

# ST. MARY SCHOOL



## Preschool and St. Mary Backpacks (Latchkey) Policy Handbook



2 Union Street  
Mt. Clemens, MI 48043  
(586) 468-4570 (School)  
(586) 940-2019 (Backpacks Cell Phone)  
[www.smsbackpacks@stmarymtclemens.com](mailto:www.smsbackpacks@stmarymtclemens.com)  
Tax ID 38-138-7152  
August 2015

**St. Mary School  
Child Center  
2 Union Street  
Mt. Clemens, MI 48043  
(586) 468-4570  
Tax ID# 38-138-7152**

**Principal and Preschool Program Director:**

**Maureen Miscavish [mmiscavish@stmarymtclemens.com](mailto:mmiscavish@stmarymtclemens.com)**

**St. Mary Backpacks (Latchkey) Program Director:**

**Kathleen A. Falk [kfalk@stmarymtclemens.com](mailto:kfalk@stmarymtclemens.com)**

Our purpose is to serve the families of St. Mary School and the St. Peter Parish community creating a safe and faith-filled environment where children are presented with opportunities to learn in faith, academics, and socially. Our goal is to provide our families and students with a place to grow and experience a strong sense of family, faith, and fellowship throughout our community.

## **LICENSE**

Our program is licensed by the State of Michigan. We are a license child care center and provide after school care to the children of full-time working parents. We are not licensed as a drop-off center. You must register your children and complete the required paperwork to attend preschool and/or the after school “backpacks” program.

## **ENROLLMENT PRESCHOOL**

We admit children ages 3 and 4 in the St. Mary School Preschool programs. Our Preschool program is designed to introduce a wide variety of learning opportunities that promote a high-quality educational experience in the areas of creativity, social, emotional, physical, and cognitive development.

## **ENROLLMENT BEFORE OR AFTER SCHOOL CARE/ST. MARY BACKPACKS**

Enrollment is limited and will be filled on a first come, first serve basis. If the program is fully enrolled, we will accept names on our waiting list, again on a first come, first serve basis. Preschoolers attending the four-year old full-day preschool program may attend St. Mary Backpacks (latchkey), those in the ½ day programs are not permitted.

A child enrollment card must be completed at the time of registration. No child may attend St. Mary Backpacks (latchkey) unless this card is completely filled out. Restrictions on your child's activities or medical conditions must be fully stated. This includes allergies and any medication your child may be taking.

## **CHILDCARE PROGRAMS**

### **Three Year Old Preschool**

The three year old preschool program is open to potty-trained children turning three by November 1<sup>st</sup>. Three year old Preschool classes meet on Tuesday and Thursday mornings from 8:00 to 11:00. Class sizes are limited to 16 students. Preschool classes are supervised by a certified teacher and a full-time aide following the state ratio of 1/10 students. Casual dress is recommended so that every child feels comfortable while painting, playing, and sitting on the carpet.

### **Four Year Old Preschool**

The four year old preschool program is open to children turning four by November 1<sup>st</sup>. Class sizes are limited to 25 students or lower depending on the Program Director's enrollment decisions. Preschool classes are supervised by a certified teacher and a full-time aide following the state ratio of 1/12. Casual dress is recommended so that every child feels comfortable while painting, playing, and sitting on the carpet.

### **Parents may select from the following enrollment options:**

MWF mornings from 8:00 to 11:00 (1/2 day)

MWF afternoons from 12:00 to 3:00 (1/2 day)

MWF from 8:00am to 3:00pm (3 full days)\*

MTWThF from 8:00am to 3:00pm (5 full days)\*

\*St. Mary Backpacks (Latchkey) is available for students enrolled in 4 year old full day programs.

**SAMPLE PROGRAM (PRESCHOOL) (1/2 day A.M and P.M. and Full day A.M.)**

7:55 – 8:30	Arrive/Free Play
12:00-12:30	
8:30-9:10	Circle Time
12:30-1:10	
9:10-9:30	Religion
1:10-1:30	(1/2 day session snack)
9:30-10:25	Centers and Clean-Up
1:30-2:25	
10:25-10:55	Free Choice Play
2:25-2:55	(classroom/outside)
10:55/2:55	Prepare to leave

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(Our full-day preschoolers continue their P.M. schedule as follows)

10:55-11:10	Prepare for lunch (wash hands/prayers)
11:10-11:45	Lunch/Clean-Up
11:45-11:55	Prepare for rest time
11:55-1:00	Rest Time
1:00-1:10	Clean-Up/ Stretching Song
1:10-1:50	Afternoon Centers
1:50-2:20	Free Choice Play Outside weather permitting)
2:20-2:45	Snack Time
2:45-3:00	Review Day/Story/Prepare to Leave

### **Preschool Nap Mats**

We take great care in the cleaning and storage our rest time equipment. All possible precautions are taken to decrease the spread of germs.

\*We supply a nap mat for each of our preschoolers. Each child is assigned a mat with a corresponding number. This is the mat they will use all year.

