

St. Michael Childcare Center Childcare Program Handbook



**325 Edwards Street
Grand Ledge, MI. 48837
517-627-2167 ext 21**

childcare.stmichaelgl.org

Revised 3/2018

Welcome to St. Michael Childcare Center!

Thank you for choosing St. Michael Childcare Center, Childcare Program. We feel it is a great honor that you have chosen our center for the care of your child. We hope that you find this handbook helpful and informative. Should you have any questions or concerns, please feel free to contact us at 627-2167 ext 21. or by email at childcare@stmichaelgl.org.

Thank you,
Shannon Sullivan
St. Michael Childcare Director

St. Michael Childcare Center Mission Statement

To provide a stimulating environment designed to promote social, cognitive, physical, and spiritual development. We provide a variety of learning experiences that encourage a positive self-image and a joy in the learning process. We respect each child as an individual with unique qualities of personality, intelligence, and creativity. Our staff has set up an environment that is clean, fun, creative and, most importantly, "child centered." We feel open lines of communication between parents and our St. Michael Team is how we build strong relationships. The main goal for Childcare is to provide the best possible care and experience for the children in our care.

Admission Policy:

St. Michael Childcare Center, Childcare Program is open to children 3 years old (toilet trained) through age 12.

Children and families who are enrolled in St. Michael School will have first opportunity for enrollment to the childcare center. If space is available, the enrollment will be opened to parish families and then the public. If needed, a waiting list will be established.

St. Michael Childcare Center director reserves the right to decline admission of children/families based on space available, assessment of the child(ren) and family in question, and/or misconduct displayed toward or in the presence of staff, students, and/or other participating families. Children and Families are assessed and accepted into St. Michael Childcare Center based on a personal interview and/or contact prior to enrollment/admission.

The following guidelines must be met before admission to St. Michael Childcare Center:

- Registration fee of \$40.00 per family (non-refundable)
- All outstanding St. Michael Childcare Center fees paid in full
- Registration form
- Emergency Card
- Children must be potty trained
- Children under the age of 5 must complete a health form

Withdrawal Policy:

1. Notify the director two weeks prior to withdrawal so your child's spot can be filled from the waiting list.
2. Write a letter to the director stating your intent to withdraw you child along with an explanation as to why. Remember to include your child's name, the date the letter was given, and the date of the last date of class.

Hours of Operation and Schedule

Hours of Operation:

Monday—Friday 7:00 am to 6:00 pm.

Power Outage:

St. Michael Childcare Center will be CLOSED if Grand Ledge Public Schools/St. Michael School are closed or delayed due to **Power Outage**. **Billing rates will be adjusted accordingly to times of closure/pickup.**

Weather Delays:

St. Michael Childcare Center will be OPEN if Grand Ledge Public Schools and St. Michael School are delayed due to inclement weather. Weather delays are an extension of before school shift. Weather delay session hours are 8:40 am to 10:40 am. School age children would be dismissed to St. Michael School at 10:40 am. Families wishing to utilize the service on weather related days must have all of the childcare required paperwork completed prior to using the service.

Snow Days/Weather Cancellations:

When Grand Ledge Public Schools and St. Michael School are closed on Snow Days/Weather Cancellation Days, the Childcare Center is OPEN to families who have completed all of the required childcare paperwork. **Families will need to bring lunch for their children (remember we are "nut free zone")**. **If no children arrive by 10:00 am on a Snow-Day/Weather Cancellation Day, we will close for the remainder of the day.** When the childcare center is OPEN for a Snow Day/Weather Cancellation Day, families utilizing childcare will be charged a full day rate. Families that do not utilize childcare on a Snow Day/Weather Cancellation day, will be charged according to their attendance agreement. **Refunds/credits are not offered for snow days when childcare is open.**

In instances when road conditions/weather conditions are extremely hazardous and a danger to both you and your children and childcare staff, we will be CLOSED. Refunds/credits will be given for snow days when childcare is closed. When St. Michael School is closed for a Snow Day/Weather Cancellation Day, please tune your TVs to WLNS channel. **Please plan on childcare being available unless otherwise seen on TV.**

Drop In Care:

Drop ins are welcome. Please make arrangements at least 24 hours in advance to ensure there is room in our attendance schedule for your child to attend. Drop in fees vary due to session attending.

School Breaks/Scheduled Non-School Days:

We must have minimum of 14 children signed up 2 weeks prior to the scheduled non-school days in order to remain open. Parents will be notified via email and postings in the childcare classroom of our open/closed status 2 weeks prior to the non-school day. If the childcare center is open and you sign up to attend on the non-school day(s) you will be charged for those days if you do not attend. Sign up sheet for childcare on days off will be posted at least 4 weeks in advance. You are welcome to sign up earlier by notifying the Childcare Directors either by phone 627-2167 (ext. 21) or e-mail at childcare@stmichaelgl.org. **Families need to bring a lunch for their children on these days (remember we are "nut free zone")**.

Holiday Closures:

The childcare center will be closed on the following holidays: Families are NOT charged for these dates of closure.

