

Welcome to Manistee Catholic Central Child Care

Daycare Handbook

We are happy to have you as part of our Childcare program. This is going to be an exciting year for you and your child. We would love to hear from you about your experience within our program.

Working with the young child is important to us, and we take the care and education of your child to our hearts. Together we hope to spark their passion for school and cultivate a community of learners. Employing the methods and ideology of Maria Montessori into our childcare program we understand that “children acquire knowledge through experience in the environment”. Our goal is that children can freely and independently explore the rich environment around them and as teachers we help by facilitating learning through any age.

Children of all walks of life are welcome at our program. We work closely with families to determine if our program is the right fit for your family. We have active relationships with the following community supports:

- Manistee Public Schools
- Manistee ISD
- Special Education Services
- District #10 Health Department
- Great Start to Quality Resource Center
- 2-1-1

Children with siblings who attend Manistee Catholic Central, our faculty, or whose families are active parishioners at Divine Mercy Parishes (Manistee, Irons, & Onekama) that support the school will have preference during times of enrollment.

Program Goals

- We are committed to helping all students to grow in our mission--Christ-centered excellence in education--to grow physically, emotionally, socially, intellectually, and spiritually. Our faith is the foundation of our commitment to excellence in serving your children and family.
- To provide a warm, loving climate and help promote a good self-concept by giving support, honest praise and encouragement.
- To provide an opportunity for the children to be involved in prayer and other religious activities in conjunction with our Christian beliefs.

- To provide a creative environment in all areas of our child care environment by having children complete their own work at his or her level, and by stressing process rather than product.
- To provide an environment that allows each child to work at their own level.
- To provide a setting that meets the needs of each child, by giving them all individual attention.
- To provide self-direction by encouraging the children to plan what they are going to do, provide a variety of accessible materials, and implement self-directed activities.
- To provide a climate that allows the child to be responsible for their own actions.
- To spend time exploring the natural world God Created.
- To provide a close parent-teacher contact by sending information home, having conferences, and encouraging parents to join us throughout the year.

Admission Policy

Manistee Catholic Central recognizes the right of each individual child, including those with special needs, to an appropriate quality experience, which combines care and learning through play and education. We are sensitive to the needs and feelings of all children and their families and will ensure individual needs are recognized and addressed. Parents and caregivers will be involved at every stage and in any plans that are made to meet a child's individual needs.

The following documents are required prior to admission:

- Child Information Card
- Health Appraisal Form (must be completed and returned to MCC within 30 days)
- An Updated Immunization Record

These forms are valid for 1 year.

Teacher to Child Ratio

MCC Child Care Program maintains the State required teacher/child ratio:

1 : 4 for children under 3 years of age

1 : 10 for children 3 years of age until 4 years of age

1 : 12 for children 4 years of age

1 : 18 for school age children (kindergarten/5-years-old through 12-years-old)

If there are children of mixed ages, in the same room or in a well-defined space, then the ratio shall be determined by the age of the youngest child, unless each group of children is clearly separated.

Transitioning classrooms: When a child is at least 2 years and 6 months old and developmentally ready, they may be able to transition into the 3-year-old preschool classroom. At the time of transition is when the tuition rate will change. If you choose to place your child into the 3-year-old classroom prior to being 3-years-old there is a waiver you must sign recognizing that they will be in a classroom with a 1:10 ratio.

Child Care Tuition

All families must submit a monthly schedule. It is due the Monday of the last full week of the month. A reminder will be sent out each month.

After School Program

Throughout the school year school-aged children (ages 5-11) may join childcare from 3:00 pm until 5:30 pm for **\$20.00 a day**.

Preschool Program

3 year old to 5 year old (not completed Kindergarten yet) Part time: 1-3 days \$100 per week. Full time: 4-5 days \$160 per week.

5 year old (Kindergarten completion) to age 11 Part time: 1-3 days \$100 per week. Full time: 4-5 days \$160 per week

Infant & Toddler

Part Time: 1-2 days per week \$75.00/week

Full Time: 3-5 days per week \$180.00/week

Spot Holding Fee: \$75/week or \$180/week depending on if your child has a full or part-time spot.

If you are a fulltime student you are required to to pay for your fulltime spot.

