

*Immaculate Heart of Mary Preschool
and Child Care Program*



**Parent Handbook
2023-2024**

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Before and After School

Grades K-8: 7:00 a.m. — 6:00 p.m.

August 2023 to June 2024

Preschool and Child Care

3 and 4 year olds: 8:00 a.m. – 11:00 a.m. Monday - Friday

State Licensed, qualified staff, open school year:

September 5, 2023 – May 2024

Check us out on Facebook: Immaculate Heart of Mary Preschool and Child Care
Revised 8-10-23

TABLE OF CONTENTS

Welcome.....	3
Mission.....	3
Vision or Philosophy.....	3
Inclusive Practice.....	3
Admission Policy.....	3
Arrival/Dismissal/Location.....	4
Hours of Operation.....	4
Withdrawal, Suspension and Termination Criteria.....	4,5
Drop in.....	5
Late Pickup Fee.....	5
Attendance Schedule Change.....	5
Attendance.....	6
Birthdays.....	6
Child Information Records and Health Forms.....	6
Custody Situations.....	7
Illness, Injury, Accident, Incidents.....	7
Emergency Care.....	7
Contagious Illness Notification.....	8
Medication Procedures.....	8
Other Emergencies.....	8
Guidance and Discipline Policy.....	9
Supplies.....	10
Snack and Lunch.....	10
Staff Screening/Volunteer Policy.....	10,11
Child Abuse.....	11
Ratio.....	11
Before and After School Care Program Outline.....	12
Stay Inside Policy.....	12
Personal Belongings /Outside Play.....	12
Receipts and Tax Deductions.....	12
Preschool Program.....	12,13
Parent Involvement.....	14
Preschool Schedule.....	15
Preschool Curriculum Statement.....	15,16
Parent/Teacher Conferences.....	16
Children’s Daily Health.....	17
Preschool Enrollment.....	17
Snacks.....	17
Ratio.....	17
Child Care Program.....	18
Cleaning/Sanitizing Equipment.....	18
Resources.....	18
Hand Washing Procedure.....	18
Parent Education Opportunities.....	18
Well Being and Special Needs.....	18-23
Registration and Attendance Agreement.....	24
Statement of Good Health.....	25
Permission for Children.....	25
Outdoor Play.....	25
Photo Permission.....	26
Parent Notification of the Licensing Notebook Requirement.....	26
Certification.....	26
Fee Rates.....	27,28

WELCOME

Welcome to the Immaculate Heart of Mary Preschool and Student Care program! We are delighted that you have chosen our program for your child's care. This booklet is designed to give parents and/or guardians an overview of our program. Should you have any questions or concerns, please feel free to contact me at 882-6631 x223

MISSION

Immaculate Heart of Mary Student Care is committed to providing parents and students and atmosphere that is Christ-centered where the love of Christ is taught throughout the day while providing quality dependable care.

VISION OR PHILOSOPHY

Our program is designed to:

- ◆ Provide quality child care
- ◆ Recognize and respect the uniqueness of each child
- ◆ Mutual respect amongst students and staff
- ◆ Grow personally, socially and develop positive self-images
- ◆ Enhance and encourage development of children's individual interest and talents
- ◆ Faith formation
- ◆ Have fun!

INCLUSIVE PRACTICE

At Immaculate Heart of Mary School, we actively promote inclusive practice in order to meet the needs of the children, families and staff. We do not discriminate and all children are welcome to attend regardless of ability, need, background, culture, religion, gender or economic circumstances. We invite everyone from our community and promote positive attitudes towards similarities and differences in each other. We want to actively engage everyone, by living our Christian mission.

ADMISSION POLICY

Immaculate Heart of Mary Preschool and Student Care Program is open to children 3 years old and toilet trained through 12 years old.

Children and families who are enrolled in Immaculate Heart of Mary School and Preschool will be given priority for placement in the program. If space is available, spaces will be given to new families. If needed a waiting list will be established.

The following guidelines must be met before admission to IHM Student Care/Preschool Program:

- ◆ Registration fee of \$25.00 per family (non-refundable)
- ◆ Enrollment form
- ◆ Children under the age of 5 must complete a health form. This must be completed prior to 1st day of attendance or proof of a doctor's appointment within 2 weeks of admission.

ARRIVAL AND DISMISAL

IHM Student Care/Preschool Program doors open at 7:00am. Parents/guardians must sign in when they arrive in the morning and when picking up. Children will only be released to those people listed on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for picture identification and compare the name listed on the emergency card. Parent/guardians must notify staff if the child is going to be released to someone other than those listed on the emergency card.

LOCATION

The center will be located in rooms 101, 104, and the library of Immaculate Heart of Mary School. These rooms, along with the cafeteria, gym and playground, will be used to provide a variety of individual and group activity choices for the children.

HOURS OF OPERATION

HOURS OF OPERATION

The center will operate Monday-Friday from 7:00 a.m. – 6:00 p.m. and, in addition, if enrollment permits from 12:00 p.m. – 6:00 p.m. (school half-day session.) **Families need to bring their child a lunch on half-days of school.**

SCHOOL BREAKS AND NON-SCHOOL DAYS/SNOW DAYS

When there is No School, there is no Student Care/Preschool. You will be notified through Remind 101 when there is no school due to inclement weather. When school is closed, Student Care/Preschool is closed.

WITHDRAWAL, SUSPENSION, AND TERMINATION OF ENROLLMENT

WITHDRAWAL POLICY

- ◆ Notify the director two (2) weeks prior to withdrawal so child's spot can be filled from the waiting list.
- ◆ Write a letter to the director stating your intent to withdraw along with an explanation as to why. Include child's name, the date the letter was given, and the date of last attendance in class.

