



ST. MICHAEL
Catholic School • Grand Ledge

EARLY CHILDHOOD PROGRAMS

PRESCHOOL / CHILDCARE HANDBOOK



325 Edwards Street, Grand Ledge, MI 48837 | Phone: 517-627-2167 ext 1021

school.stmichaelgl.org/preschoolchildcare

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WELCOME TO ST. MICHAEL!

Thank you for choosing St. Michael Early Childhood Programs! It is a great honor that you have chosen our preschool and/or childcare for your child. We hope that you find this handbook helpful and informative. Should you have any questions or concerns, please feel free to contact me at 627-2167 ext 1021.

Thank you,

Danielle Sleight
St. Michael Early Childhood Program Director

- ## 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 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 our programs is to provide the best possible care and experience for your child(ren).

- ## VISION STATEMENT

We, as a Catholic Professional Learning Community, provide for each student's spiritual, intellectual, emotional, and physical growth; demonstrate a personal commitment to the academic success of each student and the continued education of staff; foster a supportive, safe, and loving environment based on mutual respect for all of God's creation and create opportunities for serving the greater community.

- ## THE ENVIRONMENT

We provide an environment that is safe and caring to give the children the best possible experience while in our care. We respect each child as an individual with unique qualities of personality, intelligence, and creativity.

- ## THE FAMILIES

We maintain and encourage open lines of communication with families to build strong relationships and provide consistent care between childcare, home and school.

- ## THE STAFF

Students are kept to the required student–teacher ratio with caring, dedicated and experienced staff. All staff have received CPR training. Fingerprinting and background checks are completed regularly.

PRESCHOOL POLICIES AND GUIDELINES

• ADMISSION POLICY

St. Michael Preschool is open to children who have turned 3 or 4 by September 1st and are completely toilet trained.

Families who are enrolled in St. Michael Catholic School and/or Childcare will have priority for enrollment. If space is available, enrollment will be opened to parish families and then to the wider community. A wait list will be established if needed.

St. Michael Preschool is open to all families regardless of race, creed, religion, ethnic or cultural background.

• PRESCHOOL HOURS AND SCHEDULE

Preschool follows the St. Michael School calendar. A full school calendar will be distributed to all families at the beginning of the school year.

3-Year-Old Preschool	Tuesday & Thursday	8:00 am – 11:00 am
4-Year-Old Preschool	Monday, Wednesday, Friday	8:00 am – 11:00 am
4-Year-Old Pre-Kindergarten	Monday – Friday	12:00 pm – 3:00 pm
3-Year-Old / 4-Year Old Preschool & Childcare Full Day Option	Monday – Friday	Drop off after 7:00 am Pick up before 6:00 pm

• ARRIVAL AND DISMISSAL

The St. Michael Preschool classroom is in the main school building. You may use the parking lot at the school's main entrance. Children attending morning preschool may arrive at 7:50 am and be picked up by 11:00 am from the school's main entrance. Children attending in the afternoon may arrive by 11:50 am at the school's main entrance. Pick-up for dismissal is also at the main entrance of the school.

• ATTENDANCE

If your child is going to be absent from preschool, please contact the school office at 517-627-2167. Please give a reason for their absence, as we are required to track illnesses and report them weekly to the State of Michigan Health Department per licensing rules.

• SAMPLE DAILY SCHEDULE

Preschool 3- and 4-Year-Old Sample Schedule

Arrival, Table Time
Circle Time
Play Based Centers
Music and Movement/Story
Theme Based Large Group
Bathroom, Recess
Snack
Free Play
Clean Up, Dismissal

Pre-Kindergarten Sample Schedule

Arrival, Table Time
Morning Meeting
Academic Centers
Music and Movement/Story
Subject Related Large Group
Bathroom, Recess
Snack
Free Play
Clean Up, Dismissal

• CURRICULUM

We offer a developmentally appropriate curriculum for each of our classes.

