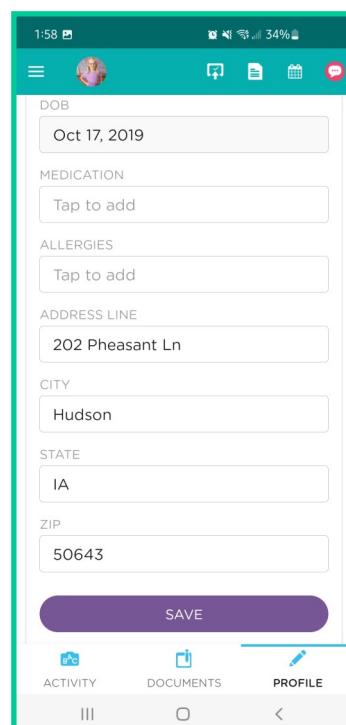
UPDATE PROFILE DATA:

- ◆ Address
- ◆ Phone Numbers

Pick-up Persons

UPLOAD DOCUMENTS:

- ◆ Annual physicals
- ◆ Allergy documentation
- ◆ Legal Documents (if applicable)



FINANCIAL AGREEMENT CONTRACT

This "contract" is between St. Timothy Preschool & Childcare, 1 Thelma Street, Hudson 50643, hereinafter "provider" and Rachel & [REDACTED], hereinafter "client" for preschool and/or child care for Mia Begg DOB: [REDACTED]. Services will begin on April 21, 2025 and will be billed as stated in the attached Child Billing Contract.

PAYMENT TERMS: Client agrees to pay the rate stated on the attached Child Billing Contract regardless of "child's" attendance. All payments will be made through an ACH transaction with the provider's child care software - ProCare/Tuition Express. Client understands that with this letter client will receive a "Direct Payment via ACH Authorization" and must be returned to the provider with a voided check showing the bank routing number and account number.

CHILDCARE TUITION: Beginning April 17, 2025 client will receive a Billing Statement, via email, for the weeks of April 21, 2025 and April 28, 2025. Payment for that Billing statement will be deducted from the client's account via an ACH transaction the following Friday, April 25, 2025. This practice will continue until the contract is terminated under the conditions stated below.

CLOSURES: The center will be closed on days indicated in the Center's "Daily Operations" policy, which is located on our website - www.sttimothyhudson.org/announcements-updates (Parent Policy).

FEES: Client agrees to pay additional fees and charges that may be incurred as stated in the providers Policies and Procedures which is located on our website - www.sttimothyhudson.org/announcements-updates (Parent Policy).

TERMINATION OR CHANGES: The client must give a two (2) weeks written notice to end this contract. Payment is due for this notice period even if the client removes the child from the provider's care before the end of the notice period. Any changes in rates, types of service, days of service or payment terms by either party must be made in writing and a new contract will be issued to the client by the provider. The provider reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

SIGNATURE: By signing this contract, client indicates that they have read and understand the FINANCIAL AGREEMENT CONTRACT and agrees to follow its terms. The person(s) signing this contract is responsible for paying all tuition and fees due under this contract, even if the client is divorced and has joint custody of the child. A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.

Parent or legal guardian's signature: _____ Date of signature: _____

Parent or legal guardian's signature: _____ Date of signature: _____

Rachel & [REDACTED]

Provider's signature: *Clara Nehmer* (Electronic Signature) Clara Nehmer, Director

Date of signature: February 28, 2025

FINANCIAL AGREEMENTS

Financial Agreement:

- ◆ Client will pay tuition in accordance with Financial Agreement Contract, which establishes start date, payment terms, fees, and termination.
- ◆ The Financial Agreement Contract must be signed and returned with enrollment packet.
- ◆ Tuition is collected via ACH transactions through Tuition Express.

BILLING STATEMENT

BILLING is completed every other Friday and client is billed for two weeks at a time.