July 4, 2018 - Independence Day, **August 13, 2018-August 17, 2018**, **September 3, 2018** - Labor Day, **November 22 & 23, 2018** - Thanksgiving Day and the day after, **December 24, 2018** - **January 2, 2019** (week includes Christmas Eve, Christmas Day, New Years Eve, New Years Day), **January 21, 2019** - Martin Luther King Day, **April 19, 2019**— Good Friday, **May 27, 2019**— Memorial Day

Summer Childcare Program:

St. Michael Childcare is pleased to announce that we offer an 12-week Summer Childcare Program. Our Summer Program begins the Monday AFTER St. Michael School's last day of class; this date will vary. Please check the summer calendar for exact dates. Our summer daily hours of operation are 7:00 am-6:00 pm.

St. Michael Childcare Program Daily Schedule

7:00 am	Teacher and Director arrive, childcare is open
7:00-7:45	Children arrive, free choice play with centers
7:45-7:50	Children wash hands/bathroom break
7:50-8:10	Breakfast
8:10-8:30	Free choice play with centers
8:30-8:40	Clean-up time, small group discussion, school age children gather coats and backpacks. School age children line up and go to school
8:40-9:00	Large Group Time with story, song/worship songs, news of the day
9:00-9:30	Art Projects and art clean up
9:30-9:50	Free Choice Play with Centers
9:55-10:00	Clean-up, children wash hands, teachers wash tables
10:00-10:15	Water and bathroom break!
10:15-10:30	Children wash hands, teachers wash tables, children prepare to go outside
10:30-11:00	Outside play
11:00-11:10	Transition from Outside Play to Inside, Children wash hands and bathroom breaks
11:00-11:25	Quiet Free Choice Time, Puzzle, Free Art, or Book
11:25-11:30	Clean up toys and quiet activities, transition to carpet for quiet time
11:30	DK and Preschool kids arrive, Teacher leaves for Neff pickup
11:30-11:45	Transition for arrival children with quiet activity, media choice, or book. Teacher picks up hot lunches from cafeteria, germ bust, children begin eating lunch
11:50-12:00	Clean up time and Children wash hands, teachers wash tables, transition to carpet
12:10-12:35	Children finish lunch, transition to rest time
12:25	PM Preschoolers get ready for class
12:30	PM Preschool Drop-off
12:35-12:45	Continue rest time transition with music, bathroom rotation,
12:45-2:00	Rest time, teacher prepare snack and afternoon activities
2:00-2:40	Wake all resters, bathroom breaks Small Group Time: Mathematics, Language, social, big motor activity or small motor activity, games, puzzles, Media, B-O-O-K
2:40-3:00	Large Group Time: singing and dancing or reading
3:00-3:10	Teacher cleans tables, germ bust children, children sit at tables for snack
3:10-3:30	Round #1 Snack time, wash hands, bathroom break, prepare to go outside
3:25	Bus children depart to school
3:30	School age children and PM Preschool children arrive, Round #1 group

	transition to outside
330:-3:45	Round #2 Snack time, bathroom breaks, children prepare to go outside
3:45-4:30	Outside Play (if wind-chill is below zero degrees Fahrenheit we will go to the gym and/or computer lab and/or free play in classroom)
4:30-5:00	Homework/ Quiet Activity Time
5:00-5:30	Gym (Mon/ Wed/ Fri) or Computer Lab (Tue/ Thu) or Free Choice Play
5:30-6:00	Free Choice
6:00	Closing

Free Choice Options:

Fine motor activities, building blocks, library with books and audio tapes and puppets, musical instruments to play and music CD's to listen to, writing activities, art and creative play choice, pretend play with kitchen and dress up, media opportunities with computers and electronic games, science activities with sensory and mind options including play dough and/or moon sand, puzzles, and books, abstract thinking board games, large motor games, fine motor games, and card games for all age groups, math and visual spatial skills activities, transportation role play with cars, trains, trucks table and carpet, etc.

Outside Play Choices:

Large motor activities including climbing, jumping, sliding, swinging, running, crawling, representation and symbolic thinking via role play and imaginative play, cooperative games, sidewalk chalk, etc.

Note:

This daily schedule is tentative and subject to change based on weather, moods of children, staffing weekly themes, school functions and holiday activities, etc. If the outside temperature or wind chill is at or below zero degrees children will remain indoors.

Childcare Policies and Guidelines

Arrival and Dismissal:

Childcare center doors open at 7:00am. It is extremely important that parents/guardians sign children in when they arrive in morning to make certain that an adult is present. Parents/guardians must also sign children out when picking up. Children will only be released to the persons specified on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for pictured identification and will compare the name with those listed on the child's emergency card. Parent/guardians must notify the childcare center in writing if the child is going to be released to someone other than those listed on the child's emergency card.

Attendance:

- If your child is going to be absent from childcare please contact the childcare center as soon as possible at 627-2167 ext 21.
- If a family fails to contact St. Michael Childcare regarding a child's absence, an additional fee of \$7.00 may be charged IN ADDITION to your standard childcare cost.
- If you pick up your child from school early please notify the school secretary or notify childcare by calling from the school office phone.
- If your child is absent from childcare, your weekly fee will remain the same.

Late Pick Up:

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 .

Food Service:

Breakfast is served at 7:45 am. Choices are: Cereal, Toast, Waffles, Pancakes, French Toast Sticks, Fresh Fruit, Water or Milk. Afternoon snacks are provided at 3:10 and/or 3:30. A menu is posted on the bulletin board by cubbies.