Religion

- Bible stories and activities

Science

- Explore the use of five senses.
- Observe the environment through sensory and basic scientific methods.
- Use scientific skills and methods through science experiments.
- Begin basic STEM activities.

Social/Emotional Skills

- Identify/express feelings in socially acceptable ways.
- Develop friendship skills cooperatively by taking turns and sharing.
- Follow school and classroom rules
- Practice good manners

3-Year-Old Preschool

Skills introduced are for exposure and introduction to concepts.

- Children are introduced to:
 - his/her name
- letters and numbers (1-10)
 - shapes and colors
- letter sounds and rhyming words

4-Year-Old Preschool

Recognize skills and concepts. Mastery not expected.

- Recognize and learn how to print his/her name.
- Recognize and begin writing letters and numbers.
- Recognize letter sounds and rhyming words.
- Recognize comparing and contrasting by sorting (color, size, etc.).
- Complete and create simple patterns (AB, AABB).
- Recognize days of the week and items on a calendar.
- Introduction to different types of weather.

4-Year-Old Pre-Kindergarten

Demonstrate skills and concepts. Greater detail of concepts and subject matter.

- Print his/her name.
- Recognize and demonstrate writing letters and numbers.
- Begin identifying letter sounds, rhyming words, number of syllables, and words that begin with a particular letter.
- Demonstrate comparing and contrasting by sorting (color, size, etc.).
- Complete and create complex patterns (ABC, AAB, ABB).
- Introduce simple addition and subtraction
- Recognize the days of the week and items on a calendar.
- Recognize different types of weather.

• STUDENT DRESS CODE

Preschool students are not required to follow the elementary school dress code.

• EXTRA CLOTHES

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

• SNACKS AND WATER BOTTLES

Please provide a small, healthy, nut free snack for your child each day (examples include fruit, crackers, vegetables, pretzels). Your child will also need to bring their own water bottle with their name on it.

• FOOD SERVICE

Children in attendance during lunch time 11:00 am – 12:00 pm, may purchase lunch through the school hot lunch program or may bring a nut-free lunch from home.

- **COMMUNICATION**

A class newsletter will be sent home monthly in both a hard copy and virtual format. The school newsletter, The Messenger, will also be emailed bi-weekly to keep you informed about all school events. We have quarterly Progress Reports and Parent/Teacher Conferences in the fall and spring. Our staff is always open to suggestions and comments.

- **PARENT VOLUNTEERS / PARTIES**

There are many ways to help in our classroom. We welcome any parent who can work in the classroom. We ask that you contact the teacher ahead of time to set up a day and time that works best. There are three planned parties: Halloween, Christmas, and Valentine's Day. Parties typically take place during the last hour of class. We ask a group of parents to help plan the activities and food. Signup sheets are available at the open house in August. St. Michael Parish requires volunteers who work with children to complete a VIRTUS, Protecting God's Children Awareness Session and a background check.

- **FIELD TRIPS**

Parents will receive advance notice of field trips and will be asked to sign a field trip permission slip. A student will not be allowed to participate without this signed form. If parents are transporting other individuals in the class, they will need to fill out a driver information form, which requires copies of their driver license and proof of insurance. All drivers and volunteers must also complete a VIRTUS, Protecting God's Children Awareness Session and background check.

- **BEFORE AND/OR AFTER PRESCHOOL CHILDCARE SERVICES**

Childcare is available in cooperation with preschool, 7:00 am until 6:00 pm. During this time, your child will have many opportunities for both structured and free choice activities. Children will be taken to their preschool class by a childcare program staff member, then picked up from class and returned to the childcare center. For more information regarding childcare opportunities, please contact the Director Danielle Sleight at 627-2167 ext. 1021.

