

Key Points:

p. 3-4 Registration, Scheduling, and Fees

p. 5 Admission and Removal Policies

p. 6 Drop off and Pick Up

Please review this handbook and sign the back page to show you agree to the policies of the center. Thank you!

St. Stephen School 2018-2019

Child Care Handbook



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St. Stephen Childcare/Afterschool Care
Parent Handbook
Table of Contents

Mission Statement and Beliefs	3
Hours/Days of Operation	3
Registration, Scheduling, Fees	3-4
Daily Schedule	4
Admission/Withdrawal/Removal Policies	5
Staff/Volunteer Requirements	5
Discipline	6
Dress Code	6
Drop-off/Pick-up Policy	6
Emergency Procedures	6
Student Care	6-9
~ Snacks	
~ Illness	
~ Medication	
~ Accidents	
~ Health Care	
~ Infectious/Contagious Diseases	
~Pesticide, Child Protection Law	
~Licensing Notebook	

OUR SCHOOL MISSION STATEMENT

As Jesus came to invite all to the same table, St. Stephen Catholic School welcomes all to experience our unique learning environment. As we respect diverse academic levels, faith traditions and socioeconomic backgrounds, we commit ourselves to the education of the whole person—mind, body, and spirit. By our words, actions, and attitudes we encourage students to be active in their faith, respectful of others and thirsty for knowledge. It is our mission to equip them for a lifetime of learning, leadership, and service.

ST. STEPHEN CHILD CARE

Our Child Care Center serves St. Stephen School families who need a fun, safe, structured environment for their children after school. Child Care services are for (toilet trained) 3 years old to 8th grade students. St. Stephen Child Care is housed in several of the classrooms throughout the building. The gym and playgrounds are also utilized.

We provide an atmosphere where children are encouraged to grow socially, creatively, emotionally, intellectually, spiritually and physically. Activities include strategic card and board games, literature exposure, team challenges, outdoor games, arts and crafts, homework assistance, and free play.

Hours/Days of Operation

St. Stephen Child Care operates between the hours of 7:00am to 6:00pm on all full days St. Stephen School is in session. Child care will be available over school breaks such as spring break, winter break, and summer care will be available. When school is closed for inclement weather or due to acts of God, Child Care will be closed. The center will also be closed on national holidays.

REGISTRATION AND SCHEDULING

Registration will take place every spring for the following school year. Child Care packets will be sent out in August for the upcoming school year.

We require a bi-weekly schedule of your child care needs. Any additional days may be approved by the director. You will be accommodated per available space. **If a schedule is not submitted and your child(ren) attends on a last minute basis, you will be charged \$1 extra per hour.**

Payment is expected with each submitted schedule. Because your child's place is being reserved and staff hired accordingly, refunds or credits cannot be given when your child is absent due to illness, change of schedule, etc. A refund or credit will only be applied if school/child care is cancelled due to a snow day or other inclement weather.

An automatic \$25 late fee will be applied for delinquent payments.

FEES

Family Registration Fee: \$75

One Child: \$5/hr.

Two Children: \$7/hr.

Three + Children: \$9/hr.

The minimum charge for child care is one hour.

Checks made payable to St. Stephen School. The SMART system that is currently used for payments to your tuition costs can also be applied when paying for your child care cost.

SCHEDULE

7:00am Children arrive. Quiet activity (puzzles, books, coloring activity) breakfast?

7:30am Bathroom break, prepare for school

8:00am School aged children go to classes

8:15-8:45am Circle time (calendar, books, songs, math)

8:45-9:00am Bathroom breaks

9:00-9:30am Wash hands and snack

9:30-9:50am Story Time

9:50-10:20am Outdoor Exploration

10:20-11:00am Discovery and Imagination Play

11:00am -12:00pm-LUNCH BUNCH

12:00-1:00pm Rest time

1:00-1:15 Bathroom

1:15-1:45 Snack and story

1:45-2:30pm Discovery/Imagination

2:30-3:00pm Clean up and get ready for dismissal

3:00pm Afterschool care begins

3:00-4:00pm Outdoor Exploration/Gross Motor

4:00-4:20pm Wash hands and snack

4:20-5:00pm **HOMEWORK HOUR**

Enrichment Room 2nd grade and older

Childcare Room 1st grade and younger

5:00-6:00pm – Discovery and Imaginative Play and Pick-up

ADMISSION POLICY

Attendance at Child Care is limited to those students currently enrolled at St. Stephen School, Kindergarten through 8th Grade. Children are admitted into the childcare program upon completion of the following:

- General School Registration Form and Fees
- School Emergency Release Forms
- School Medical Treatment Release Forms
- Record of up-to-date immunizations
- Childcare Placement Contract

WITHDRAWAL POLICY

Parents are free to withdraw from St. Stephen Child Care at any time. A minimum two-week notice is appreciated, and families are expected to fulfill the fee obligations for the reserved time on the submitted schedule request up until the child's withdrawal.

