

St. Michael Childcare Center

Summer Program

June 19 - August 11, 2017



Revised 3/2017

****NOTES****

St. Michael Summer Childcare Program

Hours/Dates of Operation

- 7:00 a.m. - 6:00 p.m. (if needed, based on registrations)
- Summer Program begins **Monday, June 19, 2017**
- Summer Program ends **Friday, August 11, 2017**
- Childcare **CLOSED Tuesday, July 4, 2017**
- Childcare **CLOSED August 14 - August 18, 2017**
- Childcare is **CLOSED Monday, September 4, 2017 (Labor Day)**
- School begins and Childcare resumes **Monday, August 21, 2017**

Location

Summer Program 2017 will be held primarily in the Childcare Center. We will keep all families posted if our location changes during the summer.

Weekly Schedule

During your child's time at St. Michael Childcare Summer Program he or she will have the opportunity to experience the following:

- Engage in interactive lesson plans
- Tune into their creative side by dabbling in daily art projects
- Become a steward of the world by engaging in weekly acts of "Help" and kindness
- Engage their inner "Iron Chef" by participating in our weekly "Cooking Mama and Papa" class.
- Children will release energy in our weekly outdoor bike days/water days.
- Children will unleash their thirst for knowledge when we go on various field trips throughout the summer. And **SO MUCH MORE!**

Summer Program Specials (This summer program is EIGHT WEEKS long.) Sample Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Special Theme Day/Dress Up Day	Cooking Mama/Papa Cooking Show	Field Trip Day	Anything Can Happen Day	Bike Day or Water Day (alternating)

***This daily schedule is tentative and subject to change based on weather, moods of children, staff present or absent, and weekly themes, and holiday activities, etc. ***

To reserve your spot please submit your Summer Program registration form (one per child), attendance agreement and registration fee of \$35.00 by: Friday, May 5, 2017

Summer Program requires each child be enrolled for a minimum of 2 days per week.

Admission Policy

St. Michael Childcare Center is open to 3-year-old (toilet trained) through 5th grade. Children and families who are currently enrolled in St. Michael Childcare school year program will have first opportunity for enrollment. If space is available, the enrollment will be opened to school and parish families and then the public. If needed, a waiting list will be established. **Each child is required to be enrolled for a minimum of two days per week.**

Registration Fee

A \$35 non-refundable registration fee is due with registration. One T-shirt per child is included in fee. Additional T-shirts may be purchased for \$10.00.

Other important information

- **Drop in care:** This option is available to families who have registered and turned all required documents. Parents/Guardians must call the center prior to arriving to determine if space is available. Please be aware that all children and staff go on field trips on Wednesday of each week. There is a \$12.00 fee for each field trip; this covers any admission cost and transportation fees. Please contact St. Michael Childcare Center at 517-627-2167 ext. 21.
- **Field trips:** The childcare center is planning fun opportunities for your child to participate in. Families will be responsible for the \$12 weekly field trip fees that cover transportation and admission fees, should your child participate in field trips. Information regarding field trips will be sent home prior to the start of the summer program. Permission slips will be sent home prior to all field trips.
- **Lunch:** Please send a packed lunch with your child each day keeping in mind we are a Peanut and Nut-Free Zone. HOT LUNCH IS NOT AVAILABLE DURING THE SUMMER. We do have a microwave in the childcare kitchen. Teachers will be more than happy to warm up your child's lunch should it require heating.
- **Breakfast/Snacks:** St. Michael Childcare will provide breakfast, a morning drink break, and an afternoon snack, and water drinks throughout the day.
- **Water Bottles:** Please provide your child with a water bottle that he/she can drink from throughout the day. Water bottles need to be labeled with child's first and last name. Water bottles left at the center will be washed daily. If your child chooses to take his/hers home daily, please wash and return for use the next day.
- **Blanket for rest time:** Children who are not of school age and who spend 5 hours in preschool/childcare must be given the opportunity to have a rest time. For this reason, we ask that you please bring a blanket for your child to use during rest time. Blankets will be sent home to be washed on Fridays and must be returned on Mondays.
- **Sunscreen:** Please send in a bottle of sunscreen (at least SPF 15) with your child. Sunscreen bottles need to be labeled with child's first and last name. Spray sunscreen is required. A sunscreen application permission slip must be submitted with sunscreen. Permission slip is attached.

