



St. Elizabeth Faith Community

12835 E. Washington Rd.
Reese, MI 48757



LITTLE BLOOMERS PROGRAM



HANDBOOK

Little Bloomers Childcare Program reserves the right to amend any program policies and procedures in this handbook as needed for its operation and/or to comply with changes in licensing. Parents will be notified in writing of any changes.

Table of Contents

Accidents, Injuries, and Incidents	11
Admission	6
Allergies	11
Arrival and Departure Procedures	11
Bullying Prevention Policy	17
Child Nutrition Non- Discrimination Statement	13
Clothing	15
Confidentiality of Records	6
COVID-19 Guidelines	9
Director's Welcome	4
Discipline Guidelines	16
Emergency Procedures	7
Fees Policy	19
Food Program	13
Hours of Operation	7
Illness Policy	8
Inappropriate Toys	17
Inclement Weather Closings	7
Infant and Toddler Care	14
Little Bloomers Programs	5
Lockers	11
Medication Dispensation	11
Mission Statements	4
Moving to Older Room	14
National Holidays	7
Notice of the Availability of the Center's Licensing Notebook	3
Older Toddler Program	15
Philosophy	5
Registration	6
Reporting Absences	11
Temperature Guidelines for Outside Play	15
Toilet Training	14
Typical Daily Schedule	12
Unacceptable Discipline Techniques	17
Visitors reporting to the office	3
What to Bring	14
Withdrawal	6

NOTICE OF THE AVAILABILITY OF THE CENTER'S LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Health and Human Services

- All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 28, 2010 until the license is closed.
- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare

VISITORS REPORTING TO OFFICE

We have an open-door policy and we encourage you to stop at any time and walk through the building or visit your child while in our care. Other than when you are dropping off or picking up your children, we ask that you check in the main office if you plan to share in your child's activities and remain in the building for more than 15 minutes. We ask that you help us keep everyone safe by following the protocols established in response to COVID-19.

Dear Families,

Welcome to Little Bloomers Program! We are happy to provide this handbook to give you the information you need regarding the operation of our programs. The policies in this handbook follow the requirements of LARA – Licensing and Regulatory Affairs – as well as the requirements of the Diocese of Saginaw.

Our programs are housed in the same building as St. Elizabeth Area Catholic School. We are invited to participate in school special celebrations and do so happily when it does not interfere with our own activities.

As a ministry of St. Elizabeth Parish, at Little Bloomers Programs we strive to fulfil its mission by teaching the children to live as good Christians.

Please, contact us if you have any questions or concerns. If I am away from the building, there is always someone available among the Little Bloomers, school, and parish office staff to help you.

Blessings,

Gabbie Marquerry

Childcare Director

St. Elizabeth Area Catholic School Principal

Little Bloomers Mission Statement

In support of the mission of St. Elizabeth Parish and St. Elizabeth Area Catholic School, Little Bloomers Program exists to provide children in the community with a safe, developmentally appropriate Christian environment in which they can grow and develop in the spiritual, intellectual, social, emotional, and physical areas.

St. Elizabeth Parish Mission Statement

As disciples of Jesus Christ, we are called to **know, live, share, and celebrate** our Catholic Faith.

St. Elizabeth Area Catholic School Mission Statement

At St. Elizabeth Area Catholic School, the staff, parents, and community work together to offer a safe, supporting, and nurturing Catholic environment. With the guidance of the Holy Spirit, we are committed to Gospel values, discipleship, and academic excellence.

Philosophy

At Little Bloomers Program, we believe that the first years of a child's life are critical to their development. God sees each of us as unique individuals, full of purpose and promise. A positive, self-confident child will later grow to become a competent, happy, and successful adult.

Our programs focus on the development of the whole child and they aim to meet each child's interests, abilities, and needs. We provide children a Christian environment where they can have a positive experience with school and learning. The programs give working parents the opportunity to drop off their child in the care of competent childcare professionals and a certified administrator. This allows parents the convenience and peace of mind that their child is in a safe and caring learning environment while they are away.