Absences and Inconvenience Fees

MCC Child Care is licensed by the State of Michigan and requires that we handle only a specific number of students each session, each day. Therefore, we bill absences as regular scheduled days.

- Child care will be charged for what the family submits on their schedule, early pickups and late drop offs will not be reflected in the billing.
- Late/Early Fee: 10 minutes late for pickup will result in a \$10 charge (a \$5 charge for each additional 10 minutes will be added to the bill).

- Inconvenience Charge: If a family fails to inform staff about an absence or tardy (greater than 15 minutes) a charge of \$15 can be added to the bill.

Child Care Calendar

Childcare is available Monday through Friday, 7:30am-5:30pm. In the event of a school closure or delay due to inclement weather child care will also be delayed/canceled for the day. If the school temporarily closes due to COVID-19 childcare shall remain open unless directly advised to close.

MCC Child Care Program will observe the following breaks during the 2021/2022 calendar year:

- December: Closing at 3pm Wednesday the 22nd
Closed Thursday-Monday (23rd-27th) Christmas Break
Closing at 3pm Friday the 31st New Years
- March: Closed Monday & Tuesday (28th-29th) Spring Break
- April: Closed Friday-Monday (15th-18th) Easter Break
- May: Closed Monday (30th) Memorial Day
- July: Closed Monday-Friday (4th-8th) Summer Break
Monday-Friday (11-15) Hall Maintenance
- September: Closed Friday & Monday (2nd-5th) Labor Day

Health Policy

We will observe your child upon arrival and during the time in our care. If any symptoms of illness develop or the child has a minor injury we will first tend to the child's immediate needs and then contact you so you can pick up your child and if further treatment is needed.

If your child develops symptoms of illness during the day, we will notify you and request that you pick your child up as soon as possible. If we are unable to reach you and are very concerned about the health of your child, we will call the emergency contact people on your emergency card. To assure the health and safety of children and help minimize the spread of infection, parents will be called for any of the following reasons:

- Fever over 100 F orally
- Diarrhea 3 or more times in a 24 hour period
- An unexplained rash
- Vomiting

- A thick discharge from the nose or eyes
- Severe Cough: Child gets red or blue in the face - child makes high-pitched croupy or whooping sound after he coughs
- Pink eye
- Sore throat or trouble swallowing

Hand, Foot, and Mouth Disease: Child must stay home for 24 hours after the fever is gone AND the blisters have scabbed over, a minimum of 3 days from the first day of the rash.

In addition, Rule 400.5113c(1) in the Licensing Handbook states that it is at the program's discretion to send a child home as soon as possible if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children.

In the event any staff member or volunteer exhibits any of the above-mentioned illnesses, they will be asked to stay home from school. If they come to school and symptoms arise, they will be asked to leave and stop any further contact with the students until they are well.

MCC Child Care Program will follow the same COVID-19 protocol that MCC has issued. We are following the guidelines recommended by the CDC and our county. If you have further inquiries please ask for MCC's COVID information (located on school property).

There will be NO smoking/vaping allowed in the building.

Accident or Injury Report

While at school, children engage in active play. There is a possibility your child may be injured. In the event of a bump or scratch, we may apply ice or a bandage and notify parents at pick up time. However, if a more serious injury happens, we will notify you immediately and call 911 if necessary. Anything worth noting will be documented on your child's daily sheet.

Emergency Procedures

FIRE: Fire drills are held quarterly. Evacuation routes are posted in each classroom.

TORNADO: Tornado drills will consist of 2 between the months of April through October. Evacuation procedures are posted in each room.

ACCIDENTS: Each child must have an "Emergency Card" on file at the Center before attending, in case of emergencies. This form allows us to obtain emergency medical care for your child should the need arise.

Incidents & Child Protection Laws

At Manistee Catholic Central, all our staff and volunteers (including minors) are mandated reporters. We are required by law to report any suspected cases of abuse, neglect, child sexual abuse, or sexual exploitation. The Immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report, submitted within 72 hours. Reporting the situation to administration or other staff does not relieve the center employee or volunteer of their mandated responsibility to report to CPS. It is the law. Reporting reflects a concern for the child & does not imply blame.

Curriculum

Our curriculum will be based in nature and play. Play is how brains learn best. Our caregivers will be using play, nature, best practices, and the Montessori Method to suit the needs of our youngest students.