When school is in session, lunch is served in the childcare classroom at 11:30 am (Children have a choice of purchasing a hot lunch from Grand Ledge Public School Food Service or bringing a lunch from home. Please make all hot lunch orders by 8:30 am via phone, email, or writing on our sign-up sheet. If you fail to provide your child with a lunch, either packed or ordered hot lunch, you will be charged \$3 for the cost of a lunch being provided for your child by childcare food supplies.

A monthly hot lunch menu will be posted on the parent board inside of the childcare classroom. **When school is not in session (childcare sign-up days/school closures), children must bring a nut-free lunch from home.**

Food/Other Allergies:

Please notify the childcare director in advance or as soon as possible to any allergies you child may have so we may accommodate requests.

Nut-Free Zone:

St. Michael Childcare and Preschool is a "Nut-Free" Zone. For the health and safety of those students who have life-threatening allergies to peanuts, please do not bring any food items that may contain peanuts or any items that were manufactured in a facility that processes nuts in the facility. Thank you for your cooperation.

Emergency Cards:

At the beginning of each school year, families are required to complete a new Emergency Card for each child that will be enrolled in St. Michael Childcare Program. In addition, it is very important that should you make any changes to your address, place of employment, phone numbers or emergency contacts, you notify the Childcare Center. We are **NOT** notified by St. Michael School office of changes. Emergency cards will be accepted only if **EACH FIELD IS FILLED OUT ENTIRELY**. Your child cannot attend St. Michael Childcare Center until the emergency card is filled out completely. If your child has no allergies, no special instructions for care, and/or no special needs please write the phrase, "none known" in those fields. The abbreviation "N/A" is not accepted and is against licensing regulations. If the phrase "N/A" is present on your white emergency card it will be considered incomplete and will not be accepted.

Health Statement/Forms:

As a Childcare Center licensed by the State of Michigan, we are required to have a statement signed by parents/guardians with the following information:

- My child is in good health with activity restrictions noted.
- My child's immunizations are up to date.
- The immunization records or appropriate waiver is on file with the school.

Health Statement/Forms continued:

By signing the enrollment form you are stating the above to be true regarding your child. For children who are not of school age, we require a health form be completed by the child's physician.

Medication:

If medication is to be administered during childcare hours, the following conditions must be met:

- All medication must come in original containers.
- Child's name must be on the container.
- Child's parent/guardian must complete a Medication Permission form provided by the staff of the childcare.
- The childcare staff will administer the medication as specified on the medication.
- Permission form and will keep a record of dates, time, amount and who gave the medicine.

Sick Children:

Sick children must remain at home. When your child shows signs of illness at home, please do not bring them to the Childcare Center. Children showing the following symptoms (but not limited to) should be kept home:

- Fever, Vomiting, Diarrhea, Eye Discharge, Excessive Cough, Rash, Excessive Nasal Discharge, Chicken Pox, Strep Throat, Pink Eye, Head Lice, Flu.

If symptoms occur during childcare hours, parents will be contacted to pick up their child. If we are unable to contact you, we will then contact emergency contacts listed on the Emergency Card. If a child is sent home with a fever at or over 99.1 degrees, the child may return to childcare when the child is fever free for a minimum of 24 hours without the aid of fever reducing medication.

Injury/Accident:

A Minor Injury is considered a cut, scrape, or a bump/bruise.

If a child receives a minor injury during childcare, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed. First Aid will be administered as needed.
- An accident form will be completed if necessary. Parents and staff will sign the form and a copy will be kept in the child's file.

A Serious Injury is considered a head injury, broken bones, internal injuries, dislocations, dental injuries, poisoning, burn, choking, or suffocation.

If a child receives a serious injury during childcare, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed.
- A lead staff member will remain with the child while 911 is being called by another staff member.
- A lead staff member will administer CPR and/or First Aid if necessary.
- If emergency help is deemed necessary, we will contact emergency help before parents. If parents cannot be reached, emergency contacts will be called.
- An accident form will be completed for all serious injuries. Parents and staff will sign the form and a copy will be kept in the child's file.
- Licensing will be contacted if necessary.

Safety Procedures:

- Fire: The State of Michigan requires that a licensed childcare center conduct a fire drill at least once every quarter. Our planned fire drills will be March, June, September and December.
- Children are trained to leave the building as quickly as possible and to meet in a designated place. Records of fire drills are kept in the director's office.
- Tornado: The State of Michigan requires that a licensed childcare center conduct tornado drills at least twice during the months of April through October. Ours will be scheduled for April and September. Children are trained to sit facing the interior wall while covering their head. Records of tornado drills are kept in the directors office.
- Crisis Management: This includes, but is not limited to, intruders and bomb threats. A lock-down plan will be put into place. No child will be allowed to be dropped off or picked up during this time, to assure the safety of all children and families.

Playground:

As a childcare center licensed by the State of Michigan, we are required to inform families that we will be using St. Michael School Playground for our outdoor play space. The playground is the same playground that your children use during school hours. We are also required to inform you that a school playground is not required to meet the same playground safety regulations that other licensed centers are required to meet. However, our preschool outdoor equipment has been approved by the State of Michigan Licensing Department of Adult and Child Licensing. By signing the enrollment form you are stating you have read & understand our playground policy.

St. Michael Childcare Center strives to provide a safe, healthy, and happy environment for your children while in our care. It is our procedure to survey the playground each time we go out and, should we find something unsafe or questionable, that area will be off limits.