Little Bloomers Program

Our program consists of:

- Childcare program for infants (2-weeks old) to 12 years old;
- Latchkey program for school aged children providing before and after school care on school days;
- Summer program for infants (2-weeks old) to 12 years old.

We provide:

- A safe, caring, and supportive Christian environment;
- Developmental and educational programs;
- Breakfast and nutritious morning and afternoon snacks;
- Afternoon nap or rest period;
- Reliable, committed, and loving staff;
- Fieldtrips and special community visitors;
- Opportunity for parent involvement.

The staff involves the children in:

- Solving problems and strengthening their imagination through play;
- Developing large and fine motor skills through exercise and play;
- Developing healthy social relationships by teaching them how to play with others and solve conflicts and disagreements;
- Working independently in small group settings;
- Cultural experiences through art, music, dance, and movement.
- Literacy activities and introduction to math.

Admission

Little Bloomers Program does not discriminate on the basis of race, color, sex, age, national origin, or disabilities. We do not discriminate on the basis of religion, and we do not require that all students say grace before meals. However, because we are a Catholic ministry, our faith is the center of our existence, so we ask all those who join us to respect our beliefs, values, practices, and traditions.

Applications to our programs are taken year-round and children are admitted upon availability. Priority registration is given to families that have children currently attending Little Bloomers and St. Elizabeth Area Catholic School. After a specified date assigned by the Director, priority registration will be based on the date of completion of the application packet and payment of the yearly registration fee. If a class is filled, families will be placed on a waiting list based on the date of completion of the application packet.

Withdrawal Policy

We request that families give us two weeks' notice if it becomes necessary to withdraw their child from our program.

Registration

A non-refundable registration fee is required annually. Registration fees for 2021-2022 are:

For children who are not registered at St. Elizabeth Area Catholic School and are only registering for Little Bloomers Programs, registration is \$80 per family.

Registration to Little Bloomers is included in the registration to St. Elizabeth Area Catholic School students (PK-8).

For siblings of students registered at St. Elizabeth Area Catholic School, registration is \$30 per child up to two children; for three or more siblings, the registration fee will be \$80 per family.

Registration Documentation

Before a child can attend any of the Little Bloomers Programs, the following must be completed:

- Registration form;
- Child information card;
- Enrollment contract;
- Health Appraisal (5 and under) or Health form (6 or over);
- Immunization records;
- Emergency form;
- Payment of non-refundable registration fee.

Confidentiality of Records

Children's records are open only to the child's caregiver, the director, and an authorized employee of the licensing agency. Parents or legal guardians have access to children's records as well.

Center Hours of Operation

Childcare: Monday to Friday 6:30 AM to 6:00 PM

Latchkey: On school days, 6:30 to 8:00 AM and 3:00 to 6:00 PM

Summer Program: Monday to Friday 6:30 AM to 6:00 PM

Snow Days: Little Bloomers is open on most snow days 6:30-6 (See inclement weather closings below)

Deep Cleaning Closures: one week in December between Christmas and New Year's Eve and one week in July around Independence Day.

National Holidays

Little Bloomers is closed on Independence Day, Labor Day, Thanksgiving Day and the day after, the week of Christmas through New Year's Day, Good Friday, and Memorial Day. Little Bloomers is also closed one week in the summer (usually around the 4th of July) for a deep building cleaning and to get the floors stripped and waxed. **Parents will not be charged for childcare when the program is closed.**

Inclement Weather Closings

Little Bloomers Programs do not follow St. Elizabeth Area Catholic School or Reese Public School closings due to inclement weather conditions. Little Bloomers will be closed when the vast majority of village businesses and offices are closed due to severe weather conditions or when visibility and icy roads make driving dangerous. Little Boomers will also be closed when the building has a power outage, heating problems, flooding, or other extreme circumstances that will not allow us to provide a safe environment for the children. We are sorry for the inconvenience that closings may cause. Parents will not be charged if Little Bloomers closes unexpectedly.

