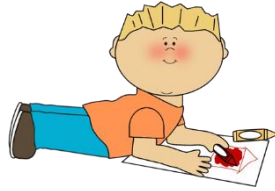


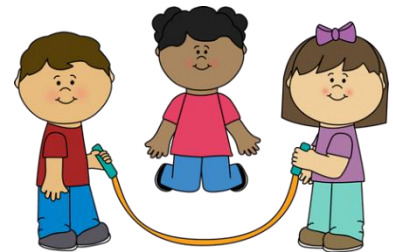
Preschool
&
Child Care Hand Book



PURPOSE

To provide a safe and nurturing faith filled environment that stimulates cognitive and emotional growth and promotes independence and healthy relationships. The mission of St. Paul school is to provide a God-centered education, fostering spiritual, intellectual, aesthetic, social and physical growth which will enable students to live as faith-filled Catholics in a diverse world.

ADMISSION



SPACARE (2.5-5 yrs. Old)

To attend SPA Care program, a child must reach age two and six months by September 1, and be fully toilet trained.

All preschool children must have the following on file by the first day of school:

- A registration form (**salmon colored form**)
- Signed notification of the licensing notebook and handbook (**white form**)
- A physical filled out by a qualified healthcare provider (must use provided **green health form**)
- All students are required to provide up-to-date immunizations or signed waiver.
- Preschoolers attending SPA Care must be enrolled in preschool at St. Paul the Apostle school, be the child of a registered parish family or have siblings attending St. Paul the Apostle School.

WITHDRAWAL

A two-week notice to the teacher, director or office is requested along with not signing up through Boonli. Refunds can't be granted.

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 SPA Care is enacted by the St. Paul the Apostle School administration in consultation with the Child Care staff and Pastor of St. Paul the Apostle Parish 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.

St. Paul the Apostle Admission Policy

This policy covers all grades of SPA school, including preschool. Admission to SPA preschool is not considered automatic admission to SPA kindergarten and grade school. Upon admission to kindergarten, admission to subsequent grades is automatic, absent violation of other policies and procedures.

POLICY: When the number of students seeking enrollment at St. Paul the Apostle School is greater than the number of available openings; admission to St. Paul the Apostle School will be granted on the basis of the following criteria, listed in order of preference:

1. Active SPA parishioners with student(s) currently enrolled at SPA School, in order of seniority. Date of parish registration will determine seniority. A parishioner is considered active if he/she worships and contributes both financially and through volunteer work to the parish on a regular basis.
2. Active parishioners of SPA without students enrolled in SPA School, in order of seniority. Date of parish registration will determine seniority.
3. Non-parish families with student(s) currently enrolled in SPA School.
4. Non-parish Catholic families who are currently attending a school or are members of a parish with whom SPA School has a reciprocal agreement.
5. Non-parish Catholic families with membership in a parish without a grade school.
6. Non-parish Catholic families with membership in a parish with a grade school.
7. Non-Catholic families. Children with another faith may be admitted if, on the basis of an interview, the principal considers the family's intent and motivation to be in accord with the ideals of Catholic education.

K-8ASC DAILY SCHEDULE



Ratio 1:18

<i>After School Care Schedule</i>	
3:10	<i>Check in</i>
3:20	<i>Snack/Quiet time/ Homework @ tables</i>
4:00	<i>PS-4th- playground or library</i>
	<i>5th-8th playground/library (extra H.W time if needed)</i>
5:00	<i>Spa Care room or library</i>
5:30	<i>last pick up</i>

- When out of ratio, overflow, starting with youngest, can go to PS ASC if there is room.
- ASC students must wash hands before snack and clean-up after.
- Quiet time means doing homework, quietly playing a game, reading books, coloring. Grades 1-8 are required to use this time for their homework.
- ASC students will be required to follow school and playground rules.
- Report to the Director if there are reoccurring issues with kids being compliant.
- Parents and other caretakers listed may be required to show photo ID in order to sign ASC students out.
- Alternative rooms that are licensed in the case of inclement weather or the gym being unavailable include: Spa Care room, Library, Antioch rooms, Preschool and St. Peter and Paul rooms.
- Unsupervised cell phones, tablet or computer use are not allowed during ASC.