Outdoor Play:

The students of St. Michael Childcare Center have the opportunity to have outdoor play time every day. Please remember to send your children with weather appropriate clothing each and every day. We recommend sending your children with sweaters, hats, gloves/mittens, scarves, shoes, boots, snow pants and coats that are insulated in accordance with the current season. Please remember to write your child's first and last name, in permanent ink, on each of those items to prevent any ownership confusion.

We will remain indoors when weather conditions consist of lightening, thunder, severe weather warnings, or when the wind-chill is at or below zero degrees Fahrenheit.

Discipline:

The discipline, language, and harassment policies that are contained in St Michael Parish School Handbook will be followed in the Childcare Center. It is the understanding of the Childcare staff that many factors enter into the disciplinary process, including providing a caring, nurturing staff who encourage children at their level of understanding. It is our hope that by making the child feel comfortable and accepted, the appropriate behavior will be encouraged. Proper physical environment also lends support to appropriate behavior. The following practices will be in use:

- Rules and expectations will be clearly communicated
- Inappropriate behavior will be dealt with on a nonthreatening individual basis. Helping child to understand the inappropriateness of his/her actions and giving the child the opportunity to correct his/her behavior will be emphasized.
- The staff will redirect when necessary. Separated time-out will be used only when absolutely necessary. During this time the child will be removed from the group and asked

to think of a more appropriate way to act. At the end of the time out the child and caregiver will process how the problem could have been avoided. When the child is able to articulate a positive alternative to the problem, he/she will return to the group.

- Parents will be notified of any ongoing issues, so the staff and parent may work together to remedy problems.
- The director of the Childcare Center reserves the right to terminate the services of the center to families due to child and/or parent behavioral issues.

Bedding:

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. Please limit your child to ONE blanket and ONE pillow. Please place your child's sleeping items in a reusable, cloth, shopping bag. Blankets will be sent home to be washed on Fridays and must be returned on Mondays.

Toilet Training Policy:

All children attending the St. Michael Childcare program must be toilet trained. Each child should be in "big kid underwear" when they start our childcare program. Diapers and pull-ups are not allowed by our State of Michigan Licensing guidelines. Each child is expected to be able to verbally inform a teacher when they need to use the restroom. Independence is encouraged when practicing hygiene. If your child is 3-5 years of age, we ask that you provide your child with a change of clothing, as noted below.

Extra Clothes:

Due to spills, accidents or mishaps, it is important that all students, ages 3-5, have a change of clothing in their backpack. They feel much better if they have clothes that fit and that they recognize as their own.

Toy/Items From Home:

St. Michael Childcare takes no responsibility of lost, stolen or broken items brought from home. All items brought from home must remain in the child's backpack during childcare hours of operation.

Non-Smoking Policy:

During the hours of 7:00 am-6:00 pm, when St. Michael Childcare Center is in operation, smoking is not allowed in our facility. During these hours, all persons are prohibited to smoke within a 25 foot perimeter of the Csaky Center. Thank you for your cooperation.

Staff & Volunteer Screening/Training:

All staff must go through the following screening/training in order to be employed at St. Michael Childcare Center:

- Interview with Childcare Director
- Clearance through Eaton County Child Protective Services
- Clearance through FBI fingerprinting
- Satisfactory completion of the Abuse/Neglect Statement
- Satisfactory completion of a physical with a negative TB test
- CPR and First Aid training and Blood-Borne Pathogen training
- Twelve hours of training pertaining to child development annually
- VIRTUS training as directed by the Diocese of Lansing
- Sexual Predator clearance—PSOS clearance

Volunteers must meet Lansing Diocese requirement and State of Michigan requirement. Please see Childcare/Preschool Director for more information.

Confidentiality Policy and Nondiscrimination Policy:

- St Michael Childcare Center takes great care to ensure that all information regarding any child enrolled in our program will remain confidential.
- St Michael childcare Center is open to all families, regardless of race, creed, religious, ethnic, or cultural background.
- St. Michael Childcare Center director reserves the right to decline admission of children/families based on space available, assessment of the child(ren) and family in question, and/or misconduct displayed toward or in the presence of staff, students, and/or other participating families. Children and Families are assessed and accepted into St. Michael Childcare Center based on a personal interview and/or contact prior to enrollment/admission.

Communication:

Communication between our teachers/directors and the parents of the children attending our childcare is of great importance to us at the center. We feel communication is vital when providing high quality childcare for your family and is key to a successful experience in our program. We encourage daily rapport between parents and workers at drop-off and pick-up times. We also welcome you, as parents, to email, call, or make appointments with us at any time. A quarterly childcare newsletter, along with the school newsletter, *The Messenger*, will be sent home to inform families of current events and happenings in our childcare, offer friendly reminders, give thanks, and share other information.

Severe and Inclement Weather Policy

Power Outage:

St. Michael Childcare Center will be CLOSED if Grand Ledge Public Schools/St. Michael School are closed or delayed due to **Power Outage**. **Billing rates will be adjusted accordingly to times of closure/pickup.**

Weather Delays:

St. Michael Childcare Center will be OPEN if Grand Ledge Public Schools and St. Michael School are delayed due to inclement weather. Weather delays are an extension of before school shift. Weather delay session hours are 8:40 am to 10:40 am. School age children would be dismissed to St. Michael School at 10:40 am. Families wishing to utilize the service on weather related days must have all of the childcare required paperwork completed prior to using the service.