***Please see the St. Michael Childcare Program Handbook for additional center policies and procedures.**

If you have any questions regarding the summer program, please call Shannon Sullivan at (517) 627-2167 ext. 21. We are also available by email at: childcare@stmichaelgl.org

Daily Summer Specials Details

Our summer activities will include, but are not limited to, weekly field trips, dress up day, creative arts, science explorer, and summer academic tutoring as needed, and much more! We are planning to incorporate special activities and games for our school age children and younger children both as individual groups and family style as well.

Dress Up Day: This day will typically be on Mondays. Dress up Day is a fun day in which the children have the opportunity to engage their creative side while also serving the community. On this day, families are welcome to donate any non-perishable food items (one item per family) in addition to participating in the dress theme of the week. All food items will be donated to the parish food pantry. We have planned dress-up days such as: Costume Day, Crazy Hair Day, Super Hero Day, Pajama Day, and more! A calendar filled with our dress-up day details will be mailed to all Summer Program families before the end of the school year! Stay Tuned!



Cooking Mama/Papa Class: This day will typically be on Tuesdays. This day is a child and teacher favorite. Each Tuesday the children will become the live audience to our very own Childcare Cooking Show! We will be featuring a new recipe each week. Each child will have the opportunity to participate in the cooking activities as we take learning measuring, counting, temperature, etc. on a whole new level!



Field Trip Day: Our field trips will typically be on Wednesdays. We are looking forward to exploring many different locations this summer! We will visit exciting places such as: Preuss Pet Store, Jumpin' Jax, Hawk Island, and much more! There is a \$12.00 fee for each field trip; this covers any admission cost and transportation fees. Depending on the location, all children and staff are transported to the field trip destination via bus or by walking. All children participate in our field trip outings; no staff and children stay at the childcare. A calendar with field trip dates, destinations, and details will be mailed to all Summer Program families before the end of the school year.



Anything Can Happen Day: This day will typically be on Thursdays. Thursday is the day in which the children of St. Michael Childcare will be surprised with a unique activity or game.

Bike/Water Day: This day will typically be held on Fridays. We welcome the children to



bring their water gear (swim suits, towels, goggles, etc.) and their bikes (with all safety gear) to school! They will have the opportunity to alternate fun in the sun by running through sprinklers and sliding down Slip

N' Slides and bringing their bikes to school to ride in the church parking lot! Again, the summer calendar will show whether a particular Friday is a "Water Day" or "Bike Day."

Childcare Summer Program Participants

Field Trip – St. Michael Vacation Bible School (VBS): June 19th–June 23rd

When and where does VBS take place?

Vacation Bible School takes place the week of June 19–June 23 St. Michael School Gym and classrooms.

Who will attend VBS?

All children attending childcare summer program during the week of June 19–23 will be going to VBS daily from 9:00am–12:15pm. **Children MUST arrive to childcare by 8:15am! VBS is considered a field trip; no staff and children stay at the childcare classroom.**

How much does VBS field trip cost?

For children attending VBS via the summer childcare program, the fee is \$12 per child for the entire week of VBS attendance!!! The \$12 VBS fee will be charged as a "field trip fee" on each family's childcare billing statement for the week of June 19–23 along with your regular weekly childcare fees.

Do I need to fill out a VBS registration form?

No, if your child is enrolled in the childcare summer program you do not need to fill out a VBS form. Childcare Directors will complete all necessary paperwork. If parents have questions regarding this matter, please feel free to contact Shannon Sullivan at (517) 627-2167 ext. 21 or by email at: childcare@stmichaelgl.org

My child only attends Childcare 2 or 3 days a week...can I still send him/her to VBS on the days they don't attend Childcare?

YES!!! As mentioned above, the \$12 payment covers the cost for **ALL 5 DAYS** of VBS.

How does my child attend VBS on the days they are not scheduled to attend childcare?

On days that your child does not attend childcare, we would like to encourage you to bring your child directly to VBS. This will allow them to experience the entire VBS program and enjoy all of the wonderful activities. Please plan to arrive by 8:50am; children need to be dropped off directly to VBS, located in the St. Michael School Gym. Pick up is at 12:15pm. Thank You.

What will my child learn during their time in VBS?

During their time in VBS they will be learning about faith, their relationship with God and others, and they will also be engaging in faith based lessons and activities. Children will have the opportunity to make new friends, learn how to be kind to one another, and how to be good stewards of the world. VBS is part of our Religious Education here at St. Michael Parish in which childcare has been invited to attend.