\*We use a cubby system to store rest mats and other rest time items. This allows all rest time supplies to be stored in such a way that they are separated and will not touch each other.

\*All mats are cleaned after each use before they are returned to the cubbies using the three step process, wash, rinse, and sanitize.

\*Each child brings their own small blanket and pillow. These are stored in their cubbies in their own personal space.

\*Rest time items are sent home every Friday to be laundered.

### **St. Mary Backpacks (Latchkey)/After School Care**

School age childcare is provided before and after school. We are also open during half days. School age parents are responsible for informing the St. Mary Backpacks (Latchkey) Program Director or designated supervisor about individual needs for childcare for designed half days.

### **Child Care Hours**

Monday through Friday: 7:00 A.M. to 7:45 A.M.

Monday through Friday: 3:10 P.M. to 6:00 P.M.

In the event that you will not arrive by 6:00 P.M., please make other arrangements to pick up your child. Arrange to contact an “emergency person” to pick up your child in a special situation. Supply them with a map to the school and the St. Mary Backpacks (latchkey) telephone number. Make sure that this “emergency” person’s name appears on your child’s information card as a person that your child may be released to.

## HOLIDAYS AND BREAKS

St. Mary Backpacks (Latchkey) and Preschool are closed whenever St. Mary School is closed, included “snow days” or when school is cancelled due to weather conditions.

## ST. MARY BACKPACKS (LATCHKEY) SIGNING IN AND SIGNING OUT

All P.M. children are automatically signed in at 3:10 P.M. The parent (or person designated to pick up your child) is responsible to signing out your child. A child will not be released to anyone except a parent with custody or a person whose name appears on the child’s information card. We require picture identification if the staff does not know the person requesting to pick up your child. The sign out sheets will be kept on file and will be made available upon request.

## RATES and BILLING\* Rates will be calculated on the quarter hour.

### St. Mary Backpacks (Latchkey) Fees

The **registration fee of \$35** per family is due upon enrollment in the program. Any previous balance must be paid in full in order to register for the new school year.

A.M. Session	\$2.00 per Child		
P.M. Session	Child \$5.00/hr	2 Children\$8.00/hr	3 Children/more \$10.00/hr
3:10—3:30	\$ 2.50	\$ 4.00	\$ 5.00
3:30—4:00	\$ 5.00	\$ 8.00	\$10.00
4:00—4:30	\$ 7.50	\$12.00	\$15.00
4:30—5:00	\$10.00	\$16.00	\$20.00
5:00—5:30	\$12.50	\$20.00	\$25.00
5:30—6:00	\$15.00	\$24.00	\$30.00

Students picked up after 6:00 pm will be charged a \$20.00 late pick up fee.

Bills for childcare are tabulated from the daily sign in/sign out sheets. Bills will be sent home bi-weekly on Wednesdays and are due on Friday of that week. In the event school is not in session on Wednesday, the bills will be issued on the first day of attendance. We are a self-supporting program and rely solely on the revenues collected from child care costs to run the program. There will be a \$25.00 charge for checks that are written with insufficient funds in the bank.

## **SAMPLE PROGRAM ST. MARY BACKPACKS AFTER SCHOOL CARE (LATCHKEY)**

3:10-3:30	Check in and wash hands
3:30-4:00	Juice and Snack
4:00-4:30	Homework
4:30-5:30	Outdoor Play (weather permitting) Indoor Play
5:30-6:00	Indoor Play (free choice)
6:00	Building Closes

## **RULES OF CONDUCT**

Children must observe the following rules, which are posted in the St. Mary Backpacks (latchkey) room.

1. Be kind to each other.
2. Clean up after yourself.
3. Respect other people's property.
4. Leave the St. Mary Backpacks (latchkey) room only with permission.
5. Your hands belong to yourself.

## **DISCIPLINE**

The St. Mary School staff shall use a positive method of discipline which encourages self-control, self-direction, self-esteem, and cooperation. We strive for open communication between teacher, staff, child, and parent. The following steps are following in the event of inappropriate behavior:

1. A verbal warning is given to a child exhibiting inappropriate behavior and child is given an opportunity to solve the problem.
2. Redirect the child to an appropriate activity and/or remove from source of conflict.
3. Communication between teacher, staff, and parent to encourage consistent appropriate behavior and positive outcomes.
4. In the event that a child has exhibited extreme behavior or is uncontrollable, parents will be notified immediately and a decision on how to handle the situation will be discussed with Mrs. Miscavish, Principal.

## **WITHDRAWAL**

St. Mary School reserves the right to withdraw a child in the following situations:

1. In the event of two or more delinquent payments.
2. Child behavior is consistently inappropriate and continues without a satisfactory resolution between parents and principal.
3. Noncompliance with State and school required policies.

## **FOOD SERVICE AND NUTRITION**

Any allergies your child may have to certain foods must be stated at the time of enrollment so the staff can be alerted to the allergy.

Juice will be provided in the P.M. session. Children may bring a healthy snack with them from home, which they may consume during this period. Parents, please keep in mind the nutritional needs of your children in the preparation and choice of your child's snack.