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In instances when road conditions/weather conditions are extremely hazardous and a danger to both you and your children and childcare staff, we will be CLOSED. Refunds/credits will be given for snow days when the childcare center is closed. When St. Michael School is closed for a Snow Day/Weather Cancellation Day, please tune your TV's to WLNS. Please plan on childcare being available unless otherwise seen on the TV.

Tornado:

If the Childcare Center's weather radio alarm (located in small playroom, top shelf of shelving unit) sounds, go to Weather Radio press the "radio" button listen for message. If message is *Tornado Watch*, listen for which counties are being listed, we are in Eaton County. If Eaton County is listed press the "Stop" button and continue on with normal schedule, but keeping notice of sky and weather. If message is *Tornado Warning*, listen for county, if Eaton County is listed the staff and children are

to take shelter in the following manner:

1. Staff will take the children to Northwest corner of main play room.
2. Children are to sit facing the interior wall and place their hands over their heads.
3. Tables are to be moved over the children to help protect them, if needed blue tables can be adjusted to a higher position for taller children.
4. Lead staff person should keep the following items with them:
 - Daily attendance sheet
 - Emergency cards from black filing cabinet in directors office (kitchen)
 - Keys
 - Cell phone (if available)
 - 2 way radio, set to channel 21, second radio given to another staff person
 - Staff identification badge
5. Staff should remain with children to help them keep calm. If possible distribute books, sing songs and talk with children.
6. Staff and children are to stay in this procedure until danger passes.

Child Protection Law

Under the Child Protection Law, 1975 PA238, all staff and volunteers are mandated to immediately report any instance where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. The verbal report must be made to the local Department of Human Services (DHS)

office in the county where the child currently resides. A written report must be submitted within 72 hours. Our local contact number for Eaton County is (855) 444-3911 or after hours (517) 543-0863.

Some warning signs that may be indicators of abuse/neglect of children are:

- Physical abuse: Sores, burns, bruises on body and a reluctance or vagueness about where they originated. Bruises and burns are the most common.
- Neglect: Consistent signs of hunger, inappropriate dress, poor hygiene (unwashed clothes, hair and body odor); regularly displays fatigue or listlessness; unattended medical needs.
- Sexual Abuse: Unusual sexual awareness or behavior. Inappropriate sexual behavior such as attempting to insert tongue in someone's mouth; pain, itching, bleeding, or bruises in the genital area; persistent sexual play with other children, themselves, toys or pets; withdrawal or depression.
- Other signs of possible abuse or neglect include: Extremely aggressive and/or passive behavior.

Child Protection Laws continued:

- delays in development; fear of parents or adults; unusually shy, avoids other children and adults; avoids physical contact; apt to seek affection from any adult; reports of being hurt or abused.

Please be advised that all staff and volunteers of St. Michael Childcare Center comply to each part of this law. If a staff person suspects abuse or neglect of any kind, actions will be taken in accordance to the Child Protection Law discussed above.

St. Michael Preschool/Childcare Health Plan

This plan is adopted from A+ Child Development Center Health Care Plan (Administrative Policies and Procedures for Caregivers) Authority: Michigan Department of Human Services Rule 400.5111b(1): Health Care Policies and Resources.

Public Health Rationale:

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other environmental surfaces has shown to play a role in the transmission of disease in childcare settings. Furthermore, people can be carriers of a communicable disease without showing active symptoms. Caregivers need to protect themselves, and the children they serve, by adhering to precautionary measures related to health status and personal hygiene.

Children and Staff Hand washing:

Washing hands will occur before handling or preparing food, beverages, or snacks, after using the toilet room, after sneezing or coughing into one's hands, after handling or cleaning up after bodily fluids or after any unhygienic practice.

Procedure: All hand washing is to be limited to the designated hand sink in the toilet room and kitchen using the following four steps:

1. Wet hands and exposed forearms with warm water
2. Using soap, lather up hands and forearms (scrub for 20 seconds)
3. Rinse hands and forearms with warm water
4. Dry hands and forearms with sanitary paper toweling, turn off the faucet handles with the paper towel used to dry one's hands. Hand sanitizers, water basins and pre-moistened cleansing wipes are not approved substitutes for soap and running water.

Handling of Bodily Fluids:

Saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit:

1. Put rubber gloves on first
2. Assist child
3. Place any soiled clothes in a plastic bag and put child's name on it
4. Throw away any paper product such as paper towel or tissue in a marked plastic bag and dispose in dumpster
5. If bodily fluids have contaminated a table or chair use Sani-Tyze cleaning agent
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Soakit on the site and contact maintenance to let them know we need a wet vac (maintenance will clean the carpet or floor). Keep children away from area by placing orange cones or chairs around space with a note that states "Stay Away", place a fan on the carpet to help it dry

Cleaning and Sanitizing:

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water
3. Submerge, wipe or spray the surface or article with a sanitizing solution
4. Let the article or surface air dry. Cleaning and sanitizing is done: before and after meals for tables; bathroom is cleaned on a nightly basis or as needed; door knobs are cleaned on a nightly basis or as needed; toys are cleaned or rotated as needed. Examples of sanitizing solutions include: water and non-scented chlorine bleach solution (1 tablespoon per gallon of water) or commercial sanitizer specified on label to be safe for food contact surfaces and is used according to manufacturer's direction.