SUSPENSION

Every effort will be made to modify inappropriate student behavior by using stated disciplinary procedures as well as through parent communication and involvement. In the event that these methods are no longer effective, the Program Director maintains the right to suspend and/or expel any student that exhibits disruptive or inappropriate behavior which interferes with the quality and/or process of the child care program. Parents will be notified via phone call immediately.

Upon phone call, parents will be asked to pick up their child to take him/her home for the remainder of the day. If one or more phone calls are made in one week, the child may be suspended from student care/preschool for one or more days pending the severity and assessment of the circumstances.

If the child is suspended one or more times, the IHM Student Care/Preschool Director or authority of IHM School/Parish reserves the right to terminate the child's enrollment at IHM Student Care/Preschool.

TERMINATION

The Director of the IHM Student Care/Preschool program or authority of IHM School/Parish reserves the right to terminate any family's use of student care/preschool for noncompliance of guidelines stated in the handbook or any misconduct displayed by parent/guardian/family member toward or in the presence of staff, students, and/or other family members.

POLICIES AND GUIDELINES

DROP IN CARE

Drop ins are welcome. Any time a child is in attendance outside their weekly schedule of attendance they are considered a drop in. Please make arrangements at least 24 hours in advance to ensure there is room in our attendance schedule for your child to attend. Drop in fees vary due to session your attending.

LATE PICKUP FEE

Immaculate Heart of Mary Student Care closes at 6pm. Pickup between 6pm-6:15pm will result in a \$25 fee per occurrence. Pickup between 6:16-6:30pm will result in a \$50 fee per occurrence. If parents have not arrived by 6:10pm, staff will begin calling numbers listed on the Emergency Card and ask contacts to make arrangements to pick up your child.

ATTENDANCE SCHEDULE CHANGE

If it becomes necessary to make an attendance change (excluding vacations or temporary changes in the committed schedule), two weeks written notice is required. An attendance change must be submitted to the Director or supervisor stating the intent of change in the child's schedule. The form must be dated. You are responsible for enrollment charges until the effective date. The 1st schedule change will incur a \$10 charge; thereafter, you will be charged \$20 if the change falls within the same month.

All schedule changes must be a regular change (consistent from week to week).

ATTENDANCE

- ◆ A daily attendance will be kept. When your child is picked-up, a staff member MUST be notified that the child is leaving. Time must be recorded and initialed by parents on the sign in/out clipboard when dropping off or picking up their child/children.
- ◆ A child will be permitted to leave only with those adults listed on the emergency procedure card completed at the time of enrollment. If an emergency makes it necessary for your child to leave with an adult not listed on the card, you must notify the program staff and the adult will be asked to present identification. This is for the child's protection.
- ◆ If your child is going to be absent from student care/preschool, please contact the center as soon as possible at 882-6631 x223.
- ◆ If you pick up your child early, please notify the school secretary or notify the center by calling the school office phone.
- ◆ If your child will be absent from the program your weekly fee remains the same.

BIRTHDAYS

If you wish to share this event, please notify the program director a few days in advance so that plans may be made. Parents are encouraged to bring healthy treats. Candy, cakes and pop are discouraged.

CHILD INFORMATION RECORDS

The State of Michigan Child Care License requires all children to have an up to date health appraisal or a signed document from the physician on file. It must be on file prior to children starting preschool or child care. Our Great Start to Quality requires us to have annual health appraisals.

IHM Student Care shall have a child information card completed annually and on file for each child currently enrolled. This information shall be kept at the IHM Student Care Program, in a file separate from any of the school records of Immaculate Heart of Mary School.

By the first day of attendance, the Student Care Program shall obtain and keep on file a written permission form, signed by the parent, to seek emergency medical care. It is to your child's benefit to keep all pertinent information up-to-date. For example, phone numbers, emergency numbers, etc... **Your child cannot attend until the child information record card is filled out completely.**

HEALTH STATEMENT/FORMS

As a childcare center licensed by the State of Michigan, we are required to have a statement signed by parents/guardians with the following information:

- ◆ My child is in good health with activity restrictions noted
- ◆ My child's immunizations are up to date
- ◆ The immunization records or appropriate waiver is on file with the school.

By signing the enrollment form you are stating the above to be true regarding your child. For children who are not of school age, we require a health form be completed by the child's physician.

CUSTODY SITUATIONS

Custodial parents must fill out the emergency card and registration papers. In cases where the non-custodial parent is not allowed to have contact with the child/ren, the program director will need a copy of the court documents. Student Care must be notified of any changes in custody arrangements. The custodial parent will be notified in all cases requiring parental contact. Children can be released to either parent unless we have the court order on file.

ILLNESS, INJURY, ACCIDENTS, INCIDENTS

The Director or supervisor will notify parents immediately via text or phone call of any substantial accident, injury, incident or illnesses. Your telephone number must be on file with Student Care in case of any emergency or if we need to notify you of the following:

ILLNESS

To protect your child/children and others in the program from illness, your child/children should stay home if he or she has had symptoms within the last 36 hours:

1. An elevated temperature of 101 F or above (without Tylenol).
2. Congestion, runny nose, sneezing or coughing where the child is uncomfortable and would be better off in bed.
3. Unidentified rash or sore.
4. Stomach flu, vomiting, or diarrhea.
5. Runny nose with thick, yellow or green discharge.
6. Sore throat or ear ache.
7. Needs one-on-one care.

If your child will be absent, you may leave a message with the school office or you may call 517-882-6631 x223 to leave a message with the director. You may also leave a message on my cell phone.

MINOR INJURY, ACCIDENTS OR INCIDENT

If your child has a minor injury such as scraped knees, accident or incident your child will be treated by staff and you will receive a verbal, text or written injury report when you pick up your child.