Preschool ASC DAILY SCHEDULE



Ratios: **2.5 yrs- 1:8** **3yrs- 1:10** **4+ 1:12**

<i>Preschool After School Care Schedule</i>	
3:10	<i>Check in/ Attendance</i>
	<i>Teachers choice free play activities</i>
3:30	<i>snack</i>
	<i>Outside play (pre-k playground only)</i>
	<i>or Inside play in PS or SPACare if inclement weather. Head to gym is schedule & ratio allows.</i>
5:30	<i>last pick up</i>

- Loft is closed unless 2 teachers are present.
- Once a week a 30 minute show can be offered.
- ASC students must wash hands before snack and clean-up after. 3 step table washing procedure applies.
- Parents and other caretakers listed may be required to show photo ID in order to sign ASC students out.
- Alternative rooms that are licensed in the case of inclement weather or the gym being unavailable include: Spa Care room, Library, Antioch rooms, Preschool and St. Peter and Paul rooms.

DAILY SPA CARE ROUTINE

The day begins with free exploration of centers during **Welcome Time**

Circle Time- consists of prayer before lunch, a story, and concepts for the day.



Free Play -helps to build social/emotional and language skills as well as decision making and personal expression.

Snack- Parents are encouraged to send a healthy snack and drink/water bottle each day for snacks.

Story Time -develops literacy skills.

Rest time/Quiet play- students rest, play quietly and practice the rules for PM quiet time

Recess- allows for gross motor development and skill practice.

Lunch- Children can bring packed lunches or order hot lunch in advance on days hot lunch is offered..

Quiet Time- time to rest, sleep and play quietly and do crafts after resting.

Free Play -helps to build social/emotional and language skills as well as decision making and personal expression.

Music and movement - time develops rhythm, movement, literacy skills and expression.

Recess -enhances gross motor development and a healthy lifestyle.

Free Play -helps to build social/emotional and language skills as well as decision making and personal expression.

*** LUNCH BUNCH-** *Lunch bunch is offered from 11:00-12:00 for both morning preschoolers and early fives to eat lunch at school. Fives need to be walked to their classroom. Lunch bunch get picked up at the front door. And SpaCare friends get ready for Quiet time. Students need to be checked out to a teacher, aide, parent or caretaker verbally or in writing.*



DAILY PRESCHOOL ROUTINE

The day begins with free exploration of centers during **Table Time**

Table Time- Consists of informal conversation and play at tables.



Circle Time – Formal learning time includes standards based **academic lessons: Literacy, Math and Religion**

Free Choice- Play time helps to build social/emotional and language skills as well as decision making and personal expression. It's also a time to reinforce skills learned at circle time.

Snack- Parents are encouraged to send a healthy snack and drink/water bottle each day for snack time.

SPECIALS:

Gym -Allows for gross motor development and skill practice. *(Offered for threes, fours and fives)*

Library – Reading out loud develops literacy and listening skills. Parents are welcome to read to us during library time. *(Offered for threes, fours and fives)*

Music -Allows for gross motor development and literacy practice and increases focus and attention skills. *(Offered for threes, fours and fives)*

Computer- Students begin to learn to use a key board and mouse along with early typing skills.