Infection Control and Precautionary Measures Policy:

All staff are to be excluded from the child care center when experiencing symptoms of illness that include, but are not limited to, diarrhea, vomiting, fever, jaundice, uncontrolled coughing, open sores (which can't be covered), or have a doctor confirmed infection or communicable disease that can be easily spread from person-to-person.

Procedures:

- All staff experiencing either vomiting or diarrhea are not to return to the child care center until symptoms have subsided for at least 24 hours.
- All returning staff after a diarrheal illness are not to prepare or directly handle any food or food ware for any child for at least 24 hours.
- All staff having a communicable disease are required to have a medical release from a physician before returning to work.

Health Related Resources/Online Resources:

The National Center for Disease Control and Prevention: www.cdc.gov.

The Michigan Dept. of Community Health: www.michigan.gov/mdch

The Barry-Eaton District Health Department: www.barryeatonhealth.org

St. Michael School Anti-Bullying Policy

If God so loved us...A Zero Tolerance for Bullying

St. Michael School, Preschool, Childcare, and Religious Education Program,
Grand Ledge

"in this is love: not that we have loved God, but that he loved us sent his Son as expiation for our sins. Beloved, if God so loved us, we also must love one another. No one has ever seen God. Yet, if we love on another, God remains in us, and His love is brought to perfection in us."
1John 4:10-12

St. Michael Parish recognizes that bullying exists today in many forms including a new form: cyber bullying. We are not immune to this issue and anti-bullying has traditionally been apart of our curriculum content. The purpose of this policy document is threefold: 1) Expanding understanding of what defines "bullying," 2) Re-stating our role and responsibility as Disciples of Christ with respect to bullying behavior, and 3) Outlining the process for reporting and responding to accusations of bullying behavior at St. Michael. The hope for this policy is two fold: 1) Since it is a Spiritual Work of Mercy to admonish sinners, we hope our policy brings about a change of heart in those who bully, 2) Knowing that it is also a Spiritual Work of Mercy to comfort the afflicted, we hope this policy will help those who have been bullied to feel understood, protected and confident as members of St. Michael Parish.

Definition of Bullying

It is not possible to comprehensively define the concept of "bullying," but for our purposes bullying will be defined as the REPEATED aggressive behavior arising from the deliberate attempt to cause physical or psychological distress to others. Bullying can take the form of action, word, or deed including the use of electronic devices. Bullying includes, but is not limited to REPEATED disrespect towards others, teasing, physical contact, intimidation, harassment, such as unkind/rude gestures, name calling, excluding others, hitting, pushing, grabbing, kicking, threats of emotion or physical violence, profanity.

We Are Called

All educators, students, parents, and staff of St. Michael are called to conduct themselves in a manner that promotes and models Christ-life behavior. In addition, educators, students, parents, and staff are called to promote caring, nurturing, orderly, safe, and respectful environment; one that is conducive to learning. For the protection of our teachers and students, disciplinary procedures are in place whenever a behavior policy is violated, and bullying is certainly no exception. As a follower of Christ, each person connected with St. Michael must be ready to give tangible support and assistance to each victim, as well as reaching out with compassion to each offender.

Complaint Process

Students and/or their parents or guardians are strongly encouraged to file a complaint of any conduct they consider to be bullying directly with the teacher, director, and/or the principal. Every effort will be made by the school officials and personnel to respect and preserve the anonymity of the student/family of both the accuser and the accused. These confidential complaints should be reasonable and specific as to the actions giving rise to the accusation including date, time, and place of occurrence. The victim should be identified, as well as the name(s) of student and /or staff witnesses, if any. The teacher, principal and/or Director of Religious Education will promptly forward the completed complaint form, including any additional information provided, to a review committee that will be comprised of the School Principal, Director of Religious Ed, and a teacher.

St. Michael School Anti-Bullying Policy Continued:

Investigation of Complaints

As soon as a formal complaint is received, the Review Committee will meet to investigate and determine the veracity of each complaint. Investigation of the alleged bullying behavior may include interviews and conversations with the victim, witnesses (if any), and the student accused of bullying, parents, faculty, and staff.

A written report of the investigation will be prepared when the investigation has been determined complete by the Review Committee. This report will include findings of facts, a determination of the veracity or lack of veracity of the charges, and what follow-up and disciplinary action, if any, is being recommended. A copy of the report from the review committee will be given to the pastor.

Staff Responsibilities and Intervention

Any teacher, administrator, catechist, or staff member who witnesses any form of bullying behavior should intervene promptly and directly follow the discipline procedures. A formal Bullying Complaint should be promptly made concerning the events witnessed.

Disciplinary Actions and Consequences

Any verified act or incident of bullying behavior and/or acts of misconduct against students will be appropriately addressed under the School, Preschool, Childcare, and/or Religious Education procedures. It will be entered into the Behavior File and will be tracked. Bullying actions that have been validated by the Review Committee will be met with progressively severe consequences for repeat offenders, potentially culminating with the student's expulsion from the School, Preschool, Childcare, or Religious Education Program.

