

ST. MARY SCHOOL

Pre-K & Extended Care Program

Parent Handbook

2020-2021



MISSION STATEMENT

St. Mary Catholic School Community empowers students to grow spiritually, academically, creatively, and physically so they may experience, understand, and live their responsibilities to God, family, community, and self.

**St. Mary School
1005 Bridge St.
Charlevoix, MI 49720
231-547-9441**

**Principal: Kathleen Dvoracek kdvoracek@stmaryschoolchx.com
Director/Teacher: Amy Baldwin abaldwin@stmaryschoolchx.com**

Admission/Registration

Any child, age 3-5 years old, is eligible for admission to the St. Mary Pre-K Program. Enrollments are limited and children will be placed on a first come, first serve manner in the following order:

- a. Current school families
- b. Children of active parishioners
- c. Non-Catholic children

Every Pre-K student must meet the following criteria:

1. Child must be fully potty trained.
2. Health form (supplied by the school) must be completed before school entry. Completed immunizations are required by state law.
3. A physical examination must be completed before entry.
4. A \$30.00 non-refundable registration fee is required for new school families at the time of registration.

The following documents are needed for registration of all children in St. Mary Pre-K and Extended Care Program:

- Registration Form
- Child Information Card
- Child's Health Appraisal of Physical Health/Immunization Form
- Authorization/Confidentiality Form (Artwork, Photographs, Directory)

Child Accidents and Incidents; Child and Staff Illness

When a student becomes injured due to an accident, injury, or incident, or there if there are changes in a child's health, every effort is made to contact the parent. Should St. Mary Pre-K staff not be able to reach the family, an attempt will be made to contact the person listed on the student's emergency information form.

Parents will be called for any of the following reasons:

- Fever over 100°F orally
- Diarrhea 3 or more times during school hours
- An unexplained rash
- Vomiting
- A thick discharge from nose or eyes

If your child has one or more of the following symptoms, please keep him/her at home. Staff and volunteers are also included and should not attend if these symptoms are present.

A temp of 100 degrees or higher

Constant runny nose (and unable to care for independently)

A low grade fever and acting ill

Consistent Cough

An infectious Disease

Pain

Vomiting/Nausea/Upset stomach

Diarrhea 3 or more times in a 24 hour period

Parents are asked not to bring their child if they feel the child is contagious or needs direct one on one attention. Parents, when assessing your child's ability to attend St. Mary Pre-K due to illness please remember: *If your child was healthy, would it bother you if another child attended St. Mary Pre-K with the same symptoms as your child is exhibiting?* If you feel your child is too ill to go outside, please keep them at home.

Children may return to St. Mary Pre-K when:

- They are symptom free for 24 hours **or** on antibiotics for 24 hours
- They are Fever free for 24 hours **without medication**

Minor injuries (scrape, small cut, etc.) will be treated with basic first aid, including soap and water, band aids and ice. Dry skin may be treated with unscented lotion or Vaseline. Parents will be notified by a staff member by text, email, written note, or in person of treatment given and the injury. Parents, guardians, or emergency contacts will be notified immediately by telephone or text of all head injuries.

In the event of a serious injury or symptoms of a serious illness, medical help will be contacted immediately. An ambulance may be called or the student may be taken to the hospital or doctor by St. Mary School personnel while parents are notified, unless this action is restricted by a written parent statement.

Parents are asked to call the school office or contact the teacher by phone or text before 8:00 a.m. informing of an absent child due to illness or appointment.

Communication

Notes or communication via text, email, or in person from guardian are required for the following reasons:

1. If the child is to change their manner of going home from school; i.e., ride to someone else's home, get picked up by someone different, etc.
2. If the child will be absent from school.
3. If physical activity is to be curtailed.
4. If medication of any kind is to be taken by the child. Parents must send medication in original container along with a signed permission form supplied by the school.

Concerns/Complaint

Should you have a concern or complaint, please discuss it with your child's teacher and try to resolve the issue as soon as possible. If you feel the situation is not resolved to your best interest, then you should contact the principal immediately.