- ◆ Friday you will receive an email from the bookkeeper containing a Billing Statement for the next 2 weeks
- ◆ The following Friday an ACH Transaction completed by Tuition Express will deduct the Statement Balance from the account indicated on the Automated Payment Processing form

St. Timothy Preschool & Childcare
1 Thelma Crt
Hudson, IA 50643



319-988-3633
preschool@sttimothyhudson.org
TaxID: 42-1089436

Rachel & [REDACTED] Begg

BEGG	
From:	4/28/2025
To:	5/4/2025
Page 1	

Begg, Mia 4 Preschool Room Beginning Statement Balance: 0.00

User	Post Date	Description	Comment	Charge	Credit	Balance
Clar	4/29/2025	Tuition SA After Only	Mia: Billing for weeks of 4/20 & 4/27/2025	58.00		58.00
Clar	4/29/2025	Tuition SA After Only	Mia: Billing for weeks of 4/20 & 4/27/2025	58.00		116.00
Total				116.00	0.00	116.00

Payment due per your financial contract on Friday, April 25, 2025.

ACH Payment Processing

Automated Payment Processing

Safe. Convenient. Easy.



We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT

I (we) hereby authorize (business name) St. Timothy Preschool & Childcare to initiate [REDACTED] OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

- ◆ Once bank account information is entered into PROCARE, the account number is encrypted.
- ◆ Forms are stored in a secured locked location.

DROP OFF:

1. Adult must escort the child into the hands of the program staff
2. Adult must sign a child in using the PROCARE App
3. Never leave a child unless a staff member is present
4. All children will wash their hands upon arrival

PICK UP:

1. Child must be signed out using the PROCARE App
2. Photo ID may be required
3. If the child is on the playground— **ensure that you notify a staff member** before you leave the premise



Late Pick-up Fee:

Client will be charged a late fee of **\$5.00 for the first minute and then \$1.00 per minute** thereafter per child who remains beyond the contracted pick-up time.

This fee will be added to your billing statement.

Habitual late pick-up may result in suspension or dismissal of the child from the program.

St. Timothy Preschool & Childcare

Church Building

18 months to 10 years

7:00 a.m. to 5:30 p.m. Monday-Friday

PROGRAMS:

- ♦ **Childcare and preschool** for children 18 months to 5 years (5 year old not yet in kindergarten)
- ♦ **Before and after care** - 30 School-Aged children (prefer Kindergarten and 1st grade)
 - ♦ Kinder to 10 years
 - ♦ Contract
- ♦ **No school day care** - 30 School-Age children
 - ♦ snow days - late start - scheduled no school days
 - ♦ Contract for services
- ♦ **Summer Care**
 - ♦ 45 Early Childhood children
 - ♦ 30 full-time School-Aged children
 - ♦ Kinder to 10 years
 - ♦ Contract for summer services

HudCare

Hudson Elementary Small Gym

Kindergarten to 6th grade

Monday—Friday

PROGRAM:

- ♦ Before and after care – 45 School-Aged children (Prefer 2nd through 6th grade)
 - ♦ Before school: 6:30 am to 7:50 am
 - ♦ After school: end of school to 6:00 p.m.
 - ♦ Contract for services

St. Timothy Preschool & Childcare

EARLY CHILDHOOD RATES — Children Ages 18 months to 5 years

Price includes Breakfast, Lunch, and 2 snacks a day

Toddlers (18-24 months)

- ♦ \$236.25/ week- Full Week- (5 full days)
- ♦ \$47.25/day- Full Day Rate 5+ hrs/day
- ♦ \$33.10/day- Half Day Rate <5 hrs/day

Two Year Old (24 months - 36 months)

- ♦ \$225.75/week- Full Week - (5 full days)
- ♦ \$45.15/day- Full Day Rate 5+ hrs/day
- ♦ \$31.60/day- Half Day Rate <5 hrs/day
- Summer 1/2day hours are from 7:00 am to noon or 12:00 pm to 5:00 pm

Preschool Children (3- 4- 5 years of age)

- ♦ \$215.25/week - Full Week - (5 full days)
- ♦ \$43.05/day - Full Day Rate 5+ hrs/day
- ♦ \$30.15/day - Half Day Rate <5 hrs/day
- Cost includes Morning Preschool from 8:05 to 11:05 am during school year
- Children must be potty trained to attend morning preschool
- Children can also be independently enrolled in the Hudson CSD pre-school
- Hudson CSD provides all transportation to and from the school
- School Year Half Day hours for dual enrolled children are 7:00 am to noon or 11:15 am to 4:15 pm