Suspension and Termination of Enrollment:

Suspension:

If child displays behavioral/emotional/social/physical needs beyond what St. Michael Childcare is able to provide for, if child causes harm/displays aggression or is a danger to his/her self/others/staff during his/her time in Childcare, if child is unable to follow and abide by St. Michael Childcare's daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc, parents will be notified via phone call immediately.

Upon phone call, parents will be asked to pick up their child to take him/her home for the remainder of the day. If one or more phone calls are made in one week, the child may be suspended from childcare for one or more days pending the severity and assessment of circumstances.

If child is suspended one or more times, St. Michael Childcare director or authority of St. Michael Childcare/School/Parish reserves the right to terminate child's enrollment at St. Michael Childcare.

Termination:

St. Michael Childcare Center director or authority of St. Michael Childcare/School/Parish reserves the right to terminate any family's use of the childcare for noncompliance of guidelines stated in this handbook and/or misconduct displayed by parent/guardian/family member toward or in the presence of staff, students, and/or other families.

St. Michael Childcare Center director or authority of St. Michael Childcare/School/Parish reserves the right to suspend and/or terminate any family's use of the childcare based on assessment of developmental level and/or behaviors of child in attendance. This includes but is not limited to if child displays behavioral/emotional/social/physical needs beyond what St. Michael Childcare is able to provide for, if child causes harm/displays aggression or is a danger to his/her self/others/staff during his/her time in Childcare, if child is unable to follow and abide by St. Michael Childcare's daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc.

St. Michael Childcare Center director or authority of St. Michael Childcare/School/Parish reserves the right to make changes to these policies.

St Michael Childcare reserves the right to make changes to this handbook.

Licensing Notebook:

Our center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans in our childcare office in the Csaky Center. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the bureau of Children and Adult Licensing website www.michigan.gov/michildcare

All of the items listed above are available for parents to view during our business hours of 7:00 am to 6:00 pm.

Registration Attendance Agreement

The attendance agreement form, found later in this publication, will show a list of available childcare sessions and attendance options. Please review this table for your selections when filling out the childcare registration form.

- 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. **Parents must complete a "Change of Attendance Agreement" form before your child's attendance status will be updated.** *By filling out the "Change of Attendance Agreement" Form, you are changing your child's current Attendance Agreement to the update completed on the form. By completing this form, you understand and agree that your Childcare fees will change in accordance to the schedule that has been given.*

****It may take up to two weeks for all changes to be completed and applied.****
****The "Change of Attendance Agreement" policies are applied to both School Year Attendance AND Summer Program Attendance.****

Attendance:

- If your child is going to be absent from childcare please contact the childcare center as soon as possible at 627-2167 ext 21.
- If you pick up your child from school early please notify the childcare center staff immediately
- If your child is absent from childcare, your weekly fee will remain the same unless a pre-arranged vacation day has been scheduled.

Pre-arranged Vacation Days:

During the school year 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 or appointment.

Childcare Billing Process/Payment Options/Rates

Billing Statements/E-Mail:

Statements are sent via e-mail or mail. The Diocese of Lansing requires the following statement be stated for e-mail usage: I give permission to St. Michael Childcare to send information, billings and updates to the e-mail address provided. I understand that if this address is part of my employment, it may not be private or secure, and that it is acceptable to send private information to this address. I also accept that this e-mail address is checked on a regular basis and sending billings for preschool is acceptable. By signing the enrollment form you are giving us permission to forward information to you via e-mail.

Payment Options:

- **Cash**
- **Checks** - Made payable to St. Michael Preschool. Checks that are returned will be charged a \$20.00 NSF fee.
- **Credit Card** - Visa, Master Card or Discover are accepted. Payments with charge cards may be made in the Parish office or online. Office hours are Monday-Friday 8:30 to 4:00 with lunch from 12:00 to 1:00.
- **Online Payment System-New This Year-** You may now set up your payments online for **all childcare services**. You may schedule recurring payments and/or onetime payments. Payments may be made by credit card or through a checking account. Please go to the school website at school.stmichaelgl.org, **Parent Access Tab, Online Payment** to set up your account. Choose the **Childcare** button to set up your payment options.
****Important-** If you are currently utilizing the Electronic Funds Transfer System, please contact our Bookkeeper, Mary Hulinec at maryhulinec@stmichaelgl.org.
- **Scrip Program** - Families may also participate in the Scrip program which allows parents to earn credit towards their preschool tuition. Check out the program at www.shopwithscrip.com. For more information on our program, please contact the Parish office at 627-8493.

Childcare Billing and Delinquency of Payments Procedures:

Statements for childcare are sent on Tuesday. Payment is due by 6:00pm Monday of the next week (6 days later).

- If payment is not received by Monday of the next week \$10.00 late fee will be assessed.
- If payment is not received within 7 days of the original due date, a second \$10.00 late fee will be applied, a phone call will be made and/or responsible parties will be notified in writing that the account has become delinquent.
- If payment is not received 14 days after the due date, the student will not be allowed to attend the program until payment in full or payment arrangements have been made.

Additional Fees

Registration Fee:

A \$40.00 non refundable registration fee is due with school year registration.

Drop In Fee:

Drop ins are welcome. Please make arrangements at least 24 hours in advance to ensure there is room in our attendance schedule for your child to attend. Drop in fees vary due to session attending.

No Call, No Show Fee:

If a family fails to contact St. Michael Childcare regarding a child's absence, an additional fee of \$7.00 will be charged IN ADDITION to your standard weekly attendance fee.

