St. Paul Catholic School
811 E OLIVER ST ★ OWOSSO, MI 48867 ★ (989)725-7766
spsowosso.org

SINCE 1902

2026-2027

Preschool & Kids Connection Handbook



Position	Name	Email
Pastor	Fr. Michael O'Brien	archangel@stpaulowosso.org
Principal	Mr. Steve Herrick	principal@spsowosso.org
Administrative Assistant	Mrs. Deborah Ritter	stpaulschool@spsowosso.org

Preschool Teacher	Mrs. Darla Sprague	dsprague@spsowosso.org
Preschool Aide	Mrs. Robin Andrews	
Early Childhood Director **Kindergarten/1st Grade Teacher**	Ms. Lisa Jones	ljones@spsowosso.org

Kids Connection (before school)	Mrs. Elaine Sheedlo	esheedlo@spsowosso.org
Extended Day Preschool	Mrs. Darla Sprague	dsprague@spsowosso.org
Kids Connection (after school)	Mrs. Kathy Valasek	

Mission Statement

At St. Paul Catholic School we strive for excellence in faith and academics. Our mission is to be a loving and forgiving community that receives our Lord Jesus Christ and reflects his teachings.
God is Our Focus and Heaven Our Goal

Welcome to St. Paul Catholic School

Dear Bluewave Families,

Thank you for choosing St. Paul Preschool and Kids Connection Childcare. We feel it is a great honor that you have chosen our center for the education and care of your child. We hope that you find this handbook helpful and informative. Should you have any questions or concerns, please feel free to contact me at 989-725-7766 ext. 1214 or by email at ljones@spsowosso.org.

Sincerely,
Lisa Jones
St. Paul School Early Childhood Director

Dear Bluewave Families,

My name is Darla Sprague, I am excited to be part of the preschool program here at St. Paul School. I am from Corunna and reside in Owosso with my husband. I have three grown children and four grandchildren. I have a BA in Early Childhood Education. Teaching preschoolers is my passion.
I recognize how important preschool is in introducing children to their educational future, and I want to instill in them a love for learning! As a classroom family, we will work on all developmental areas, especially our social emotional skills so we will be strong and confident Kindergarteners when we leave preschool. I look forward to meeting your families and working together to give your child the best education.

Yours educationally,
Mrs. Darla Sprague

St. Paul Preschool is offered Monday-Friday 8:35 AM -12:00 PM (morning drop off starts at 8:15). Extended Day Preschool is offered Monday-Thursday 12:00-3:40 (childcare can be extended to 6:00 PM) **Children must be FULLY potty trained**

Preschool Curriculum;

The goal of Preschool is to give children a strong foundation so they will be successful in kindergarten. We use a variety of methods and resources to build this foundation including the Connect for Learning Curriculum (C4L). C4L weaves science, math, literacy, and social-emotional development objectives in its lessons. The curriculum is based on six learning units: Connecting with School and Friends, Our Environment, How Structures are Built, Exploring Museums, Growing Our Garden, and How We've Grown.

We will also be using the Heggerty pre-kindergarten Curriculum to teach phonemic awareness. Children learn through play and we will offer a variety of engaging toys and tools to keep them interested and engaged! Preschool students will have various opportunities throughout the school year to participate in schoolwide events as part of our school community.

Preschool Daily Classroom Morning Schedule

8:15-8:35	Arrival, sign-in, Limited table play
8:40-9:05	Morning Prayer, Good Morning Song and Welcome, Read Aloud (transition Find the letter and Feed Letter Monster)
9:05-9:20	Prayer/Snack
9:20-9:25	Planning Time
9:25-10:10	Learning Centers
10:10-10:15	Clean Up Time
10:15-10:20	Recall
10:20-10:35	Large Group – Connect (Transition to use the restroom: Trace the Letter)
10:35-11:05	Outside Time
11:05-11:10	Handwashing, drinks, restroom
11:10-11:45	Small Group Time – Darla and Robin and 2 groups of 4 (Transition to Fast Focus is Talk to Jesus)
11:45-12:00	Large Group Fast Focus and Phonological Awareness Activity (Heggerty)