- **SUMMER CHILDCARE PROGRAM**

St. Michael Childcare offers a Summer Childcare Program. Our Summer Program begins the Monday after the last day of school for St. Michael School students. Children enrolled in St. Michael Childcare during the school year will be given priority for placement in the summer program. Families will be contacted in the spring to determine whether their child(ren) will attend in the summer. Our summer daily hours of operation are 7:00 am-6:00 pm.

- **SCHOOL BREAKS / SCHEDULED NON-SCHOOL DAYS**

Preschool is closed during St. Michael Catholic School breaks and scheduled non-school days. Our childcare is open, families wishing to use the service during breaks and scheduled non-school days must have all the childcare required paperwork completed before using it. When school is not in session, children must bring a nut-free lunch from home.

- **SNOW DAY / WEATHER CANCELLATION**

St. Michael Preschool is closed when St. Michael Catholic School is closed. A text and email will be sent out to families alerting them of the closure or delayed start. Closures and delays are also reported to WILX.

- **WEATHER DELAY**

Morning Preschool classes are cancelled when St. Michael School has a weather delay. A text and email will be sent out to families alerting them of the delayed start.

The Childcare Center will be open if St. Michael Catholic School/Preschool is delayed due to inclement weather. Weather delays are an extension of before school care. Weather delay session hours are 8:00 am to 10:00 am. School age children would be dismissed to St. Michael Catholic School at 10:00 am.

Families wishing to use the service on weather delay days must have all the childcare required paperwork completed before using it.

- **SAFETY PROCEDURES**

Fire: The State of Michigan requires that we 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 school office and published on our school website.

Tornado: The State of Michigan requires that we conduct tornado drills two times a year. Children are trained to move to a safe area and sit facing the interior wall while covering their heads. Records of tornado drills are kept in the school office and published on our school website.

Crisis Management: The State of Michigan requires that we conduct Crisis Management, including intruders and bomb threats. The facility will go into lockdown. Children will not be allowed to be dropped off or picked up during this time to ensure the safety of all children and families.

Trauma Training: All staff have been fully trained by the Grand Ledge Police Department in trauma care. All utilized common areas as well as both childcare rooms are equipped with trauma kits.

PRESCHOOL TUITION / BILLING PROCESS / PAYMENT OPTIONS

- **TUITION**

Tuition is based on the tuition agreement upon registration. All annual fees include school breaks, scheduled school days off, and half days from the first day of school through the end of the school year. Credits and refunds will not be given for days child(ren) does not attend class and/or childcare due to the fixed costs of running the program. Summer programs fees are not included in the annual preschool rates. If you decide to make a change to your child's enrollment agreement, or withdraw from the program, written notice must be received in our office two weeks prior to any changes. Enrollment changes are for long-term changes and not periodic changes in attendance.

- **BILLING STATEMENTS / EMAIL**

Tuition payment plans will be set up through FACTS. We offer several payment plans including Pay in Full (August 1st or 15th), 3 Payments (August, November, and February 1st or 15th) and Monthly (August-May 1st or 15th).

St. Michael Preschool/Childcare billing statements, information and updates are sent to the e-mail address provided at registration. If this address is part of your employer's system, it may not be private or secure. The e-mail address provided must be checked regularly.

- **PAYMENT OPTIONS**

- Automatic bank draft (ACH) using a checking or savings account
- Credit Card- A 2.95% processing fee will be assessed for using a credit or debit card.
- Cash or Check payment to the parish office.
- When an ACH payment returns for Insufficient Funds (NSF), or when a Credit Card payment returns for Insufficient Funds, Do Not Honor, Exceeds Credit Limit/Approval, or Expired Card, a Returned Payment Fee of up to \$30 is assessed. The fee amount is subject to change.

- **TUITION ASSISTANCE / SCRIP PROGRAM**

Families may participate in the SCRIP program, which allows parents to earn credit towards their preschool tuition by purchasing gift cards for every day and special expenses. Check out the program details at school.stmichaelgl.org/tuition-assistance-scrip. For more information, please contact the Parish Office at 517-627-8493.