Computer games reinforce developmentally appropriate computer skills and preschool academic goals. *(offered for fours and Fives)*

*** LUNCH BUNCH-** *Lunch bunch is offered from 11:00-12:00 for both morning preschoolers and early fives to eat lunch at school. Must pay and sing up in advance through boonli in advance. Or check with the office for availability if boonli is closed. No hot lunch orders can be added after the deadline. Drop ins need to pack a lunch.*



DROP-OFF AND PICK-UP PROCEDURES

DROP-OFF

For morning sessions parents may bring their child to the office as early as 7:30 if they are enrolled in before school Care. A child may be dropped off at the west entrance (church side) between 7:45 and 7:55 am for morning Preschool or SPA Care. Children being dropped outside of this time or for Lunch Bunch should be dropped off to the Spa Care classroom and checked in and out by their parents or caretaker.

DISMISSAL

Morning preschool pick up will be outside of the preschool classroom. A sign out is not required, but the child must be dismissed by the teacher to ensure all kids go to their parent or approved caregiver. Afternoon preschool pick-up can be at the west church doors from 2:55-3:05 or through the regular school car line with an older sibling in 1st-8th grade.

At the end of all SPACARE and ASC sessions children will be required to be signed out. ***Be prepared to show a driver's License or other government issued I.D for verification.*** Parents, carpool driver, child care provider, or older sibling who are approved by you at registration may pick-up your child from the classroom or current ACS/Spa care scheduled area. Call the **ASC cell phone at 616 334 5106** to locate ASC pick up or if the door is locked. Any student who is picked up after their scheduled time will be charged for the next hour of the program if it is before close. Please park in the spots near the office rather than near the playground to help keep our kids safe and comply with licensing rules.

SNACK

Parents are asked to send a nutritious snack each day with their child. Please notify the school and teacher of any food allergies. The teacher will determine if the classroom is peanut free depending on the class and allergies for that year.

CLOTHING

Normal indoor and outdoor clothing worn to school is appropriate for SPA Care and ASC. Optional uniforms can be purchased for preschool. Keep in mind, independent toileting and safe shoes for running and recess when dressing young children.

FEES

Information is provided on enrollment forms. Any questions regarding fees should be directed to the school office (949-1690). Preschool tuition and Spa Care/ ASC billing are separate. Spa Care and ASC billing is done a month in advance and should be set up online at registration.

LICENSING NOTEBOOK

St. Paul the Apostle Spa Care and After School Care Program is licensed by the State of Michigan Department of Licensing and Regulatory Affairs (LARA).

1. A licensing notebook is available on premise to parents during regular business hours.
2. The licensing notebook contains all licensing inspections, reports, and corrective action plans since May 28, 2010.

Licensing inspection and Special investigation reports from at least the past two years are available on the child care website <https://www.michigan.gov/lara/>.



EMERGENCY PLANS

The safety of our children is an important part of the mission of St. Paul the Apostle School. In an effort to be prepared in the event of natural or man-made emergencies, plans have been developed to increase the awareness of staff and children. The Preschool Emergency Plans document can be reviewed at any time in the preschool or Spa care classroom during regular school hours. The school wide Emergency Guidelines can be viewed in the preschool room or office upon request.

STAFF AND VOLUNTEER SCREENING POLICY AND TEACHER: STUDENT RATIO

All staff members are required to be fingerprinted and background checked through the State of Michigan Licensing and Regulatory Affairs BGCS. A qualified caregiver is present at all times during licensed child care. Lead teachers are required for preschool aged children. The teacher to student ratios will be followed based on the age of the youngest child in care:

Kindergarten-8th grade: 1:18 four-year-olds: 1:12 three-year-olds:1:10 two and a half-year-olds: 1:8

ST. PAUL THE APOSTLE PRESCHOOL HEALTH PLAN

Exclusion Policy for Children:

The school will call a parent to pick up a child or to exclude a child from care for the following reasons:

1. 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 using fever reducing medications.
2. 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 call the parent to find out if this is the likely cause.
3. Vomiting – If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.
4. 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.
5. 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.

ABSENCES

Please call the school office (949-1690) or email the school secretary and teacher as soon as possible if your child will be absent for the day or pick/up and drop off times will change.



****This handbook is available for parents on the website or in the preschool or Spa Care room***

Last update: June 2019