Extended Day Preschool Afternoon Schedule

12:00-12:10	Half Day Students Dismissal/Full Day students wash for lunch
12:10-12:50	Prayer/Lunch and Restrooms/mats
12:50-1:50	Rest Time
1:50-2:00	Restrooms and Rest Time clean up
2:00-2:15	Stories/ Flannel Board
2:15-2:45	Outside Play
2:45-3:00	Prayer/Snack/recall
3:00-3:30	Limited Free Choice
3:30-3:40	Prayer/ Dismissal

Childcare

Children who are enrolled in St. Paul Preschool (& Extended Day Preschool) may attend Kids Connection for the afternoon through 6:00 PM. You must sign up for the days your child will attend Kids Connection or Extended Day Preschool. We are unable to support a drop-in program, so to make sure we are staffed appropriately you must reserve your space by Wednesday for the following week. The RSVP form can be found on the school website. There will also be hard copy RSVP forms available at the Kids Connection entrance for your convenience. You can sign up for as many weeks/days in advance as you want. If you RSVP for a day and your child does not attend you will be charged $5.00. If your child is out sick from school that day there will be no fee applied.

Immunization

St. Paul School, in unity with the local and state Health Department, require all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

Snack and Lunch

All students are encouraged to eat independently. Please make sure that the contents of your child's lunch can be easily opened by your child.

Rest Time

Per our licensing rules given by the State of Michigan:R 400.8188 Sleeping, resting, and supervision. Rule 188. ...(12) Naptime or quiet time must be provided when children under school-age are in attendance 5 or more continuous hours per day. (13)
Rest time will be no longer than one hour. Resting time is for sleeping, or quiet solitary on-your-own cot play. The room will be darkened and each child will be encouraged to rest quietly on his/her own cot or mat for this period of time. For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together. Each student should bring a non-fabric bag, labeled, with rest things inside and small pillow/blanket to rest with. These will be sent home on Fridays to be washed and should be brought back to school on Mondays. Students will have their own mat which will be sanitized on Fridays.

Arrival and Dismissal:

Parents/guardians must sign children in when they arrive in morning for Preschool and parents/guardians must also sign children out when picking up Preschoolers. Children will only be released to the persons specified on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for pictured identification and will compare the name with those listed on the child's emergency card. Parent/guardians must notify the school in writing if the child is going to be released to someone other than those listed on the child's emergency card.

The school day begins at 8:35 AM. Please do not drop your children off any earlier than 8:15 unless using daycare. Preschool families need to park in the church parking lot and walk across for morning drop off using door 3E and for 3:40 pick up using gym door 8E. Parents who are picking up Preschoolers at 12:00 (half day) or otherwise early for any reason, will come to the office door and check-in with the office.

Dress Code
Preschool students are not required to follow the school dress code. But please do not send your child in clothes that are not suitable for painting, drawing, coloring, playing, and having fun! Comfortable clothing is key! (Shoes and socks are required.)

Extra clothing
Preschool children need to be able to independently use the restroom. In order to be prepared for the occasional restroom accident, please be sure that there is a season-appropriate change of clothing in your child's backpack every day. This should include pants, underwear, shirt, socks and a change of shoes if you'd like.
Extra shoes: please consider sending an extra pair of shoes to keep at school for days when it might be a little muddy or wet on the playground.
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The following pages of this handbook apply to both Kids Connection and Preschool

Hours of Operation and Schedule

Hours of Operation: Monday - Friday 6:30 AM to 8:15 AM and 3:40 PM - 6:00PM (Extended Day Preschool is offered from 12:00-3:40 and childcare can be extended until 6:00 PM)

Per our policy, the childcare director reserves the right to decline admission of children/families based on space available and assessment of misconduct displayed toward or in the presence of staff, students, and/or other participating families. St. Paul Kids Connection Program is open to all registered students.