Little Bloomers' closings will be announced on WNEM, NBC25, abc12, and Fox66, as well as in the St. Elizabeth Area Catholic School closed Facebook page. If you are not a member of the closed Facebook group, please request to be admitted. **We will also call all the children scheduled to attend childcare on the day of the closure. The latchkey program does not operate on days when the school is closed. However, whole day childcare will be open for older children.**

Emergency Procedures

An EOP – Emergency Operation Plan – was developed for the all the programs housed in the building and it was approved by our emergency responders. All the staff members have been trained. The plan is reviewed every year and a refresher training is done with all the staff after the review. Building plans showing evacuation routes are posted in each room. During the year, 10 emergency drills are done: 5 fire drills, 3 lockdown drills, and 2 tornado drills. Reports of the drills are posted on the parish website under Emergency Drills (under the School tab). Caregivers will prepare the children for the drills by teaching and practicing the procedures. They will give the children directions during the drills and ensure that all the children are accounted for during the drills.

Illness Policy

The safety of the children in our care and our staff is top priority for us. Therefore, we ask that you do not bring your child to day care if he/she is not well or has symptoms of illness. This is the most effective defense against spreading disease to others. We are sorry for the inconvenience this may cause you, but arrangements must be made for the child to remain at home. Children should not be sent to day care when exhibiting the following: fever, flu symptoms (sore throat, loss of voice, coughing), vomiting, diarrhea, cold, infectious nasal excretions (runny nose with colored discharge), or if showing signs of fatigue or lethargy.

If a child becomes ill at the day care program, every effort will be made to isolate the child until a parent or authorized person comes to pick the child up.

If a child develops a case of head lice, scabies, chicken pox, measles, mumps, pink eye or other communicable diseases, please report it to the program or school office immediately. We are required by law to report such cases to the Department of Health and Human Services. We are also required to notify parents when a child has been exposed to any infectious disease without releasing the origin. Confidentiality will be kept. Children can return with doctor's approval.

This chart may help you:

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I HAVE NAUSEA OR VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO DAY CARE OR SCHOOL WHEN ...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours. No runny or watery stools or two looser stools within the last 4 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided by the county health office	Evaluated by my doctor and have a note to return to day care. I do not have any more runny or crusty eyes.	Released by my medical provider to return to school

Please, be aware that we follow CDC guidelines for COVID-19 and report to the Saginaw Health Department

Reporting Absences

It is very important to us that your child is safe and in the right place. Please notify the staff or the school if your child is not going to attend. The phone number is: (989) 868-3693 or send a text message to the director.

Allergies

If your child has allergies, in addition to listing this on the registration packet, please make sure that you bring this to the attention of the staff and give them any specific directions.

Medication Dispensation

We are not allowed to dispense medication to children without written authorization from parents. If it is necessary for a child to take prescription OR over-the-counter medication during the day, it must be turned in to the caregivers in the original container with the medication permission and instructions form (BCAL-1243) completed and signed by you for **each individual medication**. A form is included in the registration packet and more are available in the classrooms. If a child requires a rescue inhaler, Epipen, or similar device and you want to leave one in the building, it will be held by the caregiver in your child's room together with the proper medication permission and instructions form (BCAL-1243).

Accidents, Injuries and Other Incidents

All the staff at Little Bloomers is certified in American Red Cross First Aid and CPR. If your child has an accident or is injured while in our care, our staff will provide first aid. If the injury requires further attention, we will call 911. You will be notified as soon as possible by one of the staff. At that time, you will be told what happened and if your child needs to be picked up or transported to the hospital. It is important that the information we have is current with accurate phone numbers.