School Year Attendance Agreement:

The table below is for informational purposes only. When filling out the childcare registration form, you will indicate your childcare attendance choices on the back side. **The days chosen under the selected column is the minimum amount you will be billed on a weekly basis.**

Program description	Drop In Rate	Cost Per Session	
		<u>1-2 days/week</u>	<u>3-4-5 days/week</u>
Before School- (Circle day(s) under appropriate column) 7:00am to 8:30am 1st Child 2nd Child Drop In Rate	\$11.00	M T W TH F \$9.00 \$8.00	M T W TH F \$8.00 \$7.00
AM Childcare- (Circle day(s) under appropriate column) 7:00am to 12:30pm 1st Child 2nd Child Drop In Rate	\$25.00	M T W TH F \$22.00 \$21.00	M T W TH F \$20.00 \$19.00
PM Childcare- (Circle day(s) under appropriate column) 11:30am to 6:00pm 1st Child 2nd Child Drop In Rate	\$27.00	M T W TH F \$22.00 \$21.00	M T W TH F \$20.00 \$19.00
After School- (Circle day(s) under appropriate column) 3:20pm to 6:00pm 1st Child 2nd Child Drop In Rate	\$11.00	M T W TH F \$9.00 \$8.00	M T W TH F \$8.00 \$7.00
Weather Delays/School Closures/Sign-up Day - (Circle day(s) under appropriate column) 8:30am to 10:30am 1st Child 2nd Child Drop In Rate 10:40 to 11:30 Drop In Rate School Closure/Sign-up Day Full Day Drop In Rate	NA NA NA	M T W TH F \$9.00 \$8.00 \$5.00 \$28.00	M T W TH F \$8.00 \$7.00 \$5.00 \$28.00
Full Day- (Circle day(s) under appropriate column) 1st Child 2nd Child Drop In Rate	\$36.00	M T W TH F \$31.00 \$29.00	M T W TH F \$28.00 \$26.00

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 11, 2018**
Summer Program ends **Friday, August 10, 2018**
Childcare **CLOSED Wednesday, July 4, 2018**
Childcare **CLOSED August 13—August 17, 2018**
Childcare is **CLOSED Monday, September 3, 2018 (Labor Day)**
School begins and Childcare resumes **Monday, August 20, 2018**

Location:

Summer Program 2018 will be held primarily in the Csaky 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 NINE 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. ***

Save your Spot and register today!
Registrations will be taken through Friday, May 11, 2018

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

Summer Program Attendance Agreement:

The table below is for informational purposes only. When filling out the summer registration form, you will indicate your childcare attendance choices on the back side. The number of days chosen under the selected column is the minimum amount you will be billed on a weekly basis.

Program description	Cost Per Session	
	<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

Additional Fees

Registration Fee:

A \$35.00 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

Field Trip Fees:

There will be minimal transportation and admission fees associated with the fieldtrips your child attends. Costs and information will be communicated prior to fieldtrips.

No Call, No Show Fee:

If a family fails to contact St. Michael Childcare regarding a child's absence, an additional fee of \$7.00 will be charged IN ADDITION to your standard weekly attendance fee.

Late Pick Up Fee:

St. Michael Childcare Center closes at 6:00pm. Children must be picked up no later than 6:00pm. There will be a charge of \$1.00 per minute, per child after 6:00pm. If parents/guardians have not arrived by 6:05pm, staff will begin calling parents/guardians. If parents/guardians cannot be contacted and have not arrived by 6:10pm staff will begin calling names listed on the Emergency Card, and ask emergency contacts to pick up the child(ren). **Repetitive late pick up may result in termination from the program.**

PARENT PERMISSION FORM: PUBLISHING OF INFORMATION

This form is used to grant permission to St. Michael Parish and School to publish information about your child and/or family. Please List your children below and either Grant or Deny the following permissions.

Student's Name (First and Last)	Grade

A note about our websites

We have two distinct websites at St. Michael Parish and School. The **St. Michael Parish** website stmichaelgl.org is a **PUBLIC** website. The **St. Michael School (Members Only)** at stmichaelgl.com is a SECURED **PRIVATE** website that may be accessed only by logging in using a username/password given to just the school families and staff. The Private website is considered an In-House Publication.

Permission to Publish to In-House Publications (School Messenger, Classroom Newsletters, Yearbook, Class Photo, Private Website – stmichaelgl.com) Please make an X next to the either the GRANT or DENY option.

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **In-House publications** listed above.

Permission to Publish to Our Public Publications: A School Brochure, St. Michael Parish Website (stmichaelgl.org), an Advertisement on or in Public Media. Please make an X next to the either the GRANT or DENY option

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Our Public Publications** listed above.

Permission to Publish a News Story to Local Media: Newspaper, Local Television or Radio Stations

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Publish a News Story to Local Media** listed above.

NAME OF PARENT/GUARDIAN: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN: _____

PARENT PERMISSION FORM Classroom Enrollment List

I/WE _____ **GRANT** _____ **DENY** St. Michael Parish School permission to distribute the classroom enrollment list with our family's name, address phone number, and email address to school families.

FAMILY NAME: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN _____

Notes

St. Michael Childcare Center
325 Edwards St.
Grand Ledge, MI 48837
517-627-2167
childcare@stmichaelgl.org