Play: Play is the primary vehicle of our preschool curriculum. It makes a major contribution to the physical, social, emotional, and intellectual development of children. Play promotes the development of skills and competencies. The act of play is thought to achieve creativity, sustain attention and promote the use of imagination and use innovation to perceive and deal with reality.

Religion: The children may visit the Atrium which introduces them to the teachings of Catechesis of the Good Shepherd through hands-on experiences.

Motor Perception: Activities for developing fine and gross motor will be a big part of each day.

Language Arts: Activities in this area will include communication, creative drama, role playing, and storytelling.

Reading: The foundation skills for reading will be provided in a variety of ways.

Mathematics: Activities in this area will be vast. Sorting, ordering, patterns, counting, problem solving, shapes and numeral recognition.

Science and Social Studies: Our classroom will have a “science” table where things like animals, birds, bugs, magnets, senses and colors will all be explored. We will do fun science experiments a couple times a month.

All activities will be differentiated for age groups. We will also be exploring the outdoors a great deal. Time spent in nature improves the wellbeing of children and gives them the space and freedom to implement their own ideas and creations.

At MCC we respect families’ diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our planned curriculum to incorporate the home cultures and languages of children in our care setting-including the use of familiar music, materials, practices and customs. We believe this will create a positive early learning experience for all our children. Contact a staff member should you want to share your culture with us.

Daily Schedules

(During the School Year)

Preschool & School Age

- 8:00 Morning Gathering-Sign in & Table Activities
- 8:20 Clean up Time
- 8:25 Group Time-Calendar, Weather, Prayer, Pledge of Allegiance
- 8:35 Story Time, Music & Movement
- 8:50 Bathroom Break
- 9:00 Gym to run our Wiggles Out
- 9:10 Center Time (Free Choice/One-on-One development w/students)
- 10:05 Snack Time
- 10:20 Large Motor/Outdoor Playground or Gym
- 10:50 Good Bye Circle/backpacks & coats
- 11:00 Preschool Dismissal/Outside Play
- 11:45 Inside/Bathroom Break/Get Ready for Lunch
- 12:00 Lunch
- 12:45 Quiet time activities (puzzles and/or story time)
- 1:05 Rest Time
- 2:15 Free Choice
- 2:50 Gather Outside with After School Children
- 3:10 Afternoon Snack
- 3:30 Group Time (Planned activity)/Older children may work on homework
- 4:15 Sensory break
- 4:40 Outside
- 5:10 Clean up/Get ready for departure

Infant & Toddler

This is a basic description of how time will be spent in the classroom. Both infants and toddlers have needs that must be met in order for them to learn and grow. Our priority is building a relationship with your child and growing to understand their individual needs. We then place our educational opportunities during times where children are not in need of food, rest, or other bodily care. We embrace our beautiful Michigan weather in all seasons, and strive to spend lots of time exploring nature when weather permits.

Infant Schedule: Infants will be fed, diapered, and play on demand. Their diapers will be checked often and changed when wet or soiled. We strive to understand your child's hunger and sleep cues, they will be fed and rest according to their own needs. Infants will be encouraged to play and explore a variety of different toys, sensorial materials, and experience the natural world throughout their day. Spending time outdoors will happen several times each day (weather permitting). Caregivers will facilitate learning through play, materials provided, songs, routine, and by building a relationship with your child. At MCC our goal is to empower all children to grow in body, mind, and spirit.

Toddler Schedule: Toddlers will have some autonomy over many choices throughout their day. That being said, there will be a loose schedule that they begin to follow (as they grow closer to preschool age the child is the closer to the schedule is encouraged). The goal for toddlers is for them to have plenty of free time to explore and grow as individuals, but also begin introducing the concepts of group work and other times of gathering together. We hope to build a classroom community of young learners. Meals will be served with toddlers gathered around the same table, there will be 1-2 group activities per day, rest time will be around the same time (although sleep may still be on demand for younger toddlers), and children will be encouraged to work together to solve problems. As previously mentioned, toddlers may still sleep on demand, the same goes for eating, and toileting needs. Diapers will be checked often and changed when wet or soiled. While children are transitioning from diapers to the toilet we will work with the family and develop a plan or routine that reflects the child's home environment. Families take the lead on when and how the toileting transition is handled.