Sunscreen Permission Slip
June 19, 2017 to August 11, 2017

During your child's time at St. Michael Childcare Center, we will be spending a lot of time outside, walking to field trips, playing, and using water sprinklers outside. Due to these conditions the children will need sunscreen. Please send in a bottle of sunscreen (at least SPF 15) with your child. Sunscreen bottles need to be labeled with child's first and last name. Spray sunscreen is preferred.



SUNSCREEN PERMISSION

I, _____, give my permission for the staff of the St. Michael Childcare Center Summer Program to apply the sunscreen I have provided to my child as needed.

Child's First Name

Last Name

Parent Signature

Date

St. Michael Childcare

Summer Program Registration Form

2017

Date: _____

Child Last Name	First Name	Grade	DOB
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T-Shirts: One t-shirt per child is included in the registration fee. Please indicate your child's size preference below. Additional T-shirts may be purchased for \$10.00.

Children Size: S___ M___ L___ XL___
 Adult Size: S___ M___ L___ XL___ XXL___

 Mother/Guardian Name

 Father/Guardian Name

 Address

 Address

 City, State, Zip

 City, State, Zip

 Home phone

 Work Phone

 Home Phone

 Work Phone

 Cell Phone or Pager

 Cell Phone or Pager

 E-mail (Address is used for billing information and communication purposes.)

 E-mail (Address is used for billing information and communication purposes.)

Attendance Agreement

The attendance agreement form on the reverse side of this form lists the options for attending St. Michael Childcare Center. Please review the table on the reverse side of this page for your selections. Once your plan is chosen and you have signed your agreement, you will be responsible to pay the weekly childcare fees associated with the selections you have indicated. If your child is absent one or more days in any given week due to appointment, illness, or other various reasons, your weekly childcare payment will remain the same. Please give the childcare director 2 weeks' notice of any attendance agreement changes. Changes to your agreement will require a new attendance agreement form. **Parents must complete a "Change of Attendance Agreement" form before your child's attendance status will be updated.** It may take up to two weeks for all changes to be applied.

Pre-arranged Vacation Days: During the summer the childcare center offers 5 FREE pre-arranged vacation days from their regular weekly schedule for each child. Parents/Guardians must make arrangements for the vacation days at least 2 weeks in advance. You will not be billed your weekly attendance fee for these pre-arranged vacation days. Vacation days may not be applied to days your child is absent due to illness.

I have selected the day(s) and session(s) my child will be attending St. Michael Childcare Center. I understand that I will be billed a minimum weekly fee equal to the selections made on the reverse side of this page.

 Parent/Guardian Signature

 Date

Please return this registration form (one per child) to Childcare Staff along with a family registration fee of \$35.00 by Friday, May 5, 2017.

Summer Program Attendance Agreement: Please indicate below the days in which your child(ren) will be attending St. Michael Childcare Center. The number of days chosen under the selected column is the minimum amount you will be billed on a weekly basis.

Program description	<u>1-2 days/week</u>	<u>3-4-5 days/week</u>
Morning Only - (Circle day(s) under appropriate column) Less than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$22.00 \$21.00	M T W TH F \$20.00 \$19.00
Afternoon Only -(Circle day(s) under appropriate column) Less than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$22.00 \$21.00	M T W TH F \$20.00 \$19.00
Full Day - (Circle day(s) under appropriate column) More than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$31.00 \$29.00	M T W TH F \$28.00 \$26.00
Drop In Rate Half Day (Less than 5 1/2 hours/day) Full Day (More than 5 1/2 hours/day)	M T W TH F \$25.00 \$36.00	M T W TH F \$25.00 \$36.00

What is the approximate time you will be dropping off your child each day: _____

What is the approximate time you will be picking your child up each day: _____

Field Trip Fees:

There is a \$12 field trip fee per child for each field trip your child attends; includes transportation, admission fees, and child to adult ratio regulations associated with the fieldtrips. If your child(ren) attends a field trip, the \$12 (per child) field trip fee will be added to your family's weekly childcare bill.

No Call, No Show:

Please call or email childcare staff if your child will be absent from childcare on any particular day.

Drop Off/Late Pick Up Fee:

Childcare doors open at 7:00 am. St. Michael Childcare Center closes at 6:00 pm, children must be picked up by 6:00 pm or there will be a charge of \$1.00 per minute fee after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed on the Emergency Card, and ask emergency contacts to make arrangements to pick up the child.