- **PRESCHOOL TUITION DELINQUENCY PROCEDURES**

- Once you set up your payment plan through FACTS you will get confirmation of payment dates and amounts.
- Payments will be automatic using the payment method and frequency you choose when setting up your payment plan.
- A \$10 late fee will be assessed for automatic payments that are not paid within 1 day after the due date.
- FACTS will make phone calls once a week to any account that is at least 35 days and at least \$50 past due.
- If a student leaves St. Michael Preschool during the school year, tuition will be prorated on a monthly basis.

CHILDCARE POLICIES AND GUIDELINES

- **ENROLLMENT / ADMISSION POLICY**

St. Michael Childcare Program is open to children 3 years old and toilet trained through 12 years old.

Families who are enrolled at St. Michael Catholic School and Preschool will be given priority for placement in the program. If space is available, enrollment will be opened to parish families and to the wider community. A wait list will be established if needed.

The St. Michael Early Childhood Program Director reserves the right to decline admission of children/families. Children and families are assessed and accepted into St. Michael Childcare Program based on a personal interview and/or contact prior to admission.

St. Michael Childcare Program is open to all families regardless of race, creed, religion, ethnic or cultural background.

- **CHILDCARE CENTER HOURS**

The Childcare Center is open Monday – Friday; 7:00 am to 6:00 pm

- **ARRIVAL AND DISMISSAL**

Childcare center doors open at 7:00 am. Parents/guardians must sign children in when they arrive in the morning and sign them out when picking them up. Children will only be released to the people specified on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for picture 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 / ABSENCES**

If your child is going to be absent from childcare, please contact the childcare center at 517-627-2167 ext. 1021. Please give a reason for their absence, as we are required to track illnesses and report them weekly to the State of Michigan Health Department per licensing rules.

- ## SAMPLE DAILY SCHEDULE

7:00-8:30 am	Good morning arrival—Free choice—Planned activity
7:15-8:00 am	Breakfast is offered
8:30 am	Clean up time
8:30-9:00 am	Circle time (includes calendar, ABCs, counting, language cards, colors, weather, shapes, book, and music and movement)
9:00-9:45 am	Centers (10–12-minute rotations including math/science, gross motor, fine motor, sensory, imaginary play, and art)
9:45-10:00 am	Finishing centers and clean up time
10:00-10:40 am	Outside time (weather permitting) / Gym (Thursdays)
10:40-11:00 am	Media center (can include videos/movies, books, books on tape, and puzzles)
11:00-11:10 am	Washing hands for lunch
11:10-11:40 am	Lunch time
11:40-11:50 am	Clean up from lunch—get ready for nap
12:00-2:15 pm	Nap time
2:15-2:45 pm	Clean up from nap and tabletop activities
2:45-3:00 pm	Teacher cleans tables, germ bust children, children sit at tables for snack
3:00-3:30 pm	Round #1 snack time, wash hands, bathroom break, prepare to go outside
3:45-5:30 pm	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)
4:15-5:30 pm	Round #2 snack time, bathroom breaks, children prepare to go outside
5:30-6:00 pm	Free choice
6:00 pm	Close

This daily schedule is tentative and subject to change. When the outside temperature or wind chill is at or below zero degrees children will remain indoors.

- ## CURRICULUM

A typical day in childcare may include the following: Circle time (calendar, ABC's, counting, language cards, colors, weather, shapes, story and music/movement), centers (rotations including math/science, gross/fine motor, and sensory), arts and crafts, imaginary play, and outdoor play.

- ## FREE CHOICE OPTIONS

Options include 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, gross 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 OPTIONS

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

- **FOOD SERVICE**

Childcare serves breakfast until 7:45 am. A variety of nutritious breakfasts are provided. Afternoon snacks are provided by childcare. A menu is posted in the childcare center. Items may be substituted for various reasons.