EMERGENCY CARE

In cases of student injury, accident, incident or illness that are serious during student care, preschool, or child care the parent will be contacted immediately! In case of emergency,

staff will be calling 911 and medical assistance will be sought at once. An accident, injury, incident report will be filed.

CONTAGIOUS ILLNESS NOTIFICATION

When children are sent home or parents call and notify us that their child is ill we may post it in the center notifying other parents of the contagious illness. Your child's identity will not be identified when we notify others. We follow the directions by the Ingham County Health Department for posting and notifying in the event of a contagious illness that falls under classification.

MEDICATION PROCEDURES

Permission slips will be available at all times from the program director.

Medications, prescriptions or non-prescriptions shall be given to a child by an adult caregiver only. Prescription medicine shall have the pharmacy label indicating the physicians name, child's name, instructions, name and strength of medication and shall be given according to instructions.

Medications will be administered by the staff only under the following conditions:

1. Medication, prescription or nonprescription must be given to a child by a child care staff member only and must be brought in the original container.
2. The child's name, dosage, and directions for administration must appear on the container.
3. The child's parent must sign a permission slip with specific information about the administration of the medication.
4. A caregiver shall give or apply medication, prescription or non-prescription according to the directions on the original container, unless otherwise authorized by a written order of the child's physician. The center shall maintain a record as to the time and amount of medication is given or applies. Child care staff must sign after administering.
5. Topical nonprescription medication including triple antibiotic, sunscreen, insect repellent, requires written parental authorization annually.

OTHER EMERGENCIES

We will practice four fire drills, two tornado drills and two shelter in place procedures. Emergency & Evacuation procedures are posted in each classroom.

If children could be in danger or outside for a long period of time, parents will be called to pick their children up. Parents will be informed via Remind 101 in any emergency where their children are. Head Start School located at 640 Maplehill Avenue is our designated shelter. We will walk down Maplehill Avenue to get to our destination. If a child has special needs, the teacher assistant will walk and assist the child. In case of active shooters, lockdowns, other man made threats,

PARENTS WILL **NOT** HAVE ACCESS TO THE BUILDING.

Parents will be informed via Remind 101 OR through the director, principal or school email blast.

GUIDANCE AND DISCIPLINE POLICY

The staff will use positive methods of guidance and discipline to encourage self-control, self-direction, self-esteem, and cooperation. Positive discipline techniques can include: praise, redirection, enforcing limits with related consequences, setting clear guidelines, and expectations. Non-severe discipline such as “Time Out” may be used when reasonably necessary, based on a child’s development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property. “Time Out” is an opportunity for children to clear their minds and rejoin the group or activity in a more productive state. Time-outs are used to help the child to gain a better sense of self-control. The parent may be called to come and get the child if he/she is not able to gain self control.

Children will be guided towards positive guidance and discipline that include:

- ◆ Setting clear and specific expectations.
- ◆ Redirecting potential problems by offering appropriate choices.
- ◆ Enforcing limits with a related consequence.
- ◆ Helping children problem-solve disputes.
- ◆ Redirecting or distracting a child from the unacceptable activity to a constructive one.
- ◆ Encouraging, teaching and modeling appropriate behavior.
- ◆ Tailoring the method of discipline to the individual child.
- ◆ Removing the child from the source of conflict.
- ◆ Planning ahead to prevent problems.

All of the following means of punishment **are** prohibited:

- ◆ Hitting, spanking, shaking, biting pinching or inflicting other forms of corporal punishment.
- ◆ Placing any substances in a child’s mouth, including but not limited to soap, hot sauce, or vinegar.
- ◆ Restricting a child’s movement by binding or tying him or her.
- ◆ Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- ◆ Depriving a child of meals, snacks, rest, or necessary toilet use.
- ◆ Excluding a child from outdoor play or other gross motor activities.
- ◆ Excluding a child from daily learning experiences.
- ◆ Confining a child to an enclosed area, such as a closet, locked room, box or similar enclosure.

Every effort will be made to modify inappropriate student behavior by using stated disciplinary procedures as well as through parent communication and involvement. In the event that these methods are no longer effective, the Program Director maintains the

right to suspend and/or expel any student that exhibits disruptive or inappropriate behavior which interferes with the quality and/or process of the child care program.

SUPPLIES

We have a variety of toys and materials at the center and encourage children to leave their toys at home. The center assumes no responsibility for damage or loss of personal possessions. However, children may bring a comfy item for rest time and child care.

SNACK AND LUNCH

Children may bring their own snack each day. We will provide two food groups in the afternoon for snack. Example: crackers and peanut butter. Parents can either provide lunch or lunch can be purchased through the school cafeteria. If children forget their lunch (including ½ days) or snack, a meal will be provided to the child from IHM. Meals that IHM provides meets the child and adult care food program. Menus will be posted in each room and substitutions will be noted. Children with special food needs will be provided with meals that meet compliance with their needs.

STAFF & VOLUNTEER SCREENING/TRAINING

CHILD CARE BACKGROUND CHECK

All staff shall have a comprehensive child care background check and are fingerprinted prior to working with children. All supervised volunteers must have a public sex offender registry clearance prior to having any contact with children in care. Any individual registered on the (PSOR) is prohibited from having contact with any child in care.

The program will have a program director with qualifications equal to or exceeding those found in R 400.5703(2) (a) of the Licensing Rules for Child Care Centers.

CHILD ABUSE

The Child Protection Law mandates that Immaculate Heart of Mary Student Care staff immediately report to the Child Protection Services any suspected cases of child abuse, neglect, child sexual abuse, or sexual exploitation.

STAFF/CHILD RATIOS

The after school program will be staffed with caregivers in a ratio of 1:18.
The four-year-old preschool program will be staffed with caregivers in a ratio of 1:12.
The three-year-old preschool program will be staffed with caregiver in a ratio of 1:10.
The child care program will be staffed with caregiver in a ratio of 1:10 or less.