REMOVAL POLICY

If a family's Child Care account is not kept in good standing, a child's attendance at Child Care may be limited or barred.

Removing a child from the St. Stephen Child Care program is enacted by the St. Stephen administration in consultation with the Child Care staff and Pastor of St. Stephen when there is a repeated, prolonged, and open disregard for center rules or authority, or where circumstances of crime, scandal, morality, safety, or disruption necessitates this extreme disciplinary action.

STAFF

St. Stephen Child Care is a state licensed center. Our highly qualified staff have Early Childhood training and are certified in CPR and First Aid. All staff submit to a screening process which includes criminal background checks, Central Registry Checks, VIRTUS training (Protecting God's Children) and electronic fingerprinting. In addition, each staff member has been carefully screened for their love of children and their ability to positively interact with children on a daily basis.

VOLUNTEERS

Volunteers of St. Stephen Child Care must submit to criminal background checks before having contact with children in the care of St. Stephen Child Care.

Documentation shall be on file at the center that a volunteer has not been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual. Documentation from the department of human services that a volunteer has not been

named in a central registry case as the perpetrator of child abuse or child neglect shall also be on file at the center before having unsupervised contact with a child in care. Volunteers of St. Stephen Child Care having been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual will not have unsupervised contact with children in the care of St. Stephen Child Care.

DISCIPLINE

Children function best in an environment that is loving, supportive, and stable. They employ methods of discipline which encourage self-control, self-direction, and self-esteem. Our staff will keep a consistent daily schedule and an orderly classroom. Simple limits will be set for the child's safety and will be explained and enforced. When a child's behavior becomes unacceptable, he/she will be told why and encouraged to change it. If a child's behavior could hurt someone, damage something in the room, or continually disrupts the class it may be best to remove him or her to think about the behavior displayed. The child is then always welcomed back to the group to join in the present activity. Appropriate parent contact will be initiated by the staff following discipline issues and students may be referred to the principal. Students will be reminded that the School Discipline Policy and procedures also apply in Child Care.

DRESS CODE

Students in grades K through 8 are expected to follow the St. Stephen School dress code (listed in the School Parent Handbook). Exceptions may be made in warm weather periods. For our preschool students, our experiments may get messy, please dress your child in clothing that will not interfere with her/his play.

ELECTRONICS- TABLETS, PHONES, GAMING DEVICES

Electronic tablets, phones, Smart watches and gaming devices are NOT PERMITTED during Childcare or Afterschool Care. Please make arrangements for pick up with your student before school. Should you need to contact your student please call the front office or email the program director. For students who have homework that requires a tablet or computer they will be asked to do this work at home or during Computer Lab time. Devices that are found in use during Childcare or Afterschool will be taken from the student and returned to the parent or guardian at pick-up.

PICK-UP POLICY

We also require that all parents come inside to personally sign out their child. **Notification is required if anyone other than the normally scheduled person will be picking up the child.** We cannot release your child to a new pick-up person unless we have been notified, via a note or phone call, by a parent. Please inform this new pick-up person that we will ask to see picture identification before releasing the child to their

care. Parents may park in the main lot off of Franklin Street and enter building to pick up students. **If you pick up your child after 6:00pm, please call or email. Regular late pick-ups will be charged \$5 per minute that you are late.**

EMERGENCY PROCEDURES

Fire, tornado, lock-down and evacuation drills will be practiced throughout the school year during school hours. In the event of severe weather, we advise parents not to pick up their children until the severe weather has passed. In the event of an emergency, we ask that you follow these procedures:

- Turn on your radio or television. We will try to keep the media informed of emergency information.
- Please do not call school. Our telephone lines must be kept open to respond to the emergency. We will contact you with any change in the time/location of pick-up.
- Please do not come early to pick up your child unless you are requested to do so.