When school is in session, lunch is served in the childcare classroom between 11:00 am – 12:00 pm. Children have a choice of purchasing a hot lunch from the school lunch program or bringing a lunch from home. Please make all hot lunch orders by 8:00 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 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 (school breaks/scheduled non-school days), children must bring a nut-free lunch from home.

- **COMMUNICATION**

A class newsletter will be sent home monthly in both a hard copy and virtual format. Our staff is always open to suggestions and comments.

- **DROP-IN CARE**

Drop-ins are welcome. Any time a child is in attendance outside of the child's weekly schedule attendance, they are considered a drop in. Please contact the childcare center at least 24 hours in advance to ensure there is room for your child to attend. Drop-in fees vary due to session attending and include closures due to inclement weather.

- **LATE PICK UP**

St. Michael Childcare Center closes at 6:00 pm. Pickup between 6:00 pm and 6:15 pm will result in a \$25 fee per occurrence. Pickup between 6:16 pm and 6:30 pm will result in a \$50 fee per occurrence. If parents/guardians have not arrived by 6:10 pm, the staff will call names listed on the Emergency Card and ask emergency contacts to pick up the child. Habitual lateness could result in contact with local authorities.

- **SUMMER CHILDCARE PROGRAM**

Our Summer Program begins the Monday after the last day of school for St. Michael School students. Children enrolled in St. Michael Childcare during the school year will be given priority for placement in the Summer Program. Families will be contacted in the spring to determine whether their child(ren) will attend in the summer. Our summer daily hours of operation are 7:00 am-6:00 pm.

- **SCHOOL BREAKS / SCHEDULED NON-SCHOOL DAYS**

The Childcare Center is open during St. Michael Catholic School/Preschool breaks and scheduled non-school days. Families wishing to use the service during breaks and scheduled non-school days must have all the childcare required paperwork completed before using it. When school is not in session, children must bring a nut-free lunch from home.

- **SNOW DAYS / WEATHER CANCELLATIONS**

St. Michael Childcare is closed when St. Michael Catholic School is closed. A text and email will be sent out to families alerting them of the closure or delayed start. Closures and delays are also reported to WILX.

- **WEATHER DELAYS**

St. Michael Childcare Center will be open if St. Michael Catholic School/Preschool is delayed due to inclement weather. Weather delays are an extension of before school care. Weather delay session hours are 8:00 am to 10:00 am. School age children would be dismissed to St. Michael Catholic School at 10:00

am. Families wishing to use the service on weather delay days must have all the childcare required paperwork completed before using it.

- **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 licensed childcare centers conduct tornado drills at least twice from April through October. Ours will be scheduled for April and September. Children are trained to sit facing the interior wall while covering their heads. Records of tornado drills are kept in the director's office.

Crisis Management: The State of Michigan requires that we conduct Crisis Management, including intruders and bomb threats. The facility will go into lockdown. Children will not be allowed to be dropped off or picked up during this time to ensure the safety of all children and families.

Trauma Training: All staff have been fully trained by the Grand Ledge Police Department in trauma care. All utilized common areas as well as both childcare rooms are equipped with trauma kits.

CHILDCARE FEES / BILLING PROCESS / PAYMENT OPTIONS

- **FEES**

Fees are based on the enrollment agreement. A list of available childcare sessions and attendance options is provided during the enrollment process. Once your plan is chosen and you have signed your agreement, you will be responsible for paying the weekly childcare fees associated with the selections you have indicated. Credits and refunds will not be given for days children do not attend due to the program's fixed costs.

Please give the director two 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 understand and agree that your childcare fees will change in accordance with the schedule that is submitted. Attendance changes are for long-term changes and not periodic changes in attendance.

- **BILLING STATEMENTS / EMAIL**

Fees are billed in advance of service: Billings occur every Tuesday for the following weeks' services. All forms of payment, including online payments, are due 10 days following the date sent. AutoPay will be optional for families. Families enrolled in AutoPay will have the amounts due automatically processed on the invoice due date. If payment in full is not received by this time, a \$10.00 late fee will be assessed.