Arrival and Departure Procedures

Authorized adults **must** bring the child in and pick the child up from the classroom. They must sign the child in and out on the attendance sheet each day. Students who attend St. Elizabeth Area Catholic School and those that are transported by the Reese Public School bus will be signed in by the staff. Children will only be released to the parents and those authorized on the child information card. Staff members will check the identification of anyone that picks up the children that they do not know.

Lockers

Each child is assigned a locker to keep jackets and extra clothes. We trust that children will respect each other's property, so lockers at St. Elizabeth remain unlocked. Students are responsible for the contents of their lockers. We would appreciate that no food be left in the lockers overnight and that school bag straps, and jacket sleeves be tucked in so lockers close well. Lockers may be inspected regularly.

Typical Daily Schedule

The daily schedule, routines, and rituals vary in each room according to the age of the children. A visual schedule is posted in each room to provide the children a visual reminder of their day. This gives children security, and it eases anxiety over when mom will pick them up. A typical day in the childcare classroom with children ages 33 months to 48 months could look like this:

- 6:30 Day begins with free play as children arrive.
- 7:30 Breakfast.
- 8:00 Clean up. Lunch count.
Circle time: e.g. story, weather, discussion, game, teaching new concept
- 8:50 Bathroom break and drinks (children can go to the bathroom at any time; at this time, they are reminded if they need to go, especially younger children who have just been potty trained).
- 9:00 Outside play. If weather does not permit us to go outside, play will take place in the gym.
- 9:35 Wash hands. Bathroom.
- 9:45 Snack
- 10:00 Centers and small group
- 10:30 Free play
- 11:00 Hand washing. Bathroom.
- 11:15 Lunch
- 12:00 Hand washing. (Toothbrushing). Bathroom. Get mats ready for rest time.
- 12:20 Story.
- 12:30 Rest
- 2:00 Bathroom. Free play.
- 3:30 Wash hands. Snack.
- 4:00 Outside play. Or play in the gym if weather does not permit us to go outside.
- 4:30 Bathroom. Wash hands. Free play.
- 5:30 Clean up. Get ready for parent pick-ups.
- 6:00 Turn off lights. Close.

FOOD PROGRAM

TODDLERS AND OLDER (over 24 months)

Little Bloomers will provide a breakfast, morning snack and afternoon snack. Your child will need to bring a sack lunch every day. However, during the school year your child can purchase a lunch from the St. Elizabeth School lunch program, which is provided by Reese Public School.

Little Bloomers will provide each family with a school lunch menu. If St. Elizabeth school is closed, or Reese Public School is not in session, you will then need to provide a lunch for your child.

INFANTS AND YOUNG TODDLERS (2 weeks to 24 months)

It is required that you provide your infant with iron-fortified formula or breast milk as well as any additional infant food your child will be needing. Bottles must be prepared at home. Please, keep extra bottle liners in your child's cubby in case of a leak. Any unused portion of bottles will be discarded one hour after opening and will not be used again. Each bottle, nipple and bottle liner may only be used once and will be returned home daily. Any child that cannot hold their own bottle will be held while feeding. No bottles will ever be propped.

All food must be either in its original container or covered and labeled as to the contents, date opened, and the child's name. Food that has not touched saliva may be stored for up to 36 hours in the refrigerator. All other food will be discarded.

Juice may be brought and stored in the refrigerator. Juice will be discarded if not used within 2 days. Whole milk will be provided by Little Bloomers.

For children over 12 months of age, it is required that you provide them with a nutritional lunch. It is important that your child get items from all the food groups. They should have two items from the fruit/vegetable group, one item from the meat/protein group, one item from the bread group, as well as a serving of dairy. A typical lunch would look like this:

Lunch 1

PB & J sandwich
Carrots
Fruit cup
Cup of milk

Lunch 2

Crackers
Cheese stick
Apple
Raisins
Cup of milk

These samples cover all food groups. If you wanted to add more to your children's lunch that would be fine too.