STUDENT CARE

Snacks

Students that stay during lunch time will be given lunch through GRPS that is healthy and nutritious. The cost for lunch is \$3.75 and milk is \$.50. Students can bring their own lunch. Students may also order milk with their lunch if they bring it from home. Students will be provided a healthy snack. A calendar is posted with the snack for the day and this is subject to change based on availability of some foods. There is a \$75.00 fee per year, per family to cover snack costs.

Illness

If your child is out of child care for less than three days, you will still be responsible to pay for the days scheduled. However, if your child is ill for more than 3 consecutive days, you will be credited for the days missed. If your child is running a fever or is ill with a cold or flu, it is not in his/her best interest to be at Child Care that day. A parent contact will be initiated in this circumstance and, if we are unable to contact a parent, another emergency release person will be notified. **Please do not return to school until they are fever and symptom free for 24 hours.**

Medication

Medication will be administered to a student during the school day only if a medication form has been completed and signed by the child's physician. All medication must be sent to school in its original container or prescription bottle. Medication must be clearly labeled with the student's name, date, doctor's name, and completed instructions for administration. All medication should be given to the secretary in the school office immediately upon a student's arrival at school. Non-prescription medicine **cannot** be administered without written instructions from your physician.

Accidents

In case of an accident at school, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to contact the parent/guardian (either at home or their place of work), the authorized person on the child's Emergency Form will be contacted. It is important that your children know your schedule (i.e. work, golf league, classes, etc.). If your child requires any special medical attention, please alert our school office through the Emergency Form.

Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aides may be applied and/or parent(s)/emergency contact called.

If a serious injury occurs the following procedure will be followed:

- Check child for needed medical care
- Call 911 if emergency medical care is needed
- Ice pack, band-aids, hugs will be applied as needed
- Incident/injury report and a call home will be completed as needed.

Health Care Policies

Children attending St. Stephen Child Care will be taught and reminded of proper hand washing procedures. All children and staff of St. Stephen Child Care will practice hand washing before and after eating, after utilizing the restroom, after activities, and whenever else appropriate.

The following procedures are considered best practice for hand washing:

- ~ Have a clean paper towel available.
- ~ Turn water on to a comfortable temperature (between 60 F to 120 F).
- ~ Moisten hands with water and apply soap.
- ~ Rub hands together until a soapy lather appears and continue for at least 10 seconds
- ~ Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- ~ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- ~ Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- ~ Dispose of the paper towel in a lined trash container.

Staff of St. Stephen Child Care undergo Blood Borne Pathogen Training annually. Latex gloves are available for staff to use in the event of possible exposure to bodily fluids (blood, vomit, urine, etc.) Should bodily fluids be present, children will be removed from the area until fluids are cleaned up and area is disinfected.

We use precautions when handling potential exposure to blood, including tissue discharges and bodily fluids containing and when handling other potentially infectious fluids. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

All equipment, toys, and other surfaces of St. Stephen Child Care undergo cleaning and sanitizing throughout the school year with rigorous methods applied at the beginning and end of the school year. Toys are cleaned seasonally; sleeping cots are cleaned daily; table tops are cleaned after each use.

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Pesticide Notification

As required by the Michigan Department of Agriculture, we will notify parents prior to any pesticide application made to the school grounds or building. In certain emergencies, pesticides may be applied without prior notice, but parents will be noticed following application.

Child Protection Law

Child care providers are mandated reporters of abuse and neglect. Child Protective Services will be contacted immediately when there is suspected child abuse or neglect.

Licensing Notebook

The notebook contains all licensing inspections, renewal inspections, special investigations, and corrective action plans. The notebook will remain on the premises of the Child Care during regular hours of operation. The information is also available on the bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Infection and Contagious Diseases

Should your child contract an infection or a contagious disease, please keep your child at home, seek medical help, and contact St. Stephen Child Care immediately. St. Stephen Child Care shall then contact the Health Department (DEQ) and notify parents that the children may have been exposed to a contagion. All volunteers and employees will follow the same procedure. Parents need to use discretion when a child isn't feeling well and should be kept home from school (ie: fever, diarrhea, vomiting, lice, etc.)

When a child shares, over a period of time, or indicates that s/he isn't feeling well, a call will be made to the parent(s). Medication may be given to a child by school staff only when/if parents follow school medication procedure(s).

Please review this handbook and sign below to show you agree and understand the rules of the Child Care Center. Return this page of the handbook to the staff in the center.

I, _____, have read and agree to the policies of the
(printed name)
Child Care Center at St. Stephen School.

(Signature) **Date** _____