Daily Routine

Arrival-8:15	Choice Time
8:15-8:30	Bodily Care
8:30-9:15	Outside Play
9:15-9:45	Caregiver Guided Time (special material, story, or activity)
9:45-10:15	Music & Movement
10:15-10:45	Snack
10:45-11:30	Choice Time
11:30-12:00	Outside Play
12:00-12:45	Lunch
12:45-1:00	Bodily Care
1:00-2:30	Rest Time
2:30-3:00	Snack
3:00-3:30	Outside Play
3:30-4:00	Caregiver Guided Time
4:00-4:15	Bodily Care
4:15-Departure	Choice Time

Arrival & Pick-Up Times

Children may begin to be dropped off at 7:30am. That is when teaching staff will begin their day as well. Please schedule your child at the time you will be dropping them off and picking them up. Teachers need time to prepare for the day. If you are planning to be late picking your child up, please notify the school immediately so that we may reassure your child and plan accordingly. Consistent lateness (coming and going) may result in inconvenience charges or become cause for dismissal. Occasionally, someone may need to pick up your child, who is not on the Emergency Card. In such cases, you will need to add that person to the Emergency Card. Your child will not be released to anyone unless they are on the emergency card (anyone picking up your child may be asked to show their ID, so please make sure that they understand this when picking up your child).

Withdrawal Policy

A family that wishes to withdraw shall notify the school, in writing, two weeks in advance of withdrawal. We need this time to fill the vacancy and ensure that our Child Care Program does not meet financial burden due to lost tuition. If you choose to leave without two weeks notice you will be charged for two weeks worth of your average bill.

Documentation

State law requires that families receive and center maintain documentation of your child's needs being met for children 2 and under. Each day a paper report will be sent home with the child that documents their day. This includes diapering and toileting events, meals, activities, and any behavioral notes. These will help both families and staff with communication about your child. We also hope to post photos and videos via private social media for our daycare families.

Dial-A-Ride Policy

Manistee Catholic Central will not be held responsible once the child is placed on the Dial-A-Ride bus. Parents are responsible to make all necessary arrangements for pick-up times and to notify Dial-A-Ride. If your child will be riding the Dial-A-Ride, please put their money in an envelope that has the destination address clearly labeled.

Child Care New Employment & Volunteers

Following a successful interview, potential staff members will be subject to the listed requirements: staff will be required to complete a Child Care Background Check (CCBC) which includes fingerprinting & DHHS central registry clearance, reference checks, and completion of statements regarding their knowledge of laws against child abuse and neglect and whether or not they have been convicted of a crime other than a minor traffic violation. A physical examination statement and TB test are required every 2 years. (Program directors must also meet education requirements and complete a Licensing Record Clearance Request.)

Additionally, staff members must successfully complete Infant/Child CPR classes annually and First Aid classes as required. Staff members will receive in-service training or attend conferences in child development and related topics at least once per year.

Manistee Catholic Central staff members welcome the opportunity to share our facility with others interested in child development. We also enjoy visits from family and friends. Adults or students who spend time with the children at our facility, but are not members of the Manistee Catholic Central staff, will be considered volunteers and must follow our volunteer policy. (Parents of children in our program are NOT exempt from this policy.)

Volunteers, including parents of children in the program, will be asked to sign a statement indicating whether or not they have been convicted of a crime other than a minor traffic violation (including a

conviction of child abuse or neglect and/or a felony involving harm or threatened harm.). Under certain circumstances (having contact with children at least 4 hours a week for more than two consecutive weeks), volunteers will also need a physical examination statement, Virtus training, and a TB test every 2 years.

Dismissal Policy

The school reserves the right to dismiss a child for reasons of non-cooperation or inability of a child or parent to adjust to the school program.

Communication

Our daily chats will fill in the highlights of your child's day from a deeper perspective. Always feel free to email me (ehoward@sabers.org) or call the office with questions or to set up a time to meet with me. If there is a specific communication style that works best for you, please let me know.

1. **Daily Recording Sheet**: Infants and Toddlers will receive a daily report about their child's activities throughout the day.
2. **Parent Boards**: There are Bulletin Boards where you will find important information, such as: Safety Recalls, Our License, Licensing Rules, Community Events and school happenings.
3. **Weekly Online Newsletter**: Each week a brief newsletter will be emailed that highlights some of the activities that the children have been participating in. It will also contain updates and other information we may need to communicate to families.
4. **Parent Handbook**: A guide to all the policies and procedures established by MCC Child Care Program.

