

St. Michael Childcare Center Toddler Program Handbook



325 Edwards Street
Grand Ledge, MI 48837

517-627-2167
Childcare Main Office ext. 21
Toddler Classroom: ext. 40
childcare@stmichaelgl.org

Revised 3/2018

Welcome to St. Michael Childcare Center!

Thank you for choosing St. Michael Childcare Center, Toddler 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, Toddler Program is open to children 12 months old through 33 months old. Children must be eating solid table food and be drinking from cups (no bottles or formula).

Children and families who are enrolled in St. Michael School/Preschool 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, Toddler Program:

- Annual Registration fee of \$75.00 per family (non-refundable)
- All outstanding St. Michael Childcare Center fees paid in full
- Registration form
- Emergency Card
- Children must be eating solid food
- Children must be drinking from cups (no bottles or formula)

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.

Toddler Program Provides:

Breakfast, snack, wipes, vitamin D milk, daily activities and art supplies are included in the daily attendance cost.

Parents must Provide:

Parents must provide a packed lunch, diapers/pull-ups, several changes of clothes, and Velcro walking shoes or crocs for their children. No sandals, flip-flops, backless shoes, or lace up shoes please. Thank you.

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. When childcare 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 6 to listen for St. Michael Childcare Center closings.

School Breaks/Scheduled Non-School Days:

We must have minimum of 8 children signed up 2 weeks prior to the scheduled non-school days 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 - August 17, 2018**, **September 3, 2018** - Labor Day, **November 22 & 23, 2018** - Thanksgiving Day and the day after, **December 24, 2018 - January 4, 2019** (week includes Christmas Eve, Christmas Day, New Year's Eve, New Years Day), **January 21, 2019**- Martin Luther King Day, **April 19, 2019** - Good Friday, **May 27, 2019** - Memorial Day

St. Michael Toddler Program Daily Schedule

7:00 am	Teacher and Director arrive, Childcare is open
7:00-8:00	Children arrive, Free Choice Play with Centers
8:00-8:15	Children wash hands/bathroom break/Diaper check
8:15-8:45	Breakfast/Clean up/Wash hands and face/Clean tables
8:45-9:05	Quiet Activity, Bathroom break/Diaper check
9:00-9:35	Clean-up time, Large Group Time with story, song/worship songs, news of the day
9:35-10:15	Centers, Art Projects and art clean up
10:15-10:35	Bathroom break/Diaper Check/Prepare children to go outside
10:35-11:10	Outside Play
11:10-11:30	Transition to classroom, Bathroom break/Diaper check, Teachers set up for lunch and nap
11:30-12:05	Lunch
12:05-12:35	Children finish lunches, Teachers wash tables, Children transition to rest time, Bathroom break/Diaper check
12:35-12:45	Continue rest time transition with music, Bathroom breaks/Diaper checks
12:45-2:00	Rest time, teacher prepare snack and afternoon activities
2:00-2:40	Wake all resters, Bathroom breaks/Diaper checks
2:40-3:15	Teacher cleans tables, germ bust children, children sit at tables for snack, Snack time, wash hands, Bathroom break/Diaper check, prepare to go outside
3:15-4:15	Outside Play
4:15-5:00	Free Choice Play, Bathroom Breaks/Diaper Checks
5:00-6:00	Small group or quiet activity
5:30-6:00	Bathroom Breaks/Diaper Breaks, Teachers begin closing procedures
6:00	Closed

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, 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, 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. 40.
- If a family fails to contact St. Michael Childcare Center 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 the childcare center 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 per child 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. **Repetitive late pick up may result in termination from the program.**

Food Service:

Breakfast/Snack:

Breakfast is served until about 8:30am. Choices are: Cereal, Toast, Toaster Pastries, Waffles, Pancakes, French Toast Sticks, Fresh Fruit, Water, or Milk. Afternoon snacks are provided at about 3:00pm. A menu is posted on the bulletin board by cubbies. Breakfast, snack, and vitamin D milk are included in the daily attendance cost.

Lunch:

When school is in session, lunch is served in the Toddler classroom @ 1130 am. Please pack a nut free lunch daily.

Food/Other Allergies:

Please notify the childcare director(s) 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 Center and Preschool are "Nut-Free" Zones. 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 Toddler 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.

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:

To reduce the spread of germs and illness please keep your child at home until they are symptom free, for at least 24 hrs. without the help of medication. Please have your child checked by a doctor to clear them of being contagious before returning to childcare, with a note.