CHILD NUTRITION NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) policies, this institution is prohibited from discriminating based on race, color, national origin, sex,

disability, age, or political beliefs. To file a complaint alleging discrimination, send a letter to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or send an email: program.intake@usda.gov or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

INFANT OR TODDLER CARE

What Do I Need to Bring for Infants and Young Toddlers (0-30 months)?

Please, bring the following items daily: Bottles prepared at home, ready to feed your child, labeled with name, date, and content; cereal, baby food and extra clothes. For children 0-12 months old, please bring more than one change of clothes.

Weekly you should bring diapers, wipes and any ointments or powders.

Diapering

Diapers are checked every two hours, unless otherwise specified. Parents are responsible for bringing in their own diapers and wipes. Please, notify the staff if you have special diapering instructions for your child.

Toilet Training

When the children are ready to begin toilet training, please bring the following:

1. A couple sets of extra clothing, including socks and shoes;
2. A few pairs of training pants (or pullups).

The staff will take the child to the restroom every hour -or as needed- to help reinforce the toilet training. Most importantly, during this time parents and staff need to have lots of patience. A combined effort of training at home and at school will help the child to establish a routine. Working together, toilet training should come quickly.

Moving to the Older Group

Children are moved to the childcare room when:

- they are 30 months of age,

- are potty trained (able to go to the bathroom on their own with no help),
- and they are off the bottle or sippy cup.

What Do I Need to Bring for Older Toddlers (30 - 36 months)?

For napping, please, bring a blanket, a pillow, a stuffed animal (optional).

Bring a change of clothes, including socks and shoes.

Due to COVID-19, drinking fountains cannot be used. We ask that you send a refillable bottle for your child to keep in the center. Please, write your child's name in permanent marker.

Clothing

The children will be going outside every day, weather permitting. In the winter, the children will go outside if the temperature or wind chill is above 20 degrees. The time spent outside will be shortened if it becomes dangerous. We will use the guidelines in the chart below, observation of the children at play, and common sense. Please, make sure your child has appropriate attire including a warm coat, hat, mittens, boots, snow pants, etc. Each child should also have a full change of clothing in their locker.

Temperature Guidelines for Outside Play

Understand the Weather

Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
	Wind Speed in mph									
	CALM	5	10	15	20	25	30	35	40	
Air Temperature	50	50	48	40	36	32	30	28	27	26
	40	40	37	28	22	18	16	13	11	10
	30	30	27	16	9	4	0	-2	-4	-6
	20	20	16	4	-5	-10	-15	-18	-20	-21
	10	10	6	-9	-18	-25	-29	-33	-35	-37
	0	0	-5	-21	-36	-39	-44	-48	-49	-53
	-10	-10	-15	-33	-45	-53	-59	-63	-67	-69
	-20	-20	-26	-46	-58	-67	-74	-79	-82	-85
	-30	-30	-36	-58	-72	-82	-87	-94	-98	-102

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit)																	
	Relative Humidity (Percent)																
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	
Temperature (°F)	110	108	112	117	123	130	137	143	150								
	105	102	105	109	113	118	123	129	135	142	149						
	100	97	99	101	104	107	110	115	120	126	132	138	144				
	95	91	93	94	96	98	101	104	107	110	114	119	124	130	136		
	90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122
	85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102
	80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88
	75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79

In the summer, Children will remain inside if the temperature and/or heat index are 90 degrees Fahrenheit above. We will be cautious and shorten play outside around the 80-89-degree threshold. Sunscreen lotion is required. Please, include this in the summer.

Child Care Weather Watch

Watching the weather is just part of the job for child care providers. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to attend to the health and safety of children in their care. What clothing, beverages, and sun screen are appropriate? Dress children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can also use sunscreen to block harmful rays from the sun. Look for sunscreen with UVB and UVA ray protection. Have children play in shaded areas or create shade in the play area.



Condition **GREEN** - Most children may play outdoors and be comfortable. Child care providers should watch for the child that becomes uncomfortable while playing outdoors.

