



Saint Stephen

CATHOLIC CHURCH & SCHOOL

2022-2023 Childcare Handbook

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Saint Stephen Childcare/Afterschool Care

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OUR CHILD CARE MISSION STATEMENT

As Jesus came to invite all to the same table, Saint Stephen Catholic Child Care 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.

SAINT STEPHEN CHILD CARE

Our Child Care Center serves Saint Stephen School families who need a fun, safe, structured environment for their children after school. Child Care services are for (completely toilet trained) 3 years old to 8th grade students, or until 14 years old. Saint Stephen Child Care is housed in several of the classrooms throughout the building. The gym, playgrounds, Family Center and library 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

Saint Stephen Child Care is licensed to operate between the hours of 8:00am to 5:30pm on all full days Saint Stephen School is in session. Summer Camp care is offered 7:30am to 5:30pm. Childcare will be available over school breaks such as Thanksgiving, Christmas, mid-winter, spring break, and summer care will be available. **These will be offered when five or more children sign up in advance.**

Child Care is currently offered from 11:00am-5:30pm, Monday through Thursday, and 8:00 am to 5:30 pm on Friday. School break childcare hours are 8:00 am to 5:30 pm. 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, Good Friday, and Easter Monday.

REGISTRATION AND SCHEDULING

We are excited to have your child(ren) join our program. Please make sure you complete all required registration forms. Children who do not have completed registration forms may not attend care until they have been completed.

Due to the State Licensing policies, we require set schedules per week. We do not offer drop in care. For extended Preschool Child Care, you will still be charged whether your child attends or not. K-8 After School Care students, if your child does not attend on a scheduled day, you will still be charged a fee of one hour. If you find a time where you need to add days for your child(ren) please contact the Child Care Director in advance, and we will do our best to accommodate your request.

Registration will take place every spring for the following school year. Child Care packets are available at the main office and the childcare office.

FEES

Family Registration Fee: \$75

One Child: \$6.00/hr.

Two Children: \$8.00/hr.

Three + Children: \$10.00/hr.

Lunch Bunch only: \$6.50/hr

The minimum charge for childcare is one hour.

*** Please note, there is a \$5/minute fee should you pick up after 5:30pm.** Summer Camp rates:

1 Child \$48/day; \$28/half day; 5 full days \$220/week
 2 Children: \$75/day; \$44/half day; 5 full days \$300/week
 3+Children: \$90/day; \$55/half day; 5 full days \$400/week
 Activity fee: \$150/ 1st child & \$85.00/ each additional child

Full Day = 5 or more hours; Half Day = less than 5 hours, must be Morning or Afternoon Only.

Drop-in Care is not available.

All childcare payments are expected to be paid bi-weekly through our Sandbox program. Every family must register online and create an account. Payments must be set up online. Checks can be made payable to St. Stephen School and mailed to our business office. Payments cannot be taken in the school office. Childcare tuition that is 30 days late can result in termination of care.

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

SCHEDULE EXAMPLE

(When Before School Care is Offered)

7:00am Children arrive. Quiet activity (puzzles, books, coloring activity) breakfast?	12:00-1:30pm Rest time
	1:30-1:45 Bathroom
7:30am Bathroom break, prepare for school	1:45-2:30pm Discovery/Imagination
8:00am School aged children go to classes	2:30-3:00pm Clean up and get ready for dismissal
8:15-8:45am Circle time (calendar, books, songs, math)	3:00pm After School care begins
8:45-9:00am Bathroom breaks	3:00-4:00 pm Outdoor Exploration/Gross Motor
9:00-9:30am Wash hands and snack	4:00-4:20pm Wash hands and snack
9:30-9:50am Story Time	4:20-5:00pm HOMEWORK HOUR
9:50-10:20am Outdoor Exploration	5:00-5:30pm – Discovery & Imaginative Play and Pick-up
10:20-11:00am Discovery and Imagination Play	
11:00am -12:00pm-LUNCH BUNCH	

ADMISSION POLICY

Students currently enrolled at St. Stephen School, Kindergarten through 8th Grade are given priority for available Child Care spaces. Students from the general public may enroll under the same conditions if space is available. Children are admitted into the childcare program upon thorough completion of the following:

- Child Care Registration Form
- Child Information Record and Release Form
- Good Health Statement
- Children ages 3-5 must have a Health Appraisal completed by their Physician by enrollment. Failure to do so will result in exclusion from care until this form is provided.
- Record of up-to-date immunizations
- Acknowledgments of the Parent Handbook and Licensing Handbook

Documents are required to be updated every school year.

WITHDRAWAL POLICY

Parents are free to withdraw from Saint 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

Removing a child from the Saint Stephen Child Care program is enacted by the Saint Stephen administration in consultation with the Child Care staff and Principal of Saint 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.

Your Family's childcare tuition account must remain current. Tuition is billed bi-weekly. Failure to pay your childcare fees may result in your child's attendance to be limited or you child may be excluded from our program until payments are caught up. If you have a financial struggle, please contact the Parish Business Manager or the Child Care Director. We do accept subsidy payments from the State of Michigan CDC program.

STAFF

Saint 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, VIRTUS training (Protecting God's Children,) electronic fingerprinting, and the Michigan Public Sex Offender Registry. 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.

Preschool program and Child Care staff continue to receive training including, but not limited to, CPR and First Aid, Child Abuse and Neglect, Emergency Evacuation Procedures, health and administration of medication, supervision, outdoor play and communication with parents, and good practices when working with preschool and school-age children. In addition, staff will complete 16 hours of professional development annually.