CONFIDENTIALITY POLICY AND NONDISCRIMINATION POLICY

IHM Student Care/Preschool program ensures that all information regarding any child enrolled in our program remain confidential.

IHM Student Care/Preschool program is open to all families, regardless of race, creed, religious, ethnic, or cultural background.

COMMUNICATION

Communication between our director/teachers and the parents of the children attending our program is important to us. We believe that communication helps foster together the growth of your child and helps provide a positive experience. A monthly newsletter, along with the school newsletter, will be sent to inform families of all events and happenings in our program. Please do not hesitate to contact us anytime should any conflict should arise.

MULTIPLE HOUSEHOLD

Please let the program director know if your children have multiple households. We will provide multiple newsletters for each household.

BEFORE AND AFTER SCHOOL PROGRAM (STUDENT CARE)

Our Student Care program is for the working parent. Giving them the option of drop off as early as 7am and pick up at 6:00 pm.

BEFORE AND AFTER SCHOOL SCHEDULE

Morning:

7:00 a.m. – 7:40 a.m. Greeting the children. Providing a variety of teacher structured activities for free play, art, and/or small group activities, etc.

7:30 a.m. – 7:40 a.m. Cleanup. Dismiss to classroom

Afternoon:

2:50 p.m. – 3:15p.m. Snack time, wash hands, bathroom break

3:15 p.m. – 4:00 p.m. Homework time, free play, small group activities

4:00 p.m. – 4:15 p.m. Clean-up, get ready to go outside

4:15 p.m. – 5:00 p.m. Outdoor time/gym if inclement weather

5:00 p.m. – 6:00 p.m. Transition from outside to the library, table activities, free choice

6:00 p.m. Closing

This is a flexible schedule and will change with various activities. Areas set up during free play: Art Table, Puzzles, Playdough, Quiet Area, Games, Math Area, Reading Area, Table Toys, Science Table, Housekeeping area or Building Blocks and Trucks.

STUDENT CARE ENROLLMENT:

The following paperwork is due by the first day of Student Care:

- ◆ Registration Form completed with \$25.00 Registration Fee
- ◆ Statement of Good Health Form
- ◆ Child Information Record

STAY INSIDE POLICY

It is the policy of IHM that if a child is healthy enough to attend the student care program, he/she must be healthy enough to go outside. We have an adult to child ratio to maintain and unfortunately are unable to accommodate a “stay inside” policy. If children become sick during the day, parents will be notified and a staff member will stay with sick child until he/she gets picked up.

PERSONAL BELONGINGS/OUTSIDE PLAY

Children should be dressed appropriately to play inside or outside. The center plans to use the schools outside play equipment. We go outside every day, except during inclement weather. Extra mittens and socks should be sent for after school in the winter. Personal belongings may be brought to student care. Valuable items should be left at home. We are not responsible for lost items.

RECEIPTS AND TAX DEDUCTIONS

Receipts are available for each payment through FACTS. A year-end statement of child care payments will also be available upon request in January for income tax purposes through FACTS.

PRESCHOOL PROGRAM

The Preschool program promotes an environment that provides a wide range of developmental levels through which children may progress. Our goal is to provide a variety of both large and small motor skills, sensory and perceptual, cognitive language, math, story time, and social/emotional skills through planned teacher directed activities and free time.

Activities may include painting, puzzles, games, music art, science, large motor activities, and many other areas of interest. The activities and times may vary depending on the interests of each individual child.

We offer the Catechesis of the Good Shepherd once a week for Faith Formation as well as include daily prayer and attend mass at least two times a year.

HOURS OF OPERATION

Four-year-old preschool: Monday- Friday from 8:00 a.m. – 11:00 a.m.

Three-year-old preschool: Monday-Friday from 8:00 a.m. – 11:00 a.m. (Three-day option is available)

Preschool doors open at 7:50a.m. (We are open at 7:00am if you need to enroll into our before school child care services for an additional cost.)

Our preschool year begins on Tuesday, September 5th and ends on Friday, May 30, 2024.

STAFF/CHILD RATIOS

The state requires that we maintain an adult to child ratio of 1:12. We keep it at 1:10 for 4 year olds and 1:8 for 3 year olds.

LOCATION

The preschool program will be located in rooms 102 and 104 at Immaculate Heart of Mary School. The cafeteria, gym, library and school playground, will be used to provide a variety of individual and group activities for the children.

PRESCHOOL STAFF

Our lead teachers generally have a 2-4-year degree in Early Childhood/Education plus experience. All staff members receive on-going staff training and attend regular center planned meetings as well as off-site education. All staff are certified in basic CPR and first aid training.

PARENT INVOLVEMENT

Parent involvement is a very important part of our program.

Parent volunteers are always welcome after they have completed Virtus training. No volunteer will be left alone with a child or children.

Please let us know your special talent. We encourage parents to come in to share career opportunities or special talents and you are always invited to join us on our field trips. We provide parent education opportunities and communicate via email, newsletters, handouts, phone contacts, Remind 101, and texting.

PRESCHOOL DAILY SCHEDULE

7:50 a.m. – 8:00 a.m. – Good morning arrival

8:00 a.m. – 8:40 a.m. – Free choice/Work time

8:40 a.m. – 8:45 a.m. – Clean up time

8:45 a.m. – 8:55 a.m. – Morning Meeting/Circle time

8:55 a.m. – 9:00 a.m. – Bathroom Break

9:00 a.m. – 9:30 a.m. – Outdoor Play (weather permitting)/Gym (Tuesdays)

9:35 a.m. – 9:45 a.m. – Bathroom Break, wash hands get ready for snack

9:45 a.m. – 10:00 a.m. – Snack/Quiet reading time

10:00 a.m. – 10:20 a.m. – Large Group/Plan Do (includes music and movement)

10:20 a.m. – 10:40 a.m. – Small Groups/Centers (10-20 minute rotations including math/science, fine motor, sensory, imaginary play, and art.)