- Registration form & Attendance Agreement (One per child)
- $10 Registration Fee (Per Family)
- State of Michigan Child Information Record (One per Child)
    - Each field must be filled in.
    - Please remember that the phrase "N/A" is not accepted by Michigan Licensing. Please write the words "None Known" in fields that do not apply to your child(ren).
    - If your child DOES have an allergy, please list step by step emergency instructions under the "Special Instructions" section of the form. Staff will follow these instructions according to your written requests in case of an emergency.
- Health Form (One per child)
- License Notebook Informative Sheet
- Signed Handbook Verification (last page of handbook)
- Signed Verification Handbook Form (last page of handbook)
- Copy of Current Physicians Health Appraisal/Well-check Form (for Preschoolers)
- Copy of Up-to-Date Immunizations Record (for Preschoolers)
- Signed Department of Heath Consent for Disclosure Form (for Preschoolers)

Severe and Inclement Weather Policy

Power Outage:
St. Paul Kids Connection and Preschool will be CLOSED if Owosso Public Schools/St. Paul School are closed or delayed due to **Power Outage**. **Billing rates will be adjusted accordingly to times of closure/pickup.**
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Morning Weather Delays:
St. Paul Kids Connection and **Preschool** will be CLOSED if Owosso Public Schools and St. Paul School are delayed due to inclement weather.

Snow Days/Weather Cancellations:
When Owosso Public Schools and St. Paul School are closed on Snow Days/Weather Cancellation Days, Kids Connection and Preschool is CLOSED.

Tornado:
If Shiawassee County is under a *Tornado* ***Watch*** - we will continue on with the normal schedule, but we will stay informed of changes in weather. If it is a *Tornado* ***Warning*** - the staff and children are to take shelter in the following manner:

1. Staff will take the children to interior restroom(s)
2. Children are to sit facing the interior wall and place their hands over their heads.
3. Staff should remain with children to help them keep calm. If possible distribute books, sing songs and talk with children.
4. Staff and children are to stay in this procedure until danger passes.

Kids Connection Schedule AM

Morning

6:30 AM	Childcare is open Free choice play, group projects, homework
8:15 AM	Clean-up time, gather coats and backpacks, line up to go to class

Extended Day Preschool Schedule PM

12:00-3:40 (childcare can be extended to 6:00 PM for Preschoolers too)
-See sample of daily Preschool schedule on page 3

Kids Connection Schedule PM

3:40 PM	Children arrive. snack time, bathroom breaks, children prepare to go outside
3:45-4:30	Outside Play (if wind-chill is below zero degrees Fahrenheit we will stay inside)
4:30-5:15	Homework/ Quiet Activity Time
5:15-6:00	Free Choice
6:00 PM	Closing

Note:
This daily schedule is tentative and subject to change based on weather, staffing, school functions and holiday activities, etc. If the outside temperature or wind chill is at or below zero degrees, children will remain indoors. For **Preschoolers**, if the temperature or wind chill is at or below 20 degrees, children will remain indoors.

Policies and Guidelines

Arrival and Dismissal:
Kids Connection doors open at 6:30 PM. It is extremely important that parents/guardians sign children in when they arrive in morning (for **Preschool** too) to make certain that an adult is present. Parents/guardians must also sign children out when picking up (for **Preschool** too). Children will only be released to the persons specified on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for pictured identification and will compare the name with those listed on the child's emergency card. Parent/guardians must notify the school in writing if the child is going to be released to someone other than those listed on the child's emergency card.

Attendance:

- If your child is going to be absent from childcare or **Preschool** - please contact the school as soon as possible at 725-7766.
- If you pick up your child from school early - please notify the school office.

Late Pick Up:

St. Paul Kids Connection closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of $5.00 for every 5 minutes or fraction of 5 minutes after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed on the Emergency Card and ask emergency contacts to make arrangements to pick up the child.

Food/Other Allergies:

Please notify the childcare director in advance or as soon as possible to any allergies you child may have.

Emergency Cards:

At the beginning of each school year, families are required to complete a new Emergency Card for each child that will be enrolled in St. Paul Kids Connection Program or in **Preschool**. In addition, it is very important that should you make any changes to your address, place of employment, phone numbers or emergency contacts, please notify the Kids Connection and **Preschool**. We are **NOT** notified by St. Paul School office of changes. Emergency cards will be accepted only if **EACH FIELD IS FILLED OUT ENTIRELY.** Your child cannot attend St. Paul Kids Connection or **Preschool** until the emergency card is filled out completely. If your child has no allergies, no special instructions for care, and/or no special needs please write the phrase, "none known" in those fields. The abbreviation "N/A" is not accepted and is against licensing regulations. If the phrase "N/A" is present on your white emergency card it will be considered incomplete and will not be accepted.