Cultural Competence

At St. Mary Pre-K we respect families' diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our developmentally appropriate curriculum to integrate home cultures of the children in our program – including the use of familiar music, materials, practices and customs. In order for your child to feel included and valued, it is our hope that you will share aspects of your family culture with us.

We will incorporate family and community cultures as we plan meaningful learning experiences, select materials, choose study topics, and determine appropriate teaching strategies. By doing so, we give children the message that every child is important and worthy of respect.

Discipline

St. Mary School has a school-wide discipline plan that emphasizes five rules

1. Listen carefully and follow directions.
2. Work quietly.
3. Be kind.
4. Respect school and others' belongings.
5. Work and play safely.

If a child chooses to break a rule, warnings with consequences, based on age level, are the same throughout the school.

State of Michigan Licensing Rules for Child Care Centers, R400.5107, Rule 107, will be followed:

"Staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.

Staff shall be prohibited from using the following as a means of punishment:

- (a) Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- (b) Restricting a child's movement by binding or tying him or her.
- (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (d) Depriving a child of snacks, rest, or necessary toilet use.
- (e) Confining a child in an enclosed area, such as a closet, locked room, or similar cubicle.

R 400.8140(2)(b): Placing substances in a child's mouth is prohibited. That includes, but it is not limited to soap, hot sauce, and vinegar.

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by the above-listed rules."

Dress Code

Please send your child with school/weather appropriate clothing and shoes. Pre-K students are not required to wear a school uniform. Shoes: velcro, slip on, quality tie shoes (no flip flops) Students will be moving a LOT so we want to keep everyone safe and stable!

Emergency Procedures

St. Mary School will hold six fire drills, two tornado drills, three lock down drills, and one cardiac emergency response drill in accord with State of MI regulations. Students and staff proceed quickly and quietly to their designated areas depending on the drill being conducted. Any adults in the building must comply with the drill procedures. In case of emergency crisis we will follow the evacuation plan established by St. Mary School posted inside the classroom.

Extended Care

Available to all Pre-K and school-aged children Monday-Friday from 3:00-5:30 PM at \$3.00 per hour, per child.

- **Scheduling:** All scheduling must be through the Child Care Director (Amy Baldwin) on a weekly basis by end of prior week. Please text, email, or call and leave a message at:
abaldwin@stmaryschoolchx.com or 231-547-9441 ext: 17

Field Trips

School sponsored field trips are for the purpose of enriching educational experiences. All field trips are planned and organized by the teacher.

Parents will need to set up transportation with each other for trips that require driving. All those who are transporting students on any field trip are required to fill out a special transportation form.

Health/Development

It is important for your child's overall development that he/she regularly visits a doctor. Every child must have a current health form (signed by a physician) on file no later than 30 days from the date they begin attending the program. Health forms will be updated annually to ensure we have current information. We ask that you keep us updated on any changes in your child's health. Developmental milestones will be shared with families, including the results of the Ages and Stages Questionnaire (ASQ) that we will conduct once a year. The Ages and Stages Questionnaire (ASQ) is a brief developmental screening tool used to identify developmental strengths as well as concerns, in order to determine if a child needs additional assessment or interventions. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. We look forward to sharing these results with you.

Insurance

St. Mary School offers 12-hour medical insurance coverage through the Michigan Catholic Conference at no cost. Optional extended coverage is also offered. Forms are available at the school office.

Licensing Notebook

Notice of the availability of the center's licensing notebook.

- a) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- b) The licensing notebook is available to parents during regular business hours.
- c) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Mandated Reporting of Child Abuse and Neglect

It is our responsibility to report any suspected abuse or neglect to the proper authorities. All employees and volunteers (including minors) of a child care centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS. When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

Medications R 400.8152

Rule 152. (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

(5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

(6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.

(7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label. *Page 22 Courtesy of Michigan Administrative Rules*

(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Outdoor Play

Outdoor play is encouraged. Please send your child to school appropriately dressed for the weather, expecting that they will go outdoors.

Parent/Teacher Partnership

Parents and teachers work together in the child's best interest by communicating frequently via note, phone, progress reports, newsletters, and school visits. Visits to the classroom by parents are encouraged. You can set up a schedule by contacting your child's teacher.