St. Timothy P&CC

School Aged Rates

Kindergarten through 10 years

HudCare

School Aged Rates

Kindergarten through 6th Grade

Before and after care - 30 children

- ♦ \$25.00 morning care
 - ♦ 7:00 – 7:45 am (includes breakfast)
- ♦ \$58.00 after school care
 - ♦ End of school day until 5:30 pm

No school day care - 30 children

open to all families (St. Timothy & Hudson)

- ♦ \$35.00 No School Day
 - snow days & scheduled no school day
- ♦ \$15.00—Late start (2 hours)
- ♦ \$25.00—Early release of 2 or more hours
 - (not regular scheduled Wednesday early out)

Summer School-Age care - 30 children

Price includes Breakfast, Lunch, and 2 snacks

- ♦ \$173.25/week - Full Week - (5 full days)

Before and after care – 45 children

- ♦ \$25.00 morning care
 - ♦ 6:30 am to 7:50 am
 - ♦ breakfast at 7:50 pm in cafeteria—parents pay for school breakfast
- ♦ \$58.00 after school care
 - ♦ pick-up at or before **5:30 pm**
 - ♦ Late fee policy applies
- ♦ \$63.00 after school care
 - ♦ pick up between **5:31 - 6:00 pm**
 - ♦ Late fee policy applies

Note: Contract for pick-up time

- ♦ HudCare only: Care will be based on highest need of care
 - i.e. if 1 spot available and a Kindergartener and a 5th grader registered for that 1 spot, care will be provide to the Kindergartener

For ECE children the guidelines of 1-2-3 Magic will be followed, and a calming time will be provided.

School-Aged children will be given 3 strikes in a day then an incident report to the parents will be provided.

The Next Steps

1. The adult and child work together to find a solution.
2. The child may be redirected or reassigned to a different activity.
3. Child is directed to the calming corner to regain control of emotions.
4. Child may be sent to the Director.
 - a. At this time, a parent may be notified.
5. If necessary,
 - a. Director, teacher and parents may have a conference.
 - b. Board and/or the Director has the right to suspend and/or terminate a child.
6. If a child breaks or damages property with a replacement cost of more than \$100, a damage fee will be charged.

kind, safe, respectful environment

CHILD

Rights:

- ♦ To be cared for in a safe, nurturing and respectful environment
- ♦ To have knowledgeable, trained staff that enjoys being with them and that focuses on age appropriate positive development
- ♦ To be cared for in an environment that is free of harassment and bullying
- ♦ To have discipline that is fair, consistent, equal and respectful
- ♦ To have fun and participate in activities

Responsibilities:

- ♦ To care for the property, use equipment and space in a respectful, safe and kind manner
- ♦ To share, include others, be respectful of one another's differences, and talk nicely to one another
- ♦ To keep ones hands to themselves, not use inappropriate words, cursing or gestures
- ♦ To respect and listen to the adults in charge
- ♦ To be accountable for ones actions
- ♦ To always remain with the group and supervisor
- ♦ To leave ones phone in their backpack while in the program
- ♦ To know and follow all program rules

Learning appropriate social skills is essential to succeed in school and in life. Children are taught basic problem-solving skills and when a difficult situation occurs the child is encouraged to examine what has happened and search for possible solutions.



Johnny Appleseed Day

PARENT

Rights:

- ♦ To trust that their child is in a safe, kind and respectful environment
- ♦ To be fully involved in the childcare program, particularly any problem-solving process
- ♦ To respectfully share concerns with staff regarding their child
- ♦ To collaborate with staff to develop an action plan that corrects disrespectful, unkind and unsafe behavior

Responsibilities:

- ♦ To escort the child into the hands of the program staff
- ♦ To Sign child **IN and OUT** each day
- ♦ To notify St. Timothy P&CC—Via PROCARE App
 - ♦ Of a child's absence
 - ♦ if an unauthorized person is picking up a child
 - ♦ If child has been exposed to a communicable illness
- ♦ To listen to and work with staff in a kind and respectful manner

Staff create an environment that nurtures the child's body, mind and spirit.



