

Thank Heavens for

SMALL BLESSINGS

**2020-2021
Childcare Handbook**



Muskegon Catholic Central

**Muskegon Catholic Elementary
1145 West Laketon Avenue
Muskegon, MI 49441
231-755-2201**

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Mission Statement

The primary goal of Small Blessings program is to provide a safe, supportive
and stimulating environment for your child
when you are at work.

It is important that we work together as partners and that we feel
comfortable discussing your child's needs.

A successful partnership between parents and their childcare provider
depends heavily on good communication.

I work hard at staying "in touch" with parents.

I encourage parents to visit often, to call me whenever a question arises, to
send notes, email or request a private appointment with me with matters
of broader concern.

PARENT HANDBOOK

Small Blessings Child Care programs serves Muskegon Catholic Elementary families who need care for their children before school or after school. Registered Preschool or Elementary students may attend. Small Blessings Childcare is located in Room # 317. We also utilize Room #325(computer lab) and the playground.

We provide an atmosphere where children are encouraged to grow socially, creatively, emotionally, spiritually, and physically. Activities include art exploration, literature exposure, math & science exploration, dramatic play, large and small motor experiences, music and rhythm activities, card and board games, outdoor activities, homework assistance and free choice.

Please take the time to read over this handbook, which explains the rules and regulations pertaining to our childcare agreement. We follow all State of Michigan guidelines set forth per the Licensing Rules for Child Care Centers booklet. Also, the Child Care Organization Act, Child Protection Laws, Michigan Vehicle Code, Natural Resources & Environmental Protection Act (NREPA)-Pesticide Management, American with Disability Act, Children's Product Safety Act and the Public Health Code.

ENROLLMENT REQUIREMENTS

Attendance at Small Blessings is open to families who have Preschool through 6th grade students currently enrolled at Muskegon Catholic Schools. We are licensed to care for children age 2 ½ - 12 years old and are completely toilet trained.

All necessary forms must be completed and returned before a child can be admitted into this program. There will be no exceptions. Below you will find the list of forms that you need to return to Small Blessings Childcare **on or before your child's first day at childcare.**

- MCC-Family Registration Form and Fees (turned into School)
- MCC-Student Health & Emergency Profile (turned into School)
- MCC-AUP & Aggression Policy Forms (turned into School)
- Small Blessing Registration Form
- State of MI Emergency Information Card (each custodial parent)
- Health Form of up-to-date Immunizations or Waiver Form
- Handbook Confirmation
- Child in Care Statement/Receipt
- Parent Notification of the Licensing Notebook form
- Disruptive Behavior Confirmation Form
- Children must be at least 2 ½ and completely toilet trained

Please inform Small Blessings immediately of any changes to the pre-existing paperwork for the following: name, address, phone, work location, work phone, work hours, emergency contacts, any legal custody change or any medical issues, as all of these take precedence in the care of your child. You will be required to fill-out different paperwork to document any changes.

HOURS OF OPERATION

Small Blessings normal daily hours ***VARY BASED ON ENROLLMENT.*** Small Blessings will be open only in the mornings on half-days meaning no childcare is available after school on half days. Preschool childcare hours are based on individual needs of families and the enrollment demands. Please speak directly to the Childcare Program Director to discuss your schedule.

Scheduled days off for the school will also be scheduled days off for childcare. School closings due to weather or emergency conditions will also include childcare. When the opening of school is delayed due to weather, the childcare will not be open until school re-opens.

CHILDCARE IS NOT AVAILABLE FOR CHILDREN AFTER ANY EXTRACURRICULAR ACTIVITIES, MEETINGS, SPORTS PRACTICE, DANCE, ETC...

FEE POLICY

Registration Fee charged per child, annually - \$25.00 (one-time fee on the first billing cycle)

First child - \$4.75 per hour

Second child - \$4.50 per hour

Drop in rate - \$5.75 per hour per child

- There is a minimum charge of one hour per day.
- You will be charged exactly what you filled out on your specific commitment form along with any late fees.
- A prorated fee will be charged for each quarter hour after the first hour your child is in our care.
- Refunds and credits cannot be given when your child is absent due to illness, change of schedule, etc.
- Your Brightwheel account will provide an itemized statement for tax purposes at the end of the year.
- Drop In Rate applies to the following situations: last minute attendees, not regular daily usage of childcare, non-filled out commitment forms and late

- commitment forms (by week).
- Payment is only accepted through the BrightWheel online account.