10:40 a.m.-10:45 a.m. – Clean up

10:45 a.m. -10:55 a.m. - Closing Circle (Review)

Dismissal: 11:00

*Our schedule is flexible and transition time is always given.

PRESCHOOL CURRICULUM STATEMENT

As a Catholic school our curriculum is based on Catholic morals and beliefs. We practice forgiveness, gentleness, compassion, thankfulness, responsibility, love, self-control, joy and respectfulness. We also participate in daily prayer and believe Jesus Christ is our Savior and Lord.

Preschool children develop new skills every day because they are naturally curious, creative and excited as they learn and explore their world. We offer new experiences through our environment to encourage a wide range of developmental levels through which children may progress. Daily routines are planned to provide learning opportunities through each activity. To help each child learn we provide materials and activities that the children may not have used or mastered. These activities may include building with blocks, throwing a ball, creating with play dough and using science exploration. Literacy and creative experiences will encourage exploration, writing, reading, and self-help skills.

In addition to our daily exploration we also attend music class and participate in the IHM Winter Concert. Children will learn more about Jesus through music, songs, stories and our Catechesis of the Good Shepherd Program which meets once a week.

Social and emotional skills are important skills for your child to practice and contemplate at this age. These skills will help your child with academics as they advance from year to year. We are not only preparing your child for elementary education, we are also helping you to prepare them through life learning skills.

At this time, we are using HighScope, Creative Curriculum along with MSU Thematic Approach. They are approved and developmentally appropriate and align with MECS of Quality for Pre K.

We have a written/informal assessment called LAP-3 we use twice a year. We use a developmental screener called Ages and Stages. We will use both in the fall and spring to pin point developmental progress in children ages 3-5. We use this in conjunction with parents, in classroom planning and share during conferences. Evidence shows that the earlier developmental is assessed-the greater the chance a child has to reach his or her potential.

PARENT/TEACHER CONFERENCES

The preschool staff is available and willing to meet with you at any time throughout the school year. Two parent teacher conferences will be held during the school year, the one in the fall may consist of a phone call and one in the spring will be an up to 10 minute scheduled sit down appointment. If you have any questions or concerns parents are always welcome to email text or call at any time.

CHILDREN'S DAILY HEALTH

Children's daily health and development are observed and communicated daily for preschool and child care children and also during conferences. These concerns are observed and communicated daily. They are written on the child's daily report sheet per parent's request.

EMERGENCY CARE

In cases of student injury during Student Care, Preschool or Child Care the parent will be notified by the staff via text or phone call. If the injury is severe, the parent will be contacted immediately! In case of emergency, medical assistance will be sought at once. An accident or injury report will be filed. Minor injuries, such as scraped knees, will be treated by staff and reported to the parent at departure or via text.

PRESCHOOL ENROLLMENT

- ◆ Children enrolled in preschool must be three or four years old no later than September 1 of the year of enrollment.
- ◆ All children must be toilet trained (although accidents do happen and are expected.)

The following forms are due by the first day of Preschool:

- ◆ A Green Health Appraisal Form that must be filled out and updated annually by the child's physician. We are licensed by the State of Michigan so we need to keep immunization and physicals in each child's folder. Immunizations are a simple and effective way of protecting children from serious disease. It also protects the community by minimizing the spread of disease. If a family is looking for a pediatrician, we can help find one or go to www.healthychildren.org. A current waiver must be on file if you choose not to immunize your child.
- ◆ Statement of Good Health Form
- ◆ Child Information Record Form
- ◆ Photo Release Form
- ◆ Ages and Stages Questionnaire

Questions regarding enrollment, policies, and/or billings should be referred to the director.

SNACKS

Parents will provide quality nutritional daily snacks. We will provide crackers, milk and water and/or two food groups.

SUPPLIES

We appreciate the supplies that parents donate at the beginning of the school year!

For all programs the following items are requested:

1. 2 rolls of paper towel
2. 1 box of Kleenex
3. 1 container of disinfectant wipes
4. 1 package of napkins
5. Paper bowls

*Preschool parents: Children will need their own umbrella and rain boots in the fall and spring.

CHILD CARE PROGRAM

Welcome to the Immaculate Heart of Mary Child Care Program!

Our child care program is designed to provide quality child care to each individual child. The child care program is available to those parents who will be needing care after our half-day preschool program. We are here to promote social, emotional, physical and intellectual development. We will also participate in daily prayer.

CHILD CARE OPTIONS

11:00 a.m. – 3:00 p.m.

11:00 a.m. – 6:00 p.m.

CHILD CARE SCHEDULE

11:00 a.m. - 11:40 a.m. – Gross Motor Activity (weather permitting)/Gym

11:40 a.m. -12:15 p.m. - Lunch (Parents may provide a lunch or order hot lunch through the school hot lunch program.)

12:15 p.m. -12:45 p.m. – Free choice/planned table activities

12:45 p.m. – 12:50 p.m. – Clean up

12:50 p.m. – 12:55 p.m. – bathroom break, get ready for nap

12:55 p.m. – 1:00 p.m. – Story time

1:00 p.m. – 2:30 p.m. – Nap time

2:30 p.m. – 3:00 p.m. – Teachers clean up cots from nap, children do quiet table activities/free choice (pack up back-packs, dismissal for children at 3:00 p.m.) transition to room 104 for children staying until 6:00 p.m.)