INFANTS AND TODDLERS Infants/toddlers are unable to tell the child care provider if they are too hot or cold. The infant/toddler may become fussy when uncomfortable. Infants/toddlers tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by using sunscreen and playing in shaded areas. Give beverages while playing outdoors.

YOUNG CHILDREN Use precautions regarding clothing, sunscreen, and beverages. Young children need to be reminded to stop play and drink a beverage and apply more sunscreen.

OLDER CHILDREN Use precautions for clothing, beverages, and sunscreen. The older child needs a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). Apply sunscreen and give beverages while outdoors.



Condition **YELLOW** means the child care provider must use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS Child care providers should use the precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN Use the precautions regarding clothing, sunscreen, and beverages. Younger children may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN Use precautions for clothing, sunscreen, and beverages. Use a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids remain important while playing outdoors.



During condition **RED** most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time. Child care providers must be vigilant about proper clothing, beverages, and use of sunscreen.

Child Care Weather Watch was produced by the Iowa Department of Public Health, Healthy Child Care Iowa. This guide was produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. For questions about health and safety in child care contact the Iowa Healthy Families line telephone 1-800-369-2229. Wind-Chill and Heat Index information is from the National Weather Service.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words used by your weather forecaster.

- **Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately.
- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.
- **Relative Humidity:** The percent of moisture in the air.
- **Temperature:** The temperature of the air in degrees Fahrenheit.
- **Wind:** The speed of the wind in miles per hour.
- **Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets & livestock.
- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.
- **Winter Storm Warning:** Severe winter conditions have begun in your area.
- **Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Discipline Guidelines

“May God’s word be in my mind, on my lips, and in my heart.”

If we want to fulfill our Christian mission to create peace in the world, we need to create peace in our classrooms. Therefore, at St. Elizabeth we believe that peace starts by having a discipline policy that supports the mission of our church, our school, and our childcare programs. If Jesus taught us peace by showing us how to love others and he used gentle words when he talked to people, our discipline policy should reflect what Jesus would do. Hence, our discipline policy is non-punitive and non-permissive; it is kind, yet firm. We firmly believe that being caring and kind will surely help us achieve our goal.

The goal of discipline in our early childhood program is to assist children in developing self-discipline and problem-solving skills that will enable them to interact with others in a safe, peaceful, and appropriate manner now and later in life.

To us, discipline means guidance, teaching. Our discipline philosophy is founded on the belief that we are a community of learners who have a bond: our faith. Thus, behavior is governed by connectedness. Our beliefs about discipline help children develop and sustain their self-esteem and understand their uniqueness and the uniqueness of others as God’s loving children. Because we believe that all human beings have equal rights to dignity and respect, we do not

compare one child to another, and we do not correct a child in front of others. We believe in correcting children in a constructive way because our goal is to get them to understand that what they have done is inappropriate or unacceptable and to make a better choice in the future.

Discipline is an opportunity to teach children about accepting responsibility for their actions. Children are taught what the expected behaviors are and when a child's behavior does not fulfill the expectations, he/she faces consequences. God forgives us, yet we must face the consequences for our actions.

We see conflict as an opportunity to teach children to solve problems. Our discipline policy is based on addressing the problem and giving the children the skills to learn to solve it themselves so that they gain a life-long skill.

We believe children become better adjusted and happier adults if they learn and play in an environment of love and understanding. Therefore, Little Bloomers staff will always use a positive approach to discipline.

A positive method of discipline in an early childhood program involves the staff taking action to stop and correct inappropriate behavior:

1. The staff will give a verbal warning that the behavior is unacceptable.
2. The staff will redirect the child or children.
3. If the inappropriate behavior continues, the child will be removed from the situation, the caregiver in charge will sit next to the child for one minute per year of age or until the child has calmed down and regained self-control.
4. When the child has calmed down and regained self-control, the caregiver will tell the child that the behavior was unacceptable and will state what is expected in the future.