VOLUNTEERS

Volunteers of Saint Stephen Child Care must submit to criminal background check and be VIRTUS trained (Protecting God's Children) before having contact with children in the care of Saint 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. A search of the case as the perpetrator of child abuse or child neglect shall and the Michigan Public Sex Offender Registry must also be on file at the center before having unsupervised and unsupervised contact with a child in care.

Volunteers of Saint 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 Saint Stephen Child Care.

Volunteer opportunities will be determined on a per event basis.

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 Child Care Director and 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 Saint Stephen School dress code (listed in the School Parent Handbook) but can change after school dismissal. 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. 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.

“Tech Time” is allowed during our Summer Camp Program for completed Kindergarten students and above. Saint Stephen School and Child Care is not responsible for any damage that may occur to your child(ren)'s electronic device. Wifi connections are not available. The content that is viewed and the games played must be appropriate at all times. Failure to follow “Tech Time” rules will result in your child(ren)'s device to be placed in the Child Care Director's office until pick-up time.

PICK-UP POLICY

During Childcare hours, parents may not enter our secured building.

Notification is required if anyone other than the normally scheduled person will be picking up the child. Please note all individuals who may pick up your child(ren) in writing on their Child Information Record and Release. We cannot release your child to a new pick-up person unless we have been notified, via a written note or email, 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 MLK Jr. Street (Franklin Street) and enter the main school entry door #2. building. Please ring the doorbell and a member of our Child Care team will greet you shortly and assist with pick-up and drop-off. **If you pick up your child after 5:30pm, please call or email.**

Regular late pick-ups will be charged \$5 per minute that you are late.

EMERGENCY PROCEDURES

Upon enrollment, you will be required to enroll in our REMIND system to alert you of school closures or emergencies. 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

MEALS

If your child will be here for lunch time, please send them a ready-to-eat, fully prepared lunch. Lunch is available for purchase through GRPS. A healthy and nutritious sack lunch is offered. The cost for lunch is \$3.80 which includes a milk. You must have set up an account through GRPS for lunch fees prior to receiving hot lunches. Please provide a healthy snack for your child each day, twice a day if they are staying for Preschool After school care. If we are a peanut and tree nut free facility and will be unable to serve your child an item that would contain nuts, this will be communicated.

ILLNESS

Your child must be in good health and free of Covid-19 symptoms. These symptoms include a fever >100.4*, congestion, cough, shortness of breath, sore throat, headache, chills, repeated shaking with chills, muscle aches, or a new loss of taste or smell.

Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 4

A child will not be able to attend if they have a fever and additional covid symptoms. A child with any of these symptoms will be monitored to see if they should not be in care.

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. When vomiting and diarrhea happen, your student may not return to school until 24 hours after the last episode. We will follow the KCHD for any communicable disease or illness.**

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 **parent**. 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 or Child Care Director immediately upon a student's arrival at school. 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 Saint 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 Saint Stephen Child Care undergo Blood Borne Pathogen Training annually. Nitrile 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 the area is disinfected.

We use precautions when handling potential exposure to blood, including tissues, 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 Saint 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; tabletops 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.

FACE MASK/FACE COVERING POLICY

We will comply with mask expectations provided by LARA and State of Michigan Child Care Licensing.

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

Childcare providers are mandated reporters of abuse and neglect. Child Protective Services will be contacted within 24 hours when there is suspected child abuse or neglect.

LICENSING NOTEBOOK

The Child Care Organizations Act (1973 PA116) requires all childcare centers 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 is available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. This notebook is available to parents for review during regular business hours, and is located outside of the Child Care Director's Office.

Saint Stephen School License #: DC410017804

INFECTIOUS 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. Saint 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 (i.e. fever, diarrhea, vomiting, lice, etc.)

EXCLUSION POLICY FOR CHILDREN

Parents must have a back-up plan for care in case of a child's illness. Parents will be notified of illness and required to pick up their child as soon as possible. If we are unable to reach a parent, the next person on the emergency card will be notified. A child cannot return to the program until they are no longer contagious. The following are guidelines for return:

- Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but we will call the parent to find out if this is the likely cause.
- Vomiting – If the child is vomiting. The child should have no vomiting for 24 hours prior to returning to care.
- Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a Physician has determined it is not a communicable disease.
- Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child, the child should not return until he/she is acting normally.
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis: Must be on prescription eye drops for 24 hours.
- Chicken Pox, Mumps, or Measles: Exclude until cleared by a doctor.
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

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).

EXCLUSION POLICY FOR STAFF AND VOLUNTEERS

Staff and volunteers will not be present when diagnosed with the following illnesses:

- Typhoid fever (Salmonella typhi).
- Shigellosis (Shigella spp.)
- Escherichia coli O157:H7 infection (E. coli O157:H7).
- Hepatitis A (hepatitis A virus).
- Norovirus infection.
- Jaundice has occurred within the last seven days.
- Conjunctivitis (Pink eye) has occurred: Must be on prescription eye drops for 24 hours.
- Experiencing Noro-like symptoms (vomiting and/or diarrhea.)

- Fever of 101 degrees or more.

Note: It is also recommended that employees and volunteers stay home if ill with symptoms such as cough and sore throat. The employee or volunteer can return to work with documentation from their Physician or the Health Department stating the excluded person is free of symptoms and free of the infectious agent. If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease.

SMOKING AND VAPING

State regulations prohibit smoking and vaping on Saint Stephen School property. We encourage everyone participating in a Saint Stephen activity, to refrain from smoking and vaping.

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 Center Director.

I, _____, have read and agree to the policies of the
(Printed name)

Child Care Center at Saint Stephen School.

(Signature) **Date** _____