Health Statement/Forms:

As a Childcare Center and **Preschool** 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 must be on file with the school.

-By signing the enrollment form you are stating the above to be true regarding your child.

Medication:

Per the State of Michigan, if medication is to be administered during childcare or **Preschool** hours, the following conditions must be met:

- All medication must come in original containers with dosage clearly written.
- Child's name must be on the container.
- Child's parent/guardian must complete a Medication Permission form provided by the staff.
- The childcare/Preschool staff will administer the medication as specified on the medication.
- There will be a record kept of dates, time, amount, and who administered the medicine.

Sick Children:
Sick children must remain at home. When your child shows signs of illness at home, please do not bring them to Kids Connection or **Preschool**. Children showing the following symptoms (but not limited to) should be kept home:

- Fever, Vomiting, Diarrhea, Eye Discharge, Excessive Cough, Rash, Excessive Nasal Discharge, Chicken Pox, Strep Throat, Pink Eye, Head Lice, Flu, Covid etc.

If symptoms occur during childcare or **Preschool** hours, parents will be contacted to pick up their child. If we are unable to contact you, we will then contact emergency contacts listed on the Emergency Card. If a child is sent home with a fever at or over 99.1 degrees, the child may return to school when the child is fever free for a minimum of 24 hours without the aid of fever reducing medication.

Injury/Accident:

A Minor Injury is considered a cut, scrape, or a bump/bruise.
If a child receives a minor injury during childcare or **Preschool**, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed. First Aid will be administered as needed.
- An accident form will be completed if necessary. Parents and staff will sign the form and a copy will be kept in the child's file. Staff will inform parents either at pick up or by phone call.

A Serious Injury is considered a head injury, broken bones, internal injuries, dislocations, dental injuries, poisoning, burn, choking, or suffocation.
If a child receives a serious injury during childcare or **Preschool**, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed.
- A lead staff member will remain with the child while 911 is being called by another staff member.
- A lead staff member will administer CPR and/or First Aid if necessary.
- If emergency help is deemed necessary, we will contact emergency help before parents. If parents cannot be reached, emergency contacts will be called.
- An accident form will be completed for all serious injuries. Parents and staff will sign the form and a copy will be kept in the child's file.
- Licensing will be contacted if necessary.

Safety Procedures:

- Fire: The State of Michigan requires that licensed childcare centers & **Preschools** conduct a fire drill at least once every quarter. Our drills will take place with the entire student body (K-5).
- Children are trained to leave the building as quickly as possible and to meet in a designated place. Records of fire drills are kept in the director's office.
- Tornado: The State of Michigan requires that a licensed childcare center conduct tornado drills at least twice during the months of April through October. Children are trained to sit facing the interior wall while covering their head. Records of tornado drills are kept in the director's office.

Safety Procedures continued:

- Crisis Management: This includes, but is not limited to, intruders and bomb threats. A lock-down plan will be put into place. No child will be allowed to be dropped off or picked up during this time, to assure the safety of all children and families.

ASBESTOS INSPECTIONS

Once every three years, the school is inspected by a licensed asbestos control agent. Additionally, in accordance with the Asbestos Hazard Emergency Response Act regulations (AHERA), the school conducts a twice-yearly inspection of all friable and non-friable asbestos containing materials in the school building. Certified maintenance staff conducts these annual inspections. The Asbestos Management File is located in the school office and is available to the public. If you wish to view the file, please contact the office.

Pesticides Applications

As part of our school maintenance program, we may find the need to apply pesticides. You have the right to be informed prior to any pesticide application to the school, grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

Playground:
As a childcare center & **Preschool** licensed by the State of Michigan, we are required to inform families that we will be using St. Paul School Playground for our outdoor play space. The playground is the same playground that children use during school hours. We are also required to inform you that a school playground is not required to meet the same playground safety regulations that other licensed centers are required to meet. By signing the enrollment form you are stating you have read & understand our playground policy.

St. Paul Kids Connection & **Preschool** strives to provide a safe, healthy, and happy environment for your children while in our care. It is our procedure to survey the playground each time we go out and, should we find something unsafe or questionable, that area will be off limits.