If the above procedures are ineffective and the child's behavior puts other children or staff in danger,

1. The parents will be given a warning.
2. The second time that the behavior occurs, the parents will be asked to withhold their child from our program for one week.
3. If after these steps the behavior continues, St. Elizabeth Little Bloomers reserves the right to permanently dismiss the child from the program.

When the caregiver sees the child showing the appropriate or desirable behavior, the caregiver will reinforce the child's expected behavior. E.g.: "You wanted to play with the toy that Tommy had, and you used your words to ask for it."

Repeated occurrences of inappropriate behavior will be discussed by the director and the caregivers and if then reviewed with the parent/s to try to prevent the next occurrence.

If at any time a child's behavior is harmful to self, others, or equipment, the child may be sent home and enrollment reviewed.

Unacceptable Discipline Techniques

In compliance with the State of Michigan Licensing Rules and Requirements and in our own view of discipline,

1. No child shall be subjected to any form of corporal punishment by the director or the staff of the center.
2. Physical, mental, or emotional abuse is not acceptable.
3. Discipline shall in no way be related to food, rest, or toileting.
4. Classroom procedures, behaviors, and rules will be carefully explained as expectations.

INAPPROPRIATE TOYS

Guns, swords, or toys that implicate violence are not appropriate to have at the childcare program at any time. If children bring inappropriate toys, they will be held by the caregivers and given to the parents when they pick up their children.

Bully-Prevention Policy: Expected Behavior at Little Bloomers Programs

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the behavior expectations in our program, as well as a violation of the law.

Bullying is unacceptable our program because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of children; it undermines the Christian atmosphere in the program; and it deprives students of a safe environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted, and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of Bullying

Forms of bullying may include, but are not limited to:

- Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping, and pinching.
- Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing, and gossip.
- Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
- Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism,

sexual propositioning, sexual harassment, and abuse involving cross gender harassment, actual physical contact and sexual assault.

- Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

Consequences

Little Bloomers authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the environment or orderly conduct of the program or its activities.

Consequences for bullying will vary depending on the severity of the offense, the age of the child, and the child's history of unacceptable behaviors. The failure to follow behavior expectations will be handled as stated in the discipline section above.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

FEES POLICY

Childcare fees are based on your contracted days and the program you need your children to attend. We offer full days or half days for infants, toddlers, childcare and summer program. Childcare and latchkey fees for regularly scheduled children are due in advance on the Thursday that you turn in your schedule for the following week. If payment is not received on the due date, a **\$5.00 late fee per billing period** will be assessed on the unpaid balance. If your child is scheduled for childcare and does not attend due to illness or other plans, your child will be charged for care. Based on the contracted days, each child will be given free absences as follows:

Contracted Days	5	4	3	2	1
Free Days	5	4	3	2	1

When the free days have been used, you will be charged for each absence.

Little Bloomers is open from 6:30 A to 6:00 PM. Children must be picked up by 6:00 PM. If parents fail to arrive by 6:00 PM, an overtime fee will be charged per child as follows:

6:01-6:15 PM: \$10.00

6:16-6:30 PM: \$15.00

After 6:30 PM, \$5.00 for every five minutes

Unpaid fees for more than **2 weeks** will result in parents being asked to withdraw their child from the program.

<p>A \$100.00 fee will be assessed to hold your spot during the summer. Due on the last day of attendance.</p>

Fees may increase as of January 2022 if minimum wage increases.

Little Bloomers Programs Fees

Registration

A non-refundable registration fee is required annually.

Registration to Little Bloomers is included in the registration to St. Elizabeth Area Catholic School students (PK-8).

For siblings of students registered at St. Elizabeth Area Catholic School, there is a registration fee per child up to two children; for three or more siblings, the registration fee will be per family.

For children who are not registered at St. Elizabeth Area Catholic School and are only registering for Little Bloomers Programs, the registration fee is per family.

Fees

See fees document.