BILLING SCHEDULE

You will be billed for childcare on approximately a four (4) week time period schedule through our Brightwheel childcare service. Your bill will indicate when payment is due. These dates are posted in the room and also enclosed in this packet. The bills will be sent to you via email that you provide in the Brightwheel system. Keep in mind that if you miss one billing cycle services will be suspended until your account becomes current.

All payments must be paid online through Brightwheel. Payments will no longer be accepted in the Business Office or Small Blessings.

Extra Fees:

- *A late charge of \$1.00 per minute, per child will be charged after your specified pick-up time.
- *If your payment is one billing cycle behind, child care services will be suspended until the account becomes current.
- *There is a \$30.00 charge for all returned checks, regardless of the reason.

DISCIPLINE POLICY

The basic foundation for the child's conduct is love for God and love for others. RESPECT, respect for God, self, others and property will be the guideline for the child's actions. In general, children are expected to devote their energies to learning and are expected to make a sincere effort to do their best work. They will accept responsibility for their own actions and respect the authority of school personnel. In addition, children should respect the personal rights and property rights of others and conform to the laws of the community, state and nation. We consider discipline to be an essential part of a child's total growth and development. Our discipline plan includes the following components:

- An emphasis on curriculum that provides children with life skills which promote understanding of themselves and others as children of God. These include activities which foster self-esteem, acceptance of self and others, non-violent conflict resolution, responsibility, integrity and respect.
- Clear and concise child care rules and procedures which are communicated to parents, children and staff. This includes our EXPECT RESPECT policy and rubric (please see MCC handbook).
- Childcare will encourage self-control, self-direction, self-esteem and cooperation

Corporal punishment such as: hitting, spanking, restricting, mental or emotional abuse is never administered by any staff members at Small Blessings Childcare.

CHILD ABUSE/NEGLECT POLICY

As a licensed childcare provider, we are mandated by the state to report anything that comes to our attention that could be a possible case of neglect or abuse. This information may come to us through the verbal statements of a child, an observation in our childcare or written work of the child. Enacted in 1988, the Child Protection Law requires any childcare provider to report suspected cases of child abuse or neglect to the proper state authorities. An oral report must be made immediately; followed by a written report within 72 hours anytime there is any indication to suspect abuse or neglect.

“Child abuse” means harm or threatened harm by a person to a child’s health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation, medication abuse or maltreatment.

“Child neglect” means harm to a child’s health or welfare by a parent, legal guardian or someone who has custodial care of the child. This occurs through failure to provide adequate food, clothing, shelter or medical care; or putting a child at unreasonable risk by failure to eliminate that danger when you have knowledge of the risk.

Our aim is to provide all children with a Christ-centered environment. The school has formulated a list of general rules in order to promote fair and consistent discipline based upon strong Christian values and here in Small Blessings we follow those rules. The disciplinary guidelines will maintain a safe environment which will be conducive for learning and help the children grow in self-discipline. It is the right of every child, staff member and parent/guardian to expect an atmosphere of peace and justice within our school.

DRESS CODE

Students in grades K-6 are expected to follow the school dress code listed in the Muskegon Catholic Elementary Parent/Student Handbook. Students are not allowed to change their clothes after school unless there is a special circumstance. Parents and students will be notified of any exceptions. Preschool students are expected to follow their classroom guidelines for dress code. Three, four and five year olds are expected to keep an extra set of clothing in their backpack. This should include a shirt, pants, socks and underwear.

*** Face Coverings:** All students will wear face coverings before and after school, except when eating.

DROP-OFF/PICK-UP POLICY

We require that all parents bring their children into the building and see that they are under supervision before leaving the premises. Please communicate any special needs

with the staff. Signs will be posted when the staff and students leave the childcare rooms.

We require that all parents come inside to personally check in/out their child. Notification is required if anyone other than the normally scheduled person will be picking up the child, a driver's license may be required.