Outdoor Play:
The students of St. Paul Kids Connection & **Preschool** have the opportunity to have outdoor playtime every day. Please remember to send your children with weather appropriate clothing each and every day. We recommend sending your children with sweaters, hats, gloves/mittens, shoes, boots, snow pants and coats that are insulated in accordance with the current season. Please remember to write your child's first and last name, in permanent ink, on each of those items to prevent any ownership confusion.
We will remain indoors when weather conditions consist of lightening, thunder, severe weather warnings, or when the windchill is *at* or below zero degrees Fahrenheit. **Preschoolers** with stay indoors when the wind-chill is *at* or below 20 degrees.

Discipline:
The discipline, language, and harassment policies that are contained in St Paul Parish School Handbook will be followed in Kids Connection and **Preschool**. It is the understanding of the Childcare & **Preschool** staff that many factors enter into the disciplinary process, including providing a caring and nurturing staff who encourages children at their level of understanding. It is our hope that by making the child feel comfortable and accepted, the appropriate behavior will be encouraged. Proper physical environment also lends support to appropriate behavior.

The following practices will be in use:

- Rules and expectations will be clearly communicated
- Inappropriate behavior will be dealt with on a nonthreatening individual basis. Helping the child to understand the inappropriateness of his/her actions and giving the child the opportunity to correct his/her behavior will be emphasized.
- The staff will redirect when necessary. Separated time-out will be used only when absolutely necessary. During this time the child will be removed from the group and asked to think of a more appropriate way to act. At the end of the time out the child and caregiver will process how the problem could have been avoided. When the child is able to articulate a positive alternative to the problem, he/she will return to the group.
- Parents will be notified of any ongoing issues, so the staff and parent may work together to remedy problems.
- The director reserves the right to terminate the services of the childcare center to families due to child and/or parent behavioral issues.

Toy/Items from Home:

St. Paul Kids Connection and **Preschool** takes no responsibility of lost, stolen or broken items brought from home. All items brought from home must remain in the child's backpack during childcare & **Preschool** hours of operation.

Non-Smoking Policy:

During the hours of 6:30 AM - 6:00 PM, when St. Paul Kids Connection is in operation, smoking is not allowed in our facility. During these hours, all persons are prohibited to smoke within a 25 foot perimeter of the school. Thank you for your cooperation.

Staff & Volunteer Screening/Training:

All staff must go through the following screening/training in order to be employed at St. Paul Kids Connection & Preschool:

- Interview with Childcare Director
- Clearance through State of Michigan fingerprinting
- Satisfactory completion of the Abuse/Neglect Statement
- CPR and First Aid training and Blood-Borne Pathogen training
- 16 hours of training pertaining to child development annually
- VIRTUS training as directed by the Diocese of Lansing

Volunteers must meet Lansing Diocese requirement and State of Michigan requirement. Please see Childcare/Preschool Director for more information.

Confidentiality Policy and Nondiscrimination Policy:

- St Paul Kids Connection & **Preschool** takes great care to ensure that all information regarding any child enrolled in our program will remain confidential.
- St Paul Kids Connection & **Preschool** is open to all families, regardless of race, creed, religious, ethnic, or cultural background.

Communication:

Communication between our teachers/directors and the parents of the children attending our childcare & **Preschool** is of great importance to us at the center. We feel communication is vital when providing high quality care for your family and is key to a successful experience in our programs. We encourage daily communication between parents and workers at drop-off and pick-up times. We also welcome you, as parents, to email, call, or make appointments with us at any time.

Child Protection Law
Under the Child Protection Law, 1975 PA238, all staff and volunteers are mandated to immediately report any instance where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. The verbal report must be made to the local Department of Human Services (DHS) office in the county where the child currently resides. A written report must be submitted within 72 hours.
Some warning signs that may be indicators of abuse/neglect of children are:

- Physical abuse: Sores, burns, bruises on body and a reluctance or vagueness about where they originated. Bruises and burns are the most common.
- Neglect: Consistent signs of hunger, inappropriate dress, poor hygiene (unwashed clothes, hair and body odor); regularly displays fatigue or listlessness; unattended medical needs.
- Sexual Abuse: Unusual sexual awareness or behavior. Inappropriate sexual behavior such as attempting to insert tongue in someone's mouth; pain, itching, bleeding, or bruises in the genital area; persistent sexual play with other children, themselves, toys or pets; withdrawal or depression.
- Other signs of possible abuse or neglect include: Extremely aggressive and/or passive behavior;
- Delays in development; fear of parents or adults; unusually shy, avoids other children and adults; avoids physical contact; apt to seek affection from any adult; reports of being hurt or abused.