3:00 p.m. – 3:15p.m. Snack time, wash hands, bathroom break

3:15 p.m. – 4:00 p.m. Homework time, free play, small group activities

4:00 p.m. – 4:15 p.m. Clean-up, get ready to go outside

4:15 p.m. – 5:00 p.m. Outdoor time/gym if inclement weather

5:00 p.m. – 6:00 p.m. Transition from outside to the library, table activities, free choice

6:00 p.m. Closing

Our daily activities shall be planned so that each child has the opportunity to:

- ◆ Feel good about themselves and feel successful
- ◆ Use materials and take part in activities which encourage creativity
- ◆ Learn new ideas and skills
- ◆ Participate in imaginative play
- ◆ Encourage Independence
- ◆ The state requires that we keep an adult to child ratio of 1:10.

BEDDING

Children who are not of school age and who spend 5 hours in preschool/child care must be given the opportunity to have rest time. Please bring in a blanket, a pillow and ONE stuffed animal in a reusable tote bag. Be sure to label your items. Blankets will be sent home on Fridays to be washed and must be returned on Monday.

STUDENT CARE/PRESCHOOL PROGRAM HEALTH PLAN

CLEANING/SANITIZING EQUIPMENT

All surfaces, furnishing and equipment that are not in good repair or that have been contaminated by bodily fluids shall be taken out of service until they are repaired, cleaned and sanitized effectively.

Disinfecting surfaces, cots, and table tops will be done daily. Cleaning and disinfecting toys are done by washing the toys in warm soapy water, rinsing and spraying with bleach water solution and air dry. This is done on a regular basis.

Soiled clothes will be placed in a plastic bag, tied and placed in child's cubby or locker and sent home with the parent.

To protect from bodily fluid such as blood, urine, feces, and vomit, wear rubber gloves.

HAND WASHING PROCEDURE

- ◆ Have towel ready
- ◆ Turn water temperature between 60 and 120 degrees
- ◆ Moisten hands with water and apply soap
- ◆ Rub hands until a soapy lather appears and continue for 20 seconds
- ◆ Rub areas between fingers around nail beds, under fingernails, jewelry and back of hands.
- ◆ Rinse – leave water running while drying hands
- ◆ Dry hands with paper towel and turn off water Throw away paper towel

PARENT EDUCATION OPPORTUNITIES

Our program has many family engagement and involvement opportunities throughout the year in and out of the classroom. Information will be posted on the parent information board, newsletters and remind 101.

TRANSITION PLAN FOR PRESCHOOL/KINDERGARTEN

Transitioning from preschool to kindergarten can be one of the hardest transitions in a child's life.

Throughout the preschool year, it is important to talk to your child about kindergarten and how fun it will be. This will help your child understand that they will be leaving preschool one day and can help them get excited about kindergarten.

Take your child to kindergarten round up and join us on scheduled play dates in the summer to familiarize them with the classroom, teacher and friends. Meeting up with friends beforehand makes the transition easier for the child on the first day of school.

Kindergarten can bring on fear and require independence that children may have a hard time adjusting to. Talk to your child about kindergarten and how proud you are of them for their accomplishments throughout the preschool year.

At school, to make the transition more comfortable, we are going to have the 4-year-old preschool class meet with the kindergarten class a few times during April and May for about 30 minutes to acclimate.

NUTRITION PLAN

The purpose of this nutrition plan is to provide families and staff with information regarding best practices for healthy eating. Having a nutrition plan is important because it provides resources for families to help make decisions about what their child is eating each day. This information is shared with families when they enter the program.

The children are always offered water. Water cups, water pitchers and drinking fountains are always available.

Parents are encouraged to bring in healthy snacks for their children or we offer daily snacks. Enclosed is a healthy eating plan for preschoolers, a daily food check list and a healthy snack list.

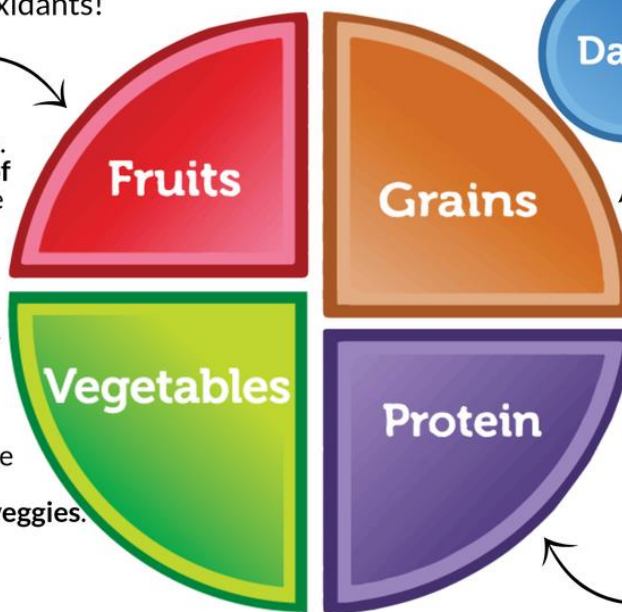
Since our program closes at 11:00 we do not provide lunch at this time.

MyPlate: A Guide

Make half your plate fruits and veggies. They're packed with fiber & antioxidants!

Fruit:
Eat fruits of all colors. Go for **fruit instead of juice**, which has more fiber and fewer calories.

Vegetables:
The more colors and types that you eat, the better! Aim to get mostly **non-starchy veggies**.



Dairy:
3 servings per day gets you the calcium you need. Choose low-fat for fewer calories.

Grains:
Eat mostly **whole grains**. Refined grains, like white bread and white rice, have less nutrition. Whole grains have more **fiber**, iron, and B vitamins.

Protein:
A palm-sized amount at lunch and dinner is all you need. Beans, nuts, fish, and chicken are good, lean choices.