Philosophy

St. Mary Catholic School is a Faith Community - students, parents, staff, parishioners, and friends. Teachers, in partnership with parents are dedicated to providing the spiritual and academic development of each child.

Each person is a child of God, a unique and gifted individual. The curriculum is designed to nurture creativity, academic excellence, and spiritual, physical, and emotional growth.

We instill responsibility, respect, and compassion for all people. We are committed to making our students aware of social issues while providing the foundation and experiences necessary to be living examples of the Gospel.

Pick Up

Parents of St. Mary Pre-K program and Extended Care must accompany their child in and out of the classroom each day and sign out for the day. The parent must tell their teacher that they are leaving.

The staff at St. Mary School will not under any circumstances release a child to an individual who is not named by the parent in writing or verbally. Photo identification may be required of anyone picking up the child other than the child's parent or guardian.

Program

The program is designed to meet the needs of the developing 3-5 year old. Our goal is to work toward each child developing self-discipline and self-control. Social skills are emphasized in helping the child to deal with life situations at his or her age level. Gross and fine motor skills are developed through play experiences and group activities. Students are also introduced to letters, numbers, Spanish, and science. As a faith based program, students are taught prayers, Bible stories, and an awareness of Christ's presence in their lives.

School Schedule

Monday-Friday: Drop off time is between 7:45 and 8:00AM.

Half Day Pre-K: 8:00-11:30 ****On All School Half Days- 11:05AM Dismissal**

Full Day: 8:00-3:00

Pre-K will follow St. Mary's regular school calendar. If the public school dismisses classes due to inclement weather, St. Mary School classes will also be dismissed.

Typical Daily Routine

***** Pre-K***

Mon-Art/, Wed-P.E., Fri-Music/STEM/First Friday-Mass)

***Daily schedule can be flexible depending on children's interests, weather, or special events**

8:00-9:00—Arrival, Table Activities (Fine Motor, STEM, Writing) Dramatic Play, Writing, Reading, Building and other centers will be open for students to freely explore.

9:00-9:20—Morning Meeting (sing to the Lord, Morning Prayer, Attendance, Pledge, Calendar, Weather, Alphabet, Bible Time)

9:20-10:30—Bathroom/Snack/Recess

10:30-11:05— Special Activity/ART/PE/MUSIC

11:05-11:15 End of Morning Routine-Special Activity/Story/Songs, Pray, Share

11:15-11:30— Prepare for lunch (wash hands, pray)

****11:30—Pick up time for 1/2 Day students**

11:30-12:30—Lunch/indoor or outdoor recess

12:30-12:40—Bathroom/prep for rest

12:40-1:00—Story Time

1:00-2:00—Rest Time (shorter or longer)

2:00-2:30—Wise Choice Time/Recess/Cooking/Special Activity/Small Groups/Time with Father Peter

2:30-2:45—Closing Meeting (Prayers, Songs, Review)

2:45-2:50—Dismiss

*****Extended Care Daily Routine***

2:50-3:15--Enter and prepare for snack.

3:15--Snack

3:45--Homework Help students enter and prepare for snack

3:50--Snack for newly entered students

After students are finished with snack they carry out various activities either inside the classroom, in the gym, or outside until they are signed out by parents.

Snacks/Lunch

*****Pre-K***

Proper nutrition contributes to a child's overall development and to life-long healthy eating habits.

Parents will be responsible for providing snacks and drinks. Snacks are to be nutritious such as fruits, vegetables, cheese, crackers, sandwiches, raisins. Schedules are sent home weekly. Ideas for healthy snacks and preschool nutrition information can be found online at ChooseMyPlate.gov.

****Pre-K Lunch time is at 11:30AM**

Parents must bring lunch for all day students on Mondays and Fridays. If parents fail to provide a lunch, students will not be deprived of a meal or snack.