Parents who are dropping off or picking up their children park on the south side of the building using the parking spaces that face the preschool windows. We ask that you enter through the main doors of the Elementary. Our security lock down system is accessed through Small Blessings, so once doors lock at 3:30pm you will need to use the buzzer system that is outside the Elementary doors. This is necessary for the safety of all our students and staff.

Parents who do not reside together will be required to provide a copy of the Custody Agreement set forth by the courts. Upon receipt and approval of the Custody Agreement both parents will fill-out a State of MI Child Information Record card stating who is allowed to drop off/pick up the child. Both parents are able to view these but no changes can be made except by court order.

SCHEDULING & ATTENDANCE

Families are ***required*** to fill out a commitment form two weeks in advance indicating the days and hours your child will be attending child care. The Small Blessings monthly calendar posted in the room will remind you when those schedules are due. There will also be a yearly commitment form available to fill out for those of you that keep the same weekly schedule all year.

Not all schedules can be accommodated due to lack of children and staffing violations. Upon registration the Childcare Director will let you know if your specific schedule needs can be met or what we will be able to offer.

Your child WILL NOT be able to attend without the commitment form filled-out. If your child shows up at childcare and I have no schedule they will be sent to the office to phone you directly. If at that time they need to attend and there is space available in Small Blessings, you will be charged the hourly drop in rate per child.

You will be billed for the hours on the commitment form and any hours above those indicated times. Your child is expected to be in our childcare program on the days he/she is signed up for. We staff according to the schedules you fill out. You will be charged a late fee of \$1.00 a minute, per child if a child is picked up after your specified pick up time. If for any reason your child will not be attending we need to be notified prior to the time of your child's scheduled arrival. Without notification we will follow what is indicated on the commitment form.

If an emergency arises and you will need added childcare days above what you originally stated; we will try to accommodate you according to availability.

*Drop in child care is available before and after school. All registration requirements must be met prior to first drop in day. **Drop in child care is only open based on availability.**

The only way to make any changes or alterations to your childcare schedule you should use the following methods, in this order:

1 Email directly to: mrosema@muskegoncatholic.org

2 Call the room at: [231-755-2201](tel:231-755-2201) ext. 371

3 Emergency only, TEXT message to cell: [Megan Rosema](tel:231-755-2201)

WITHDRAWAL POLICY

If you decide to remove your child from Small Blessings Childcare, we require a two (2) week written notice. You are required to pay for these two weeks. If we decide we can no longer provide care for your family we will also provide you with a two (2) week written notice along with a Reason for Termination Notice. If violations of this agreement occur, you may be given immediate termination.

EMERGENCY PLAN

Fire, tornado, lock-down, natural disaster and evacuation drills will be practiced throughout the school year. Attached to the door is the "Crisis Response Plan" booklet that is followed for varying emergency situations. Children with special needs of any kind will be accommodated as fit to keep their safety first and foremost. In the event of severe weather we advise parents NOT to pick up their children until the severe weather is over. In case of accident or injury basic first aid will be administered and the situation will be evaluated for the need of emergency assistants. Our parent notification plan is to report to the parents via phone, text, email or emergency contact of any accidents or emergency that may occur while under our supervision. An accident report will be filled out and a copy will be kept on file and sent to the Licensing Bureau. Please be sure to keep all emergency information up to date and inform us as soon as any changes occur.

HEALTH (ILLNESS/ACCIDENT/INCIDENT CARE)

In order to protect the health of all children, a child who does not feel well should be kept home. Any child who is ill should not be within the playgroup environment and will be refused admittance or sent home. We shall promptly report to a parent any incidents, accidents, suspected illness or other changes observed in the health of a child. We will isolate a child who is too ill to remain in the playgroup, usually in the Elementary

office or in an area where the child can be supervised and made as comfortable as possible.

The following is a summary of the Health Department publication entitled, "When to Keep Your Child Home". We also use these guidelines to determine if a child should be kept home or sent home, as well.