SPECIAL NEEDS

The purpose of special education is to enable students to grow to their fullest potential by providing an education to fit their unique and special needs. Early intervention will help your child's unique needs and help them reach their full potential.

We strive to respond to the needs of all children and families by providing a positive learning environment for all children enrolled in the program regardless of ability, special needs or learning style. It is important because it is an alternative instruction, support and service provided to students who have academic, behavioral, health, physical or other unique needs beyond those met in traditional educational techniques.

We will provide these accommodations to the greatest extent possible teaching styles without hardship on the program. We may find that our program does not fit a child's needs. If behaviors or the developmental needs of a child exceed our knowledge or if they prevent us from maintaining our teacher/child ratio, we will meet with parents to discuss alternative outside intervention. We may suggest changing classroom placement, seeking outside help from Intermediate School District, seek counseling or recommend that the family seek another program that more closely meets the needs of the child.

Our goal is to work as a team to talk about special instructions, create an IEP (a statement of how your child is doing). Our team reviews the information available about the child.

It includes the results of individual evaluation of your child conducted by the school and/or private practitioners. It describes the progress towards the goals. This information will be shared with families via phone calls, conferences, emails, daily report sheets and/or in person at pick up time.

A variety of teaching strategies are used to meet the individual needs of each child, parent and family. We will use toys, puppets, visuals, and more.

We will strive to keep our environment free of barriers, and keep our physical environment accessible.

Staff will receive ongoing training for children with special needs and inclusion.

Additional resources can be found at brightfutures.aap.org.

HEALTH PLAN

The purpose of the health plans is to inform parents of how important it is to take their children to the doctor. It is a chance to get regular updates for your child's health. It is important to children, families and staff to talk about successes, milestones and overall concerns about your child and your child's development. It is a time to talk about your child's growth and learning and make sure your child is developing as expected.

The doctor and nurse will take measurements, do an examination, update immunizations and then offer you a chance to talk. It is also an opportunity to keep your child's healthy, provide support and talk through health and offer advice.

At IHM we must have a (green) health form filled out prior to enrollment and updated annually by the child's doctor. Immunizations are a simple and effective way of protecting children from serious disease. It also protects the community by minimizing the spread of disease.

The State of Michigan requires parents to make every effort to schedule regular health check-ups for their children. Health check-ups should occur annually for ages 3-5 year olds and throughout their teenage years.

Our Developmental Milestones ages 3 to 4 and 4 to 5 can be found in our preregistration packet. Throughout the school year there will be additional handouts on health plans, developmental milestones and your child's health including physical, emotional and social health.

We will also have a list of local pediatricians, health care centers, immunization recommendations, developmental milestones and health screening posted on our parent board and or in our parent packet or weekly newsletters.

We refer families to community health providers www.ingham.org or www.healthychildren.org and convenient and affordable health care options.

In addition, we offer families Early On at our school.

We will provide resources on our parent board, Remind 101, newsletters per parent request.

Vision and Hearing screenings will be done annually at Immaculate Heart of Mary School.

PEST MANAGEMENT

As part of Immaculate Heart of Mary School pest management program, pesticides are occasionally applied. Inspection is scheduled for the first Tuesday of each month. However, in certain emergencies pesticides may have to be used. You will be given 48 hours advanced notice. Rodent traps are used in certain areas of the building as per government mandate.

CULTURAL PLAN:

At Immaculate Heart of Mary Student Care, we are committed to acknowledge and be thankful for the children's, families and staff's culture and diverse needs. All children are welcome to attend Student Care and Preschool regardless of ability, need, background, culture, racial, ethnic, religion, gender or economic circumstances. All children deserve an early childhood education which is responsive to his/her needs.

Culture influences every aspect of a child's development. Our goal is to keep the family at the root of our program. When possible, family will be used within the daily routine and activities of the daily schedule. We will incorporate this by using books, activities, materials, arts and crafts, and even snacks into our curriculum.

Our culture plan is to extend beyond the boundaries of the USA and explore people all over God's world. We will spend time learning and understanding all children's uniqueness. Our goal is to help children accept and appreciate cultural differences at an early age.

To reach our goals we will:

As a group, talk about the elements of life that define culture. This may include: places, language, belief, foods, clothing, music, jokes and stories. Bring in food, kitchen and household items from home.

Interview family members and write a list of personal and cultural details including their birthplace, description of their home, birthplaces of their parents and names of family members. We will discover similarities and contrasts.

Ask the students to think about what a peaceful school would look like. Ask them to share their ideas with you. Children can be a very powerful influence on how to teach culture.

Build celebrations into your curriculum. Provide a hands-on way to show students what is important to some cultures. We will be incorporating foods, music, art and songs from many cultures. Students are able to learn why cultures do certain things in many ways by actively participating.

Incorporate arts into your curriculum. Learn cultural dances or play games to expand your children's interest. Show pictures from picture books and watch documentaries.

Discuss what children have learned by talking about how they felt and what they experienced. Children must work together to make sense of the differences between groups of people. If students can visualize how many people live, they are more likely to understand more about cultures.

We will actively involve parents and families in our early learning program. We will start the New Year by sending out a parent survey. This will give us information regarding culture and background. We will focus on incorporating the diverse cultures of our families, community and city they live in. We will incorporate an understanding between school and home. We will not call attention to stereotypical differences between groups of people. We will embrace, cherish and explore the gifts God has provided through cultures.

All staff will have three hours annual training to enhance their knowledge on communication and curriculum planning.

RESOURCES

www.naeyc.com

www.ibisdiversity.com

www.livestrong.com

Mary Mayesky "Creative Activities for Young Children"

LICENSING NOTEBOOK

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at

www.michigan.gov/michildcare.