St. Michael Preschool/Childcare billing statements, information and updates are sent to the e-mail address provided at registration. If this address is part of your employer's system, it may not be private or secure. The e-mail address provided must be checked regularly.

- **PAYMENT OPTIONS**

- Automatic bank draft (ACH) using a checking or savings account
- Credit Card- A 2.95% processing fee will be assessed for using a credit or debit card.
- Cash or Check payment to the parish office.
- When an ACH payment returns for Insufficient Funds (NSF), or when a Credit Card payment returns for Insufficient Funds, Do Not Honor, Exceeds Credit Limit/Approval, or Expired Card, a Returned Payment Fee of up to \$30 is assessed. The fee amount is subject to change.

- **TUITION ASSISTANCE / SCRIP REBATE PROGRAM**

Families may participate in the SCRIP program, which allows parents to earn credit towards their program fees by purchasing gift cards for every day and special expenses. Check out the program details at school.stmichaelgl.org/tuition-assistance-scrip. For more information, please contact the Parish Office at 517-627-8493.

- **CHILDCARE FEE DELINQUENCY PROCEDURES**

- A \$10 late fee will be assessed for automatic payments that are not paid within 1 day after the due date.
- Frequent delinquency may result in an alternative payment plan and/or removal from the childcare program.

PRESCHOOL & CHILDCARE SHARED POLICIES

- **ALLERGIES – FOOD AND OTHER**

Please notify the St. Michael Early Childhood staff of any allergies your child may have so we may accommodate the restrictions.

- **NUT-FREE ZONE**

St. Michael Preschool and Childcare 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 start of each school year, families are required to complete an Emergency Card for each child that is enrolled in the St. Michael Early Childhood Programs. Emergency cards will be accepted once each field is filled out entirely. Your child may not attend St. Michael Preschool/Childcare 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.

Should you have a change in address, place of employment, phone numbers or emergency contacts, please notify the St. Michael Early Childhood staff so we have the most accurate information for you.

- **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.

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 to be completed by the child's physician.

• MEDICATION

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

- All medication must come in original containers—both prescription and over the counter.
- Child's name must be on the container.
- Child's parent/guardian must complete a Medication Permission form. This includes lip balm, special topical medications, and cough drop suppressants.
- The St. Michael Early Childhood 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 Preschool or Childcare. Children showing the following symptoms (but not limited to) should be kept home:

Fever over 99.1 (currently or within past 24 hrs)	Excessive nasal discharge (thick, yellow, or green)
Vomiting	Flu
Diarrhea	Strep throat
Sore throat	Head lice
Eye discharge	Pink eye
Chicken pox	Rash

Your child may return to St. Michael when he/she is fever free for a minimum of 24 hours without the aid of fever reducing medication. If your child has been put on an antibiotic, he or she may return after the first 24 hours if behaving like himself/herself again. If symptoms occur while at St. Michael, parents will be notified to come pick up their child(ren). If we are unable to contact parents from the numbers provided on the Emergency Card, the staff will contact the emergency backups listed.

The child(ren) who is too ill to remain at St. Michael will be placed in a separate area and is cared for and supervised until the parent arrives.

If calling in your child for an illness, it is important to relay any communicable diseases such as pink eye, head lice, flu, etc. We are required to report the number of cases at our school that occur to the Eaton County Health Department.

• INJURY / ACCIDENTS / INCIDENTS

If a child is injured at St. Michael, the staff will do the following:

1. Tend to the child's needs and determine if emergency help is needed.
2. In case of an emergency, medical assistance will be called at once.
3. If the injury is severe, such as a head injury, broken bone, eye injury, nose injury, or deep cut, parents will be notified immediately.
4. An accident report will be completed, and all involved parties will read and sign the form at pick-up, the same day, or drop off the following day.
5. A copy of the report will be kept on file at the center.