Please be advised that all staff and volunteers of St. Paul Kids Connection & **Preschool** comply to each part of this law. If a staff person suspects abuse or neglect of any kind, actions will be taken in accordance to the Child Protection Law discussed above.

Health Plan
This plan is adopted from A+ Child Development Center Health Care Plan (Administrative Policies and Procedures for Caregivers) Authority: Michigan Department of Human Services Rule 400.5111b(1): Health Care Polices and Resources.
Public Heath Rationale:
Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other environmental surfaces has shown to play a role in the transmission of disease in childcare settings. Furthermore, people can be carriers of a communicable disease without showing active symptoms. Caregivers need to protect themselves, and the children they serve, by adhering to precautionary measures related to health status and personal hygiene.

Children and Staff Hand Washing:
Washing hands will occur before handling or preparing food, beverages, or snacks, after using the restroom, after sneezing or coughing into one's hands, after handling or cleaning up after bodily fluids or after any unhygienic practice.
Procedure: All hand washing is to be limited to the designated hand sink in the restroom and kitchen using the following four steps:

1. Wet hands and exposed forearms with warm water
2. Using soap, lather up hands and forearms (scrub for 20 seconds)
3. Rinse hands and forearms with warm water
4. Dry hands and forearms with sanitary paper toweling, turn off the faucet handles with the paper towel used to dry one's hands. Hand sanitizers, water basins and pre-moistened cleansing wipes are not approved substitutes for soap and running water.

Handling of Bodily Fluids:
Saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit:

1. Put rubber gloves on first.
2. Assist child.
3. Place any soiled clothes in a plastic bag and put child's name on it.
4. Throw away any paper product such as paper towel or tissue in a marked plastic bag and dispose in dumpster.

5. If bodily fluids have contaminated a table or chair use Sani-Tyze cleaning agent.
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry.
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Soakit on the site and contact maintenance to let them know we need a wet vac (maintenance will clean the carpet or floor). Keep children away from area by placing orange cones or chairs around space with a note that states to *stay away*, and place a fan on the carpet to help it dry.

Cleaning and Sanitizing:

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water.
3. Submerge, wipe or spray the surface or article with a sanitizing solution.
4. Let the article or surface air dry. Cleaning and sanitizing is done before and after meals for tables; bathroom is cleaned on a nightly basis or as needed; door knobs are cleaned on a nightly basis or as needed; toys are cleaned or rotated as needed. Examples of sanitizing solutions include: water and non-scented chlorine bleach solution (1 tablespoon per gallon of water) or commercial sanitizer specified on label to be safe for food contact surfaces and is used according to manufacturer's direction.

Infection Control and Precautionary Measures Policy:

All staff and students are to be excluded from the childcare center & **Preschool** when experiencing symptoms of illness that include, but are not limited to, diarrhea, vomiting, fever, jaundice, uncontrolled coughing, open sores (which can't be covered) or have a doctor confirmed infection or communicable disease that can be easily spread from person-to-person.

Infection Control and Precautionary Procedures:

- All staff experiencing either vomiting or diarrhea are not to return to the childcare center or **Preschool** until symptoms have subsided for at least 24 hours.
- All returning staff after a diarrhea illness are not to prepare or directly handle any food or food ware for any child for at least 24 hours.
- All staff having a communicable disease are required to have a medical release from a physician before returning to work.

Health Related Resources/Online Resources:

The National Center for Disease Control and Prevention: ***www.cdc.gov***. The Michigan Dept. of Community Health:***www.michigan.gov/mdch***

Suspension and Termination of Enrollment:

Suspension:

If a child displays behavioral/emotional/social/physical needs beyond what St. Paul Childcare or **Preschool** is able to provide for, if a child causes harm/displays aggression or is a danger to his/her self/others/staff during his/her time at school, if child is unable to follow and abide by daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc. 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 for one or more days pending the severity and assessment of circumstances.