## **HEALTH**

For the protection of all children, your child should be kept home if he/she shows any signs of fever, diarrhea, vomiting, undiagnosed rash or discharge from the eyes, ears, or nose. If the child has been exposed to or develops any contagious diseases, St. Mary Backpacks Program Director (latchkey) must be notified as soon as possible. Children who become too ill to remain in the group will be moved away from other children until the child's parents or contact person arrive.

Parents will be notified by phone to pick up your child in the event a child has any of the following conditions: contagious disease, vomiting, diarrhea, or an accident requiring immediate medical attention. In the event the child's parents are unable to be reached, the emergency contact person listed on your Child Information Card will be contacted. We request that parents pick up a sick child as soon as possible.

## **SERIOUS INJURY PROCEDURES**

If a child is injured while at St. Mary School a parent or "emergency person" listed on the child's information card will be contacted. In the event the parent or emergency person cannot be located and the child needs medical attention an ambulance will be called to transport the child to the hospital of choice as indicated on the Child Information Record. The Program Director or staff member will accompany the child until the parent(s) arrive.



## **HEALTH CARE PLAN**

The following steps are followed for cleaning and sanitizing:

1. Wash area/surface with warm water and soap/detergent
2. Rinse area/surface with clean water
3. Submerge, wipe, and spray the article or surface with a sanitizing solution
4. Let are/surface air dry

### **Sanitizing Solution**

Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water. Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

### **Hand Washing**

Hand Washing Procedures

- Children will be called by grade levels to line up to use the sink and soap in the bathroom
- Paper disposable towels will be available
- Moisten hands with water and soap
- Rub hands together vigorously until a soapy lather appears and continue for at least ten seconds.
- Rub areas between fingers, around nail beds, under fingernails, and jewelry, and back of hand
- Dry hands with a clean, disposable paper towel
- Turn off tap with disposable paper towel

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleaning wipes

### **Controlling Infections**

Children, staff members, and volunteers who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note. Parents will be notified of both of the following: (a) the name of the communicable disease. (b) The symptoms of the disease.

## **Handling Bodily Fluids**

Staff will receive yearly training in Blood Borne Pathogens and will follow the universal precautions when handling bodily fluids.

## **PARENT PRESCHOOL/ST. MARY BACKPACKS (LATCHKEY) FORMS AND RESPONSIBILITIES**

Parents must complete the following forms:

1. Child Information Record (BCAL-3731)
2. Receipt of Preschool and St. Mary Backpacks (Latchkey) Policy Handbook and Parental Acknowledgement of Physical Health/Immunization

## **Absences**

Parents must notify St. Mary School when a child will be absent due to illness, planned vacation, or for any other reason. Parents are required to inform the school if their child has an infectious disease so that the staff and other parents may be properly informed as deemed necessary.

## **School Uniform/Play Clothing**

In addition to the St. Mary School uniform policy, parents are required to provide appropriate clothing for outdoor play such as mittens/gloves, hats, scarves, etc. Children will be outside, weather permitting, daily. Students who attend the after school St. Mary Backpacks (Latchkey) program will also have outdoor play. Please be prepared.

## **MEDICATION**

In the event your child requires medication, parents must provide the following:

1. Written permission Medication Release Form.
2. Times and dates that the medication is to be administered
3. Amount of medication to be administered
4. Name of illness and medication
5. The center must be given the medication in its original container with the pharmacy label on it which indicates:
  1. Name of child
  2. Name of physician
  3. Strength of medication
  4. Application instructions

Please be sure to notify the main office, preschool teachers, and after school care staff in writing of any changes.

St. Mary Backpacks after school (latchkey) program will maintain a notation will be logged on individual medication forms as to when medication was administered. For verification, parents may refer to those forms.

## **PEST MANAGEMENT**

Advisory to parents as required by the Michigan Department of Agriculture: As part of St. Mary School Childcare and St. Mary Backpacks (Latchkey) Programs' pest management, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. You will be notified in the following two (2) methods:

1. Posting on main door to St. Mary School Entrance.
2. Email and/or handout written notification.

You may also contact our school office at 586-468-4570 if you have any questions regarding this notice.

## **LICENSING REQUIREMENTS**

### **Parent Notification of Licensing Notebook Requirement (Child Care Organization Act, 1973 Public Act 116)**

All child care 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 27, 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 will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**August 2014**

**PHYSICAL HEALTH IMMUNIZATIONS—PARENTAL ACKNOWLEDGMENT**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I acknowledge that my child is in good health and his/her immunizations are current.

Any health restrictions, allergies, medications taken by the child, or any other needs are noted below:

PLEASE WRITE "**NONE**" IF RESTRICTIONS, ALLERGIES, MEDICATIONS, OR OTHER NEEDS DO NOT APPLY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIPT OF ST. MARY SCHOOL PRESCHOOL AND ST. MARY BACKPACKS  
(LATCHKEY) HANDBOOK**

I have receive and read the St. Mary School Preschool and After School Care Policies.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: September 2015