There is a **hot lunch option available Tuesday-Thursday for \$3.00 per day**. The lunch program serves foods that meet nutritional guidelines recommended by the U.S. Department of Agriculture (USDA) and follows federal meal pattern guidelines. **Rule 400.8330(3) Beverages and food are appropriate for the child's individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.** A menu will be sent home monthly and posted in the classroom. Food substitutions will be sent in a Remind message to parents. Milk will be available to purchase for \$20 per school year.

*****Extended Care***

Snack will be provided and served at 3:15 for students in attendance.

Snack will be provided and served at 3:50 for students who join Extended Care after Homework Help.

Special Needs

Our program recognizes the right of each individual child, including those with special needs, to an appropriate quality experience, which combines care and learning through play and education. We are sensitive to the needs and feelings of all children and their families and will ensure individual needs are recognized and addressed. Families will be involved at every stage and in any plans that are made to meet a child's individual special needs. We partner with the Char-Em ISD Special Education Team when needed and follow their Early Childhood Process for Educational Intervention. The Char-Em ISD employs special education staff that support teachers in developing strategies and interventions to strengthen instruction. Staff includes teachers, speech and language therapists, occupational therapists, physical therapists, orientation and mobility specialists, vision consultant, hearing consultant, social workers and psychologists. In addition to providing support for intervention, staff may also be requested to evaluate children to determine if a child meets Michigan criteria as a child with a disability and has a need for specialized education and related services. If you have concerns about your child's development, please contact your child's teacher and they will facilitate the process in working with ISD staff to support your child.

Staff

Our dedicated director and caregivers are professionally trained and educated in the growth and development of children. Our staff will continue to grow professionally by earning 16 or more hours of continuing education. All staff will be reviewed once a year to maintain consistent compliance with all of St. Mary Pre-K program qualifications. The staff participates in school district in-services as they are offered. Topics covered in staff training include health and safety, early literacy, early math, music and movement, appropriate assessment of young children, current issues in early childhood education, and art activities, etc.

All staff are required to complete a Comprehensive Background Check and fingerprinting. All staff are trained in Virtus - Protecting All Children for Adults. St Mary staff members are trained in bloodborne pathogens, CPR, First Aid, and AED training in accordance with licensing regulations.

A staff member shall not be present in the center if he or she has been convicted of any of the following: (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722. (b) Child abuse or child neglect. (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Supplies

A list of supplies needed will be emailed to parents in August or given to parents at time of enrollment.

Teacher/Child Ratio

St. Mary Pre-K program maintains the state required teacher/child ratio:

Age Group	Teacher:Child Ratio
3 year old	1:10
4 year old	1:12
School Age	1:18

Transportation

Transportation is to be provided by the parents. A child must be brought to and picked up at the classroom. Students may be transported to/from school by the Charlevoix Area Transit Bus, but parents need to make arrangements if they wish to use this service.

IN ACCORDANCE WITH PUBLIC SCHOOL REGULATIONS, NO PRE-K STUDENTS ARE ALLOWED TO RIDE THE PUBLIC SCHOOL BUS.

Tuition/Fees

*****Pre-K***

St. Mary Parish is dedicated to quality Christ-centered education. The parish offers a Pre-Kindergarten through Grade 8 program at St. Mary School for people of faith who desire Christ-centered education for their children. The parish subsidizes tuition for all families.

A tremendous gift of support from the parish makes Christ-centered education possible for our families. Another way tuition is kept low is to include fundraising in the school budget. All school families are expected to work toward raising these funds. By working together, quality Christ-centered education is available to all families.

Tuition may be paid in full or it may be divided into nine monthly payments, to be paid the 5th or 20th of the month each month beginning September through May. Payments are made through Charlevoix State Bank, who manages tuition. If tuition is not paid in full you **must** sign up for ACH withdrawals. Checks are to be made payable to St. Mary School.

There may be additional fees for field trips or projects throughout the year. Notification will be given ahead of time.

We do not charge parents on days the center is closed, but we do charge on days a child is ill or on vacation. This program is tuition based and it is paid up front or by the 5th of each month.

IF A CHILD LEAVES DURING THE YEAR, NO REFUNDS WILL BE MADE FOR PART OF A MONTH.