If a child is suspended one or more times, the Director, or authority of St. Paul Childcare/School/Parish reserves the right to terminate child's enrollment at St. Paul School.

Termination:
The Early Childhood Director, or authority of St. Paul Childcare/School/Parish reserves the right to terminate any family's use of childcare for noncompliance of guidelines stated in this handbook and/or misconduct displayed by parent/guardian/family member toward or in the presence of staff, students, and/or other families. The Early Childhood Director, or authority of St. Paul Childcare/School/Parish reserves the right to suspend and/or terminate any family's use of the childcare based on assessment of developmental level and/or behaviors of child in attendance. This includes but is not limited to if child displays behavioral/emotional/social/physical needs beyond what St. Paul School is able to provide for, if child causes harm/displays aggression or is a danger to his/herself/others/staff during his/her time at school, if child is unable to follow and abide by St. Paul School's daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc.

The Early Childhood Director, or authority of St. Paul Childcare/School/Parish reserves the right to make changes to these policies.

Licensing Notebook:
Our center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans in our Kids Connection childcare office. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the bureau of Children and Adult Licensing website **www.michigan.gov/michildcare**

All of the items listed above are available for parents to view during business hours.

CHILDCARE RSVP

You must sign up for the days your child will attend Kids Connection. We are unable to support a drop-in program, so to make sure we are staffed appropriately you must reserve your space. Please RSVP at least a week in advance. Please RSVP in person using the RSVP binder in the Kids Connection entrance. You can sign up for as many weeks/days in advance as you want. If you RSVP for a day and your child does not attend you will be charged $5.00. If your child is out sick from school that day there will be no fee applied.

EXTENDED DAY PRESCHOOL

There is not a weekly RSVP needed for Extended Day Preschool; parents will set schedules at the time of registration for the entire school year. We ask that you maintain your schedule as much as possible so as not to interrupt the daily classroom routine and for staffing purposes. Please note: Extended Day Preschool is unavailable on Friday afternoons.

Billing Process/Payment Options/Rates

Payment Options:
You must be registered in the FACTS Family Portal.
You may choose to automatically pay your incidental charges by ACH or Credit Card when registering on the Family Portal or you may choose to get an invoice and pay by cash or check.

Childcare Billing and Delinquency of Payments Procedures:

Your invoice due date is 10 days from the send date.

- **If payment is not received 10 days after the due date a $10.00 late fee will be assessed. This is an automatic charge from FACTS- we have been lenient in the past but now this fee will be charged to your account.**

PROGRAM RATES
Before School Daycare 6:30 AM to 8:30 AM • **Pre-K** (3 & 4-year-olds) $8.00/hr. • **K-5** one child: $5.50/hour two or more children: $5.00/hr.
Extended Day Preschool 12:00 PM to 3:30 PM **not available on Fridays** • **Pre-K** (3 & 4-year-olds) $8.00/hr.
After School Daycare 3:30 PM to 6:00 PM • **Pre-K** (3 & 4-year-olds) $8.00/hr. • **K-5** one child: $5.50/hour two or more children: $5.00/hr.

Additional Fees

Registration Fee:

A $10.00 non refundable registration fee is due with school year registration.

Late Pick Up Fee:

St. Paul Kids Connection closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of $5.00 for every 5 minutes or fraction of 5 minutes after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed on the Emergency Card and ask emergency contacts to make arrangements to pick up the child.

This handbook has been compiled in an effort to inform you about the philosophy, policies, and procedures of St. Paul Preschool and Kids Connection childcare. This vital information is necessary to strengthen the bond between home and school. Parents and students are required and expected to adhere to all policies included in this handbook—there will be no exceptions. This handbook may be revised at any time if the need arises. Please refamiliarize yourself each school year with information provided in this handbook. It is our sincere hope that this book will serve as a practical and useful guide during your years with us.

Preschool/Kids Connection Childcare Handbook Verification Form

Please sign and return to school

Student Name	Grade

My signature verifies that I have read the St. Paul Preschool/Kids Connection Handbook. I have read the handbook and discussed it with my child. I agree to be governed by this handbook.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date

The handbook is available on our website at spsowosso.org. A copy is also available to view in our school office and a personal copy can be printed upon request.

Thank you for choosing St. Paul Catholic School!