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, Flue, etc.

If symptoms occur during childcare hours' parents will be contacted to pick up their child and expected to be here within the half hour. If we are unable to contact you, we will then contact emergency contacts listed on the Emergency Card.

Biting Policy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many several reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children always.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people! We use our words" etc. Staff will stay calm and will not overreact.

- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that redirects their behavior.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.
- If biting behavior continues to be a problem or if there is an increase in biting occurrence from child, a parent conference may be held to discuss a corrective action plan.

Injury/Accident:

If a child is injured during childcare, the staff will do the following:

- Attend to the child's need and determine if emergency help is needed. If emergency help is deemed necessary, we will contact emergency help before parents.

An accident form will be completed for all injuries. Parents and staff will sign form and a copy will be kept in the child's file.

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 director's 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:

Toddler Program Outdoor Play Space is in the Courtyard of the Csaky Center. Age appropriate and developmentally appropriate play equipment is provided for the children to engage gross motor skills, imaginative play, and much more! All Toddler, outdoor, play equipment and play area has been approved by State of Michigan Department of Human Services.

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 Toddler Program can have outdoor play time every day. Please remember to send your children with weather appropriate clothing each 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 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 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 can 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.

Diapers:

Parents are obligated to provide diapers and/or pull ups for their child. St. Michael Toddler Program will provide generic brand wipes. If your child has skin sensitivities to certain wipes, please provide the specific wipes for the need of your child. Thank you.

Toilet Training Policy:

When children participating in the Toddler Program reach the age 24 months old, childcare staff will begin potty training them. Hourly bathroom breaks and rotations will be administered. Childcare staff will maintain a chart and/or daily report card to communicate progress and routine daily to parents. Please provide your child with adequate changes of clothing during this process. Independence is encouraged when practicing hygiene.

Extra Clothes:

Due to spills, potty training, accidents, or mishaps, it is important that all students of the Toddler Program have several changes 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 Center 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 to be employed at St. Michael Childcare Center:

- Interview with Childcare Directors
- Clearance through Eaton County Child Protective Services Central Registry
- Clearance through FBI fingerprinting and background check
- 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
- Sixteen hours of training pertaining to child development annually
- VIRTUS training as directed by the Diocese of Lansing
- PSOS Sexual Predator 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. Daily report cards for each child will be sent each evening. Report cards include notes about your child's day, what they accomplished, potty training routine progress when applicable, developmental milestones, moods, and supply requests. Please remember to grab your child's daily report card each evening before leaving. Thank you.

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 monthly 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 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 the required childcare paperwork. 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 per 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 TV's to WLNS for posted closings. Please plan on childcare being available unless otherwise seen 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 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 director's 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; 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/Toddler Program 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).
8. 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.

Infection Control and Precautionary Measures Policy Continued:**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 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 7am to 6 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 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.

Pre-arranged Vacation Days:

Each child is allowed 10, free, "Vacation Days" that may be used through out the year (September-August). 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.

Termination of Enrollment:

Parents/Guardians may terminate enrollment at St. Michael Childcare Center with a two week written notice.

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.

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 Preschool 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 \$75.00 non refundable registration fee is due with school year registration.

No Call, No Show Fee:

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

Toddler 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.

- **NOTE:** The program is limited to a maximum of 12 children in the classroom.
- **NOTE:** Families choosing to utilize the program full time (4-5 day attendance) may be preferred.

Program Description	Cost Per Session	
	<u>1, 2,3 days/week</u>	<u>4-5 days/week</u>
Part Day - (Circle day(s) under appropriate column) Less than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$36.00 \$35.00	M T W TH F \$31.00 \$29.00
Full Day - (Circle day(s) under appropriate column) More than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$46.00 \$45.00	M T W TH F \$41.00 \$40.00

Toddler Program Provides:

Breakfast, snack, wipes, vitamin D milk, daily activities and art supplies are included in the daily attendance cost and registration fee.

Parents must Provide:

Parents must provide a packed lunch, diapers/pull-ups, several changes of clothes, and Velcro walking shoes, Keens, or cros for their children. No sandals, flip-flops, backless shoes, or lace up shoes please. Thank you.

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/Preschool/Childcare 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/Preschool/Childcare 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/Preschool/Childcare 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

Notes

St. Michael Childcare Center
325 Edwards St.
Grand Ledge, MI 48837
517-627-2167 x 21
childcare@stmichaelgl.org