2 half days	\$800
3 half days	\$1,200
5 half days	\$2,000
3 full days	\$1,560
5 full days	\$2,600

*****Extended Care***

Available to all Pre-K and school-aged children Monday-Friday from 3:00-5:30 PM at

- **There is no enrollment or application fee for Extended Care services.**
- **Hourly Fee: \$3.00 per hour, per child.**
- **Snack Fee:** There will be a \$5.00 a month, per child fee (after 2 days of service) to provide healthy snacks for your child. This will be added to your monthly bill. No outside snacks are to be brought in.
- There may be additional fees for field trips or projects throughout the year. Notification will be given ahead of time.
- **Late Pick-Up:** If a child is picked up after 5:30 PM, the hourly rate will be charged. If you discover that you will be late during extended care hours, call St. Mary School (231-547-9441 ex 19) and let the caregiver in charge know. If you can't reach someone at the school, call/text Amy Baldwin at 989-670-9966. If someone other than you will be picking up your child, please call the school office during school hours or text Amy Baldwin.

- **Late Payment Fee:** If invoices are not paid by the end of the month and have a balance of \$20.00 or more, a \$2.00 late fee will be added to the following month's invoice-and both current and previous balance are expected to be paid.
- **Payments can be made by cash, check, or credit card.** Please turn in payments directly to Amy Baldwin. There will also be payment options available through FACTS to be automatically deducted each month.

****There is no extended care service when school is not in session or on scheduled half days of school.**

****There will be no charge for days a child is not in attendance due to illness, vacation, or unneeded services.**

Volunteer Opportunities and Policies

St. Mary School is in partnership with parents to provide the spiritual and academic development of each child. Parental involvement is essential to achieve this goal. Pre-K parents are expected to attend Home and School Association meetings, participate in fundraisers, and carry out the tasks assigned to their grade by the Home and School Association. See attached parent participation form. **Pre-K parents are required to complete 20 hours of parent participation during the school year. Bills will be sent to those that do not complete these hours.**

All volunteers must complete the following:

- Volunteer Clearance Form-A written form that states they have never been convicted of a crime, have felony charges pending against them, or have been involved in abuse or neglect of children.
- Diocese of Gaylord Employee and Volunteer Criminal Background Check

All unsupervised volunteers must complete a Comprehensive Background Check

If a volunteer is in contact with children at least 4 hours per week for more than 2 consecutive weeks, a negative TB test must be on file.

All staff and volunteers must have criminal background checks. Persons who have not had a criminal background check will not be allowed to volunteer. Documentation from the department of human services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.

R 400.8125(3) : All supervised volunteers must have a public sex offender registry clearance before having contact with children in care.

R. 400.8125(4): A written policy that staff and volunteers will be screened must include a statement that any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care.

Weapon Play Policy

Weapons or toy weapons are not allowed to be brought from home. If a child turns another toy or finger into a gun, we will explain that real guns can hurt people and we wouldn't want to pretend to hurt someone.

Withdrawal

Pre-K

If it becomes necessary to withdraw your child(ren) from St. Mary Pre-K Program, please speak to the director and/or teacher at least 2 days prior to the last day of attendance-unless it is an emergency. A final statement will be issued summarizing total fees.

The Pre-K teacher/director, in consultation with the Principal, may advise a parent that a child is not prepared for activities required by Pre-K children in the program, even if the child is the appropriate age. The well-being of the child is an important factor when withdrawal is advised.

St. Mary Pre-K Program holds the rights to withdraw a child on the grounds of:

- Repeat failure of parents(s) to comply with the policies of St. Mary Pre-K Program.
- The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of adult attention and/or supervision.
- Failure to provide up to date health and immunization records in accordance with the policies of the Department of Consumer and Industrial Services.
- Two weeks absence without notice.

Extended Care

If it becomes necessary to withdraw your child(ren) from St. Mary Extended Care Program, the director must be notified prior to the last day of attendance. A final statement will be issued at the end of the month summarizing total fees up to and including the final day of attendance.

PLEASE FILL OUT AND SIGN ALL REQUIRED FORMS