Each classroom has a calming space, allowing a child access to a space where s/he can regroup and calm down

STAFF

Rights:

- ♦ To be heard by all children when giving directions
- ♦ To be treated as someone in charge by both child and adult
- ♦ To be treated kindly and with respect by children and adults
- ♦ To be respected and heard when talking with a parent regarding their child
- ♦ Will respect confidentiality

Responsibilities:

- ♦ To provide a safe, kind, fun and engaging environment
- ♦ To actively supervise and engage children
- ♦ To actively and respectfully communicate with children and adults
- ♦ To complete accident/incident and behavior forms, via Pro-Care, before the end of a shift and notify parents via phone if the situations requires





Confidentiality

UNDER STATE LAW, INFORMATION ABOUT A PERSON IN A CHILDCARE CENTER OR THE RELATIVE OF A PERSON IN A CHILDCARE CENTER IS CONFIDENTIAL.

ANYONE WHO ACQUIRES SUCH INFORMATION THROUGH THE OPERATION OF A CHILDCARE CENTER MAY NOT DISCLOSE IT, DIRECTLY OR INDIRECTLY, EXCEPT UPON INQUIRY BEFORE A COURT OF LAW OR WITH THE WRITTEN CONSENT OF THE PERSON. IN THE CASE OF A CHILD, WRITTEN CONSENT MUST BE OBTAINED FROM THE PARENT OR GUARDIAN OR AS OTHERWISE SPECIFICALLY REQUIRED OR ALLOWED BY LAW.



K
I
n
d



Respectful

Governing and Licensing

ST. TIMOTHY PRESCHOOL & CHILDCARE IS A MINISTRY OF ST. TIMOTHY LUTHERAN CHURCH OF HUDSON, IA. THE PRESCHOOL & CHILDCARE IS GOVERNED BY A VOLUNTEER BOARD THAT REPORTS DIRECTLY TO THE CHURCH COUNCIL, WHICH HAS GENERAL OVERSIGHT OF THE CHURCH AND ITS MINISTRIES.

ST. TIMOTHY PRESCHOOL & CHILDCARE IS A LICENSED CENTER BY THE STATE OF IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS).

ANNUAL INSPECTION REPORTS MAY BE ACCESS AT: [State of Iowa Health and Human Services Child Care Reports](#). THIS WEBSITE AND OUR LICENSE CERTIFICATE ARE POSTED ON THE CENTER BULLETIN BOARD.

WE ARE REQUIRED TO FOLLOW THE CHILD CARE CENTERS AND PRESCHOOLS LICENSING STANDARDS AND PROCEDURES HANDBOOK. A HARD COPY IS AVAILABLE UPON REQUEST, OR CAN BE ACCESSED ON THE STATE OF IOWA HEALTH AND HUMAN SERVICES WEBSITE AT: [HTTPS://DHS.IOWA.GOV/SITES/DEFAULT/FILES/COMM204.PDF](https://dhs.iowa.gov/sites/default/files/comm204.pdf)

ANY CONCERNS SHOULD FIRST BE BROUGHT TO THE DIRECTOR

IF A PARENT IS NOT COMFORTABLE DISCUSSING A CONCERN WITH THE DIRECTOR, A PARENT MAY CONTACT THE PRESCHOOL & CHILDCARE BOARD PRESIDENT.

A LIST OF CURRENT BOARD MEMBERS CAN BE OBTAINED FROM THE CHURCH OFFICE AT 319 988 3571

Parental Access

UNLIMITED ACCESS: PARENTS SHALL BE AFFORDED UNLIMITED ACCESS TO THEIR CHILD AND TO THE PROVIDER CARING FOR THEIR CHILD DURING THE CENTER'S HOURS OF OPERATION OR WHENEVER THEIR CHILD IS IN THE CARE OF A PROVIDER, UNLESS CONTACT IS PROHIBITED BY COURT ORDER

PARENTS HAVE THE RIGHT TO UNLIMITED ACCESS TO THEIR CHILD. PARENT VISITS ARE ENCOURAGED, WITH THE UNDERSTANDING HOWEVER, THAT THEY CAN ONLY CARE FOR THEIR OWN CHILD WHILE IN THE CENTER UNLESS THEY HAVE GONE THROUGH THE BACKGROUND CHECK PROCEDURE.

IF PARENTAL CONTACT IS PROHIBITED, A COPY OF THE APPLICABLE PORTIONS OF THE COURT ORDER MUST BE PROVIDED.

Safe