A minor injury is considered a cut, scrape, or bump/bruise. If a child receives a minor injury while at St. Michael, first aid care will be provided by a staff member. Care may include ice packs, band-aids, washing wounds with a mild soap/water mixture, and lots of TLC. An accident report will be completed and will require the signature of the child's parent/guardian. A copy of the accident report will be kept on file and given to the parent/guardian.

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 while at St. Michael, the staff will do the following:

1. Tend to the child's need and determine if emergency help is needed.
2. If emergency help is necessary, we will contact emergency help before parents. If parents cannot be reached, emergency contacts from the child's Emergency Card will be called.
3. A lead staff member will remain with the child while 911 is being called by another staff member.
4. CPR and/or First Aid will be administered by a lead staff member.
5. An accident report will be completed, and all involved parties will read and sign the form at pick-up, the same day, or drop off the following day.
6. A copy of the report will be kept on file at the center.
7. Licensing will be contacted if necessary.

• OUTDOOR PLAY

The students of St. Michael Early Childhood programs can have outdoor playtime every day. Please remember to send your children with weather appropriate clothing. We recommend sending your children sweaters, hats, gloves/mittens, scarves, shoes, boots, snow pants and coats that are insulated per 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 lightning, thunder, severe weather warnings, or when the wind chill is at or below zero degrees Fahrenheit.

• PLAYGROUND

As an early childhood center licensed by the State of Michigan, we are required to inform families that we will be using St. Michael Catholic 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 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. Should we find something unsafe or questionable, that area will be off limits.

• BEDDING

Children who are not of school age and who spend 5 hours in preschool/childcare must be given the opportunity to have some 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 Early Childhood programs must be toilet trained. Diapers and pull-ups are not allowed by the 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 several changes of clothing, clearly labeled with the child's name on them.

- **EXTRA CLOTHES**

Due to spills, accidents or mishaps, it is important that all students 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. Please be sure to label all clothing.

- **TOYS / ITEMS FROM HOME**

St. Michael Preschool/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 hours of operation.

- **NON-SMOKING POLICY**

St. Michael Catholic School/Parish is designated a Drug Free School Zone. All persons are prohibited from smoking within a 25-foot perimeter of all facilities. Thank you for your cooperation.

- **STAFF AND VOLUNTEER SCREENING AND TRAINING**

Before staff is allowed to supervise or have contact with children, they must satisfactorily advance through the following screening process: Interview with the Principal and Director, Clearance with the Eaton Co. Child Protective Services, Clearance through MI Public Sex Offender Registry, Clearance through an FBI live scan fingerprinting check, Satisfactory completion of the Abuse/Neglect statement, Satisfactory completion of a physical with a negative result of a TB test, VIRTUS- Protecting God's Children Awareness Session, CPR/First Aid Training, and Blood Borne Pathogen Training. Staff also must complete 16 hours of training pertaining to Child Development and renew their CPR certification annually.

Volunteers must meet State of Michigan requirements. Please see the St. Michael Early Childhood Director for more information.

- **CONFIDENTIALITY POLICY AND NON-DISCRIMINATION POLICY**

St Michael Early Childhood programs take great care to ensure that all information regarding any child enrolled in our program will remain confidential. St. Michael is open to all families, regardless of race, creed, religious, ethnic, or cultural background. St. Michael Early Childhood 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 Early Childhood programs based on a personal interview and/or contact prior to enrollment/admission.

- **DISCIPLINE**

The discipline, language, and bullying policies that are contained in the St Michael Catholic School Handbook will be followed by St. Michael Preschool and Childcare. Staff will be caring and nurturing while encouraging and communicating with children at their level of understanding. By helping the child feel safe and cared for, appropriate behavior will be encouraged. The following practices will be in use:

- Rules and expectations will be clearly communicated.
- Inappropriate behavior will be dealt with on a non-threatening individual basis. Helping the 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 problems, so that the staff and parents may work together to remedy challenges.