REGISTRATION AND ATTENDANCE AGREEMENT

REGISTRATION

Registration forms can be picked up from the director. You may also fill out an application online at our Immaculate Heart of Mary School website. Click apply then create an account. Registration packets must be filled out completely.

ATTENDANCE AGREEMENT

The attendance agreement form will show a list of available preschool/student care sessions and attendance options. Please review this table for your selections when filling out the registration form.

- ◆ Once your plan is chosen and you have signed your agreement, you will be responsible to pay the weekly childcare/preschool fees associated with the selections you have indicated.
- ◆ If your child is absent one or more days in any given week due to appointment, illness, or other various reasons, your weekly childcare payment will remain the same.
- ◆ Please give the director two weeks notice of any attendance agreement changes. By changing your child's current attendance agreement, you understand and agree that your fees will change in accordance to the updated schedule that has been given.

ATTENDANCE

- ◆ If your child is going to be absent from student care/preschool, please contact the center as soon as possible at 882-6631 x223.
- ◆ If you pick up your child early, please notify the school secretary or notify the center by calling the school office phone.
- ◆ If your child will be absent from the program your weekly fee remains the same.

STATEMENT OF GOOD HEALTH

As the parent of _____, I attest to
Please Print
the following:

1. My child is in good health
2. I assume responsibility for my child’s health while at IHM Student Care.
3. My child has obtained all immunization shots/boosters required by the State of Michigan as well as any additional health requirements of the local school district.
4. I will inform IHM Student Care of any changes in my child’s physical health, and/or emotional/psychological condition including any recent accident, or illness, and any health restrictions, allergies or medications my child is taking.
5. Immunization records for Preschool children are in Room 104, and the school office for all the other children. Health forms for preschool children will be updated annually and obtained by the parent.
6. My child has the following health restrictions (allergies, physical limitations, etc.)

PERMISSION FOR STUDENT CARE CHILDREN

My child/children have permission to walk to Dairy Queen and or Waldo Park and/ or around the block with one or more of the following staff members: Shonna Kerrigan, Cheryl Bixler, Karen Salinas, Becky McCarthy and Roseann Kremer

PERMISSION FOR CHILD CARE CHILDREN

My child/children have my permission to walk to 532 Hunter Blvd, Lansing, MI 48901 this IHM property is located across the street from the North Parking Lot. Also, the IHM GYM located on the north side of the building.

OUTDOOR PLAY AREA

I give my child/children ages five and up permission to play on the IHM School outdoor play equipment. Although we feel this is a wonderful and safe play area, we are obligated to let you know that some equipment may or may not comply with the public safety guidelines in the Handbook for Public Playground Safety.

PHOTO PERMISSION

I hereby grant to Immaculate Heart of Mary School their legal representative, or for whom they are acting, the absolute right and permission to copyright and use photographic portraits or pictures of my child for display during the 2023/2024 year. These photos may be used for marketing purposes such as in church bulletins, Heartbeat Publication, displays, Faith Magazine, diocesan or school websites, etc.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK REQUIREMENT

All child care centers must maintain a licensing notebook which includes the following and all related corrective action plans (CAP) until the license is closed.

1. The center maintains a licensing notebook of all licensing inspections reports, special investigation reports and all related corrective action plans for the last 5 years.
2. The notebook will be available to parents for review during regular business hours.
3. Licensing inspections and special investigation reports and (CAP) from the past three years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

CERTIFICATION

The following statements must be signed and returned prior to the first day of attendance of your child/children.

I, _____, certify that I have been given a
Please print
parent handbook and that I have read and understand the policies and procedures of the IHM Student Care Program including the fees to be paid.

Name [Please Print]

_____ Date _____

IHM BEFORE AND AFTER CARE RATES

*Rates reflect current school year of 23/24 and may increase

Grades Kindergarten – 8th Grade

Before School: 7:00 a.m.-7:40 a.m.

1 child	_____	\$70/month
2 children	_____	\$86/month

Daily rate per child
\$6/day

Before Preschool 7:30am-8:00am for child care children

1 child	_____	\$40/month
2 children	_____	\$60/month

After School: 3:00 p.m. - 6:00p.m.

1 child	_____	Full Time	\$214/month
	_____	4 days/week	\$189/month
	_____	3 days/week	\$152/month
	_____	2 days/week	\$109/month
	_____	Daily	\$25
2 children	_____	Full Time	\$331/month
	_____	4 days/week	\$290/month
	_____	3 days/week	\$225/month
	_____	2 days/week	\$156/month
	_____	Daily	\$36
3 children	_____	Full Time	\$425/month
	_____	4 days/week	\$359/month
	_____	3 days/week	\$276/month
	_____	2 days/week	\$189/month
	_____	Daily	\$47

½ Day: 12:00-6:00pm

Daily	\$36 for 1 child
Daily	\$58 for 2 children

IHM PRE-SCHOOL AND CHILD CARE RATES

*Rates reflect current school year of 23/24 and may increase

PRE-SCHOOL: 7:50 a.m. - 11:00 a.m.

Rate per child: _____ Full Time \$281/month
_____ 4 days/week \$263/month
_____ 3 days/week \$242/month
_____ 2 days/week \$210/month

CHILD CARE: (This is available to families who need child care after preschool and rates are in addition to preschool tuition)

Rate per option:

Option 1: 11:00 a.m. – 3:00 p.m.

_____ 5 days/week \$359/month
_____ 4 days/week \$306/month

_____ 3 days/week \$249/month
_____ 2 days/week \$173/month

_____ Daily Rate: \$24.00/day Hourly Rate: \$8 per hour

Option 2: 11:00 a.m. – 6:00 p.m.

_____ 5 days/week \$573/month
_____ 4 days/week \$456/month

_____ 3 days/week \$362/month
_____ 2 days/week \$246/month

_____ Daily Rate: \$40.00/day