- Fever (100.4 degrees or more):** Do not allow a child to return to childcare until free from fever for 24 hours.
- Cold, Sore Throat, Cough:** "Heavy cough" and hacking cough, home in bed even though no fever. Sore throat, but no other symptoms...go to childcare, BUT throat for spots and check for a fever. If either is present, the child home and call the doctor.
- check the
keep
- Rash:** Do not send a child with a rash to child care until your doctor has said that it is safe to do so.
- Headache:** Usually, there is no need to be kept home. If you wish your child to take medication for headache, you will need to send the medication to the provider in a labeled container, with a Medication permission from indicating your or doctors' instructions regarding administration.
- Earache, Eye Discharge, :** Consult your doctor without delay
- .Yellow Skin or Eyes**
- Toothache:** With exception to teething children, consult your dentist.
- Vomiting & Diarrhea:** Keep the child home NO EXCEPTIONS. Consult your doctor if it persists.
- Head Lice:** Head lice among children are common, especially if the child has siblings in school, and is not cause for panic or embarrassment. If your child is found to have lice, you will be called and you will need to treat your child before they can return to my care. Many products are on the market for treatment of head lice and are very effective. The latest information on head lice from the Health Department is available on line.
- Communicable Disease:** Such as chicken pox, measles, ringworm, scabies, etc... will not be permitted into childcare until the doctor has said it is safe to do so.

To ensure that a child does not return to childcare when they may be in danger of exposing someone else to an illness, they may not return until 24 hours after the symptoms have subsided, are no longer contagious or unless authorized by a physician. In certain cases, (i.e.: head lice) we may require a physician's note before re-admitting into childcare.

I shall notify parents of a child who is exposed to a communicable disease so that the child may be observed for symptoms of the disease.

A child should be completely well before returning to childcare after an illness. The ability to participate in all childcare activities including outside play is a good indicator if a child is ready to return. Exceptions are made when unusual circumstances merit special attention to a child's health needs.

STATE OF MICHIGAN

To follow is procedures set up by the State of Michigan that are required to be followed per our Child Care Licensing Rules.

Part I – Licensing Notebook

The centers licensing notebook is available to parents and includes the following:

1. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at:

www.michigan.gov/michildcare.

Part II – Children & Staff Hand Washing/Toileting Procedures

Children must take bathroom breaks as a group; no one is allowed to be unattended in the halls or bathrooms. These breaks will occur as often as needed to accommodate all of the children's needs. Children and staff will wash their hands after bathroom use and any accident cleanup. Children and staff will also wash their hands before and after snack times. Procedure for hand washing will be posted in all bathrooms and also near classroom sinks.

The hand washing procedure is:

1. Wet hands and apply soap
2. Rub hands together until bubbles occur
3. Rinse with warm water
4. Dry hands

Part III – Handling Children's Body Fluids/Blood Bourne Pathogens

Only the people trained in handling the clean-up of bodily fluids (vomit, urine, feces, blood spills) will clean up the bodily fluids. Appropriate equipment (gloves, mask, etc.) will be worn whenever exposure is a possibility. These individuals have been trained to properly clean, sanitize and dispose of these messes. In case of a spill, the school office will be contacted.

Part IV - Cleaning & Sanitizing Toys, Surfaces and Equipment

We use a 4 Step Process when sanitizing – wash, rinse, sanitize and dry. Our sanitize solution consists of one tablespoon of cleaner to one gallon of water. Our disinfecting solution is one quarter cup bleach to one gallon of water. We clean and sanitize table tops after each use. Our equipment and toys are sanitized and disinfected periodically.

Our shelves, hard play toys and large play equipment are done every month, along with our dress up clothes and dolls.

Part V – Health Related Resources

Below you will find listed resources and contact information:

Muskegon County Health Department	(231) 724-6311
Catholic Social Services	(231) 726-4735
Pathways of MI	(231) 728-7152
Muskegon Community Health Project	(231) 728-3201
Love INC of Muskegon County	(231) 777-3905
Muskegon County Department of Human Resources	(231) 733-3700
Protective Services – 24 Hour Service	(231) 733-8281

MEDICATION

If a child needs medication during child care hours all proper procedures must be followed to ensure every child’s safety, this is an Elementary School Health Regulation. All medication shall be in the original container, stored according to instructions and clearly labeled for the named child. Prescription medication shall have the pharmacy label indicating: the physician’s name, child’s name, instructions, name of medication, strength of medication. It shall be given in accordance with those instructions. A Medication Authorization form must be filled-out for all types of medication and ointments. Medication Authorization forms are located in the Elementary office.