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation are used.

All of the following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Placing any substances in the child's mouth, including soap, hot sauce, or vinegar.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- Time out must not be used for children under 3 years of age.

Non-severe and developmentally appropriate discipline or restraint may be used, when 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 for punishment prohibited.

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 comply to each part of this law. If a staff person suspects abuse or neglect of any kind, actions will be taken in accordance with the Child Protection Law discussed above.

EARLY CHILDHOOD 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.

- **CHILD 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. 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 BODILY FLUIDS**

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

1. Put on protective gloves.
2. Assist child.
3. Place any soiled clothing in a plastic bag with the child's name on it.
4. Place any used paper products, such as paper towels or tissues, in a marked plastic bag and dispose of them 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 fluids, 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 the area by placing orange cones or chairs around the space with a note that states "Stay Away", place a fan on the carpet to help it dry.

- **CLEANING AND SANITIZING**

Cleaning and sanitizing is done before and after meals for tables. Bathrooms, doorknobs, and used toys are cleaned on a nightly basis and as needed. Examples of sanitizing solutions used 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.

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 area dry.

- **INFECTION CONTROL AND PRECAUTIONARY MEASURES POLICY**

All staff are to not enter St. Michael 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.

All staff experiencing either vomiting or diarrhea are not to return to St. Michael until symptoms have subsided for at least 24 hours. All returning staff after diarrheal illness are not to prepare or directly handle any food or food ware for any child for at least 24 hours. All staff with a communicable disease must 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 CATHOLIC 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, Michigan

"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

- **POLICY INFORMATION**

St. Michael Parish recognizes that bullying exists today in many forms including cyber bullying. We are not immune to this issue and anti-bullying has traditionally been a part 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 twofold:

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 and the name(s) of student and/or staff witnesses should be identified, 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.

- **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.

EARLY CHILDHOOD PROGRAM WITHDRAWAL / SUSPENSION / TERMINATION OF ENROLLMENT

- **WITHDRAWAL**

Written notification of withdrawal must be given to the director two weeks prior to the last date of attendance. The notification must include the child's name, intent to withdraw, reasoning for the withdrawal, the date the letter was submitted and the date of the last date of attendance.

- **SUSPENSION**

If child displays behavioral, emotional, social, or physical needs beyond what St. Michael Preschool/Childcare can provide for, if child causes harm, displays aggression or is a danger to his/her self/others/staff during his/her time in preschool/childcare, if child is unable to follow and abide by St. Michael Preschool/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. Parents will be asked to take their child home for the remainder of the session. If one or more phone calls are made in one week, the child may be suspended from Preschool or Childcare for one or more days pending the severity and assessment of the circumstances. If child is suspended more than once, St. Michael Early Childhood Director or authority of St. Michael Catholic School/Parish reserves the right to terminate child's enrollment in any of St. Michael Early Childhood Programs.

- **TERMINATION OF ENROLLMENT**

The director or authority of St Michael Early Childhood/School/Parish reserves the right to suspend or terminate a family for noncompliance of guidelines stated in this handbook. Enrollment may be terminated with a two-week written notice.

- **LICENSING NOTEBOOK**

Our Early Childhood Program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook is in the childcare center office and will be available to parents for review during regular business hours of 7:00 am to 6:00 pm. Licensing reports and special investigation reports from the past two years are available on the bureau of Children and Adult Licensing website www.michigan.gov/michildcare.

- **DISCLAIMER**

St. Michael Early Childhood Director or authority of St. Michael Catholic School/Parish reserves the right to make changes to these policies.

St. Michael Early Childhood Programs
325 Edwards St.
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Danielle Sleight Director

school.stmichaelgl.org/preschoolchildcare