PESTICIDE MANAGEMENT

As part of Muskegon Catholic Elementary School’s pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. We will inform you with a notice sent to all students about when pesticides will be applied and about what pesticide will be used and its intended purpose, as well as contact information for a national pesticide information center. Every effort will be made to post notices on the school doors the day of the application. Muskegon Catholic School follows all Natural Resources and Environmental Protection Act (NREPA) guidelines Act 451 of 1994 Part 83 Pesticide Control.

PLAYGROUND GUIDELINES

The playground structures are located in two different areas with varying age

restrictions. They are as follows and must be strictly adhered to:

~Composite Structure #2 is the larger of the pieces of equipment (located next to the soccer field). Ages 5-12 years are ALLOWED to use this equipment.

~Jungle Gym structure (located next to Composite Structure #2). Ages 5-12 years are ALLOWED to use this equipment.

~Composite Structure #1 (smaller fenced in play area next to the school building). Ages 2-5 years are ALLOWED to use this equipment.

~The To-Fro Swings #1 and #2 are approved for ages 2-12 years old.

Under no circumstances are the children allowed to play in a unapproved age equipment area. If the children are found playing in a unapproved area the staff will be disciplined immediately per the Muskegon catholic Central Employee Disciplinary Actions.

Unacceptable playground behavior includes: gum chewing, tackling, wrestling, knocking or pushing others on the ground, playing keep-away with hard balls or personal items such as sweaters, hats, etc... Snowballs are forbidden on the premises. Discipline on the playground should be handled at that time. The Childcare Director should be notified by text or in writing of any major problems on the playground.

Computer games, radios, cell phones, ipods, etc...are not allowed on the playground. Students may not enter the building alone. Everyone must go back in as a group to use the restroom or drinking fountain.

In inclement weather or sporting events, children will not go outside and use the playground as this will place the children in danger or harm's way.

STAFF

All staff and volunteers shall provide appropriate care and supervision of the children at all times. All staff shall be of responsible character and suitable to meet the needs of the children and attend an orientation of the center's policies and practices. All staff and volunteers are screened in criminal background checks and shall not be present in the center if the results reveal any convictions per DHS Michigan State Rule R400.812 (5). Also required are Virtues training, written statements signed they understand abuse and neglect from the law to our center's policy. All staff and volunteers are to be free from Tuberculosis provided by doctor notice. Staff will also follow the Health policy section concerning their own personal illnesses. Staff will be required to complete CPR, First Aid, Blood Bourne Pathogen and 16 hours of professional training each year.

SMALL BLESSINGS DAILY SCHEDULE

7:30 – 7:45 a.m.	Free choice time
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	7:45 K-6th send-off
3:00 p.m.	3:00 p.m. Preschool-6th arrive
3:00-3:30 p.m.	Bathroom Break, Snack Time
3:30-4:30 p.m.	Homework Time
4:30-5:30 p.m.	Table Activities or Physical Activities
When you pick up your child	Clean up their area

*This schedule is approximate and may vary day to day.

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1. Physical Activities: To include outside play, weather permitting. We stay in the playground area. Rough playing is not permitted. This includes pushing, pulling or tackling.
2. Homework Time: A homework time is where students will be given an opportunity to begin their homework. **NOTE, IT IS NOT POSSIBLE, NOR IS IT THE RESPONSIBILITY OF THE STAFF TO ASSIST EACH INDIVIDUAL CHILD WITH HOMEWORK. WE MERELY PROVIDE A PERIOD OF HOMEWORK TIME SO THAT THE CHILD CAN START ON HIS/HER HOMEWORK. THE STAFF WILL ASSIST WHEN POSSIBLE BUT WILL NOT SIGN OR CORRECT ANY WORK. PLEASE HAVE A DISCUSSION WITH YOUR CHILD REGARDING THIS HOMEWORK TIME IF YOU WOULD LIKE THEM TO UTILIZE THIS TIME FOR SUCH.**
3. Movies viewed in our room are Rated G and PG ratings set forth by the M.P.A.A... Please advise our staff if your child is not able to take part in these categories.