Parent Involvement

You are your child's first and most valuable teacher. We would love you to share your time and talents with us. This year is different within the school due to COVID restrictions. In future years we look forward to having parent volunteers within the Child Care Program.

If you have materials you'd like to donate or would like to work on anything special for the children let us know and we will work out something. Do you have something to share with the class? Musical Instruments, cultural experience, career skill. Let us know how you would like to lend a hand.

Nutrition

Preschool & School Age

Parents will be responsible for providing snacks and meals for their child, please send in something healthy. We will have a “snack cupboard” that we ask you to donate dry snacks to. If a child forgets snacks there will be extra in the cupboard to give them. If a child is scheduled to stay past noon a lunch should be sent in by the parent. (During the school year you may choose to sign your child up for the Saber Cafe Lunch Program.)

If a child wishes to bring in a special snack, for a birthday or party, we ask that it isn't overloaded with sugar. Foods high in sugar, salt and empty calories cause tooth decay and decreased appetite at mealtime.

Please send a water bottle, with your child that has their name clearly labeled. All students are free to drink from their water bottle as needed.

Infants & Toddlers

Parents will be responsible for meeting **all** of the nutritional needs of children under one. Formula bottles must be **pre-made** (unless it is a formula that is required to be mixed directly before serving, this would require a physician's note). Breast milk may be stored in bottles or bags (fridge or frozen), please provide a bottle to transfer milk into. All milk and formula storage containers must be **clearly labeled and dated**. Caregivers will also label bottles with the times that the bottle was made or warmed up. Please understand that it is a licensing requirement to **discard warmed bottles after 1 hour**. Send enough bottles to satisfy your child, plus one extra bottle in case it is needed.

When a child is ready to begin experimenting with baby or solid foods be sure to discuss this transition with staff. Begin sending in foods that your child enjoys at home and caregivers will begin serving them at school as well. Staff will follow your lead on feeding, so please communicate how often, what times, how much, what positions, or environments your child generally eats while at home.

Parents must provide snacks and meals for their child, please send in healthy choices. If a child is scheduled to stay past **noon** a lunch should be sent in by the parent. If a child wishes to bring in a special snack, for a birthday or party, please feel free to do so.

By six months old please begin sending a water bottle with your child that has their name clearly labeled. All students are free to drink from their water bottle as needed.

“Violent” Play Policy

Please refrain from bringing in toy guns or other weapon-like toys. Children play and act out things they do not yet understand or things they fear. They play out these fears to explore, learn, and gain a sense of control. While these are perfectly normal feelings to have and explore we do ask that no toys be brought in that might add to this. And if you notice or we notice a child consistently playing these types of scenes out we will simply ask that the family is open to discussing it with staff to ensure everyone is on the same

page. Our program offers nature and play based learning through our carefully designed environments and materials. We want all children to discover the world around them with a healthy sense of risk as well as security. We do ask that parents keep the gateways of communication open with our staff.

Items from Home

We encourage you to send your child with a blanket, pacifier, and/or lovey to remind them of home. These comfort items will help relax them when needed. Each day we will send these items home, please wash them at least once a week.

If you choose to send in multiple toys we cannot be responsible for any toys that may be misplaced, or that another child may take. If it is an item of great importance, please discuss it with a staff member and we will make a decision during the course of the day.

Discipline Policy

For infants and toddlers we want to build meaningful relationships that model appropriate social and emotional growth. Children are treated with respect and thoughtfulness. Discipline is not a word that describes how behaviors are handled. All behavior is communicating something, it is our job as early childhood professionals to help children discover what they are communicating and develop ways to handle those behaviors in a positive way. Caregivers will help children label what they are feeling or needing so they can internalize these things, eventually children understand their own needs and then they will develop ways of asking for help or meeting their own needs. Certain behaviors will also be met with natural consequences. Again, caregivers will be there to label emotions and help children work through whatever problem may be at hand.

That being said, for older toddlers MCC believes in firm, but kind discipline. We will strive to provide affection, security and a positive regard for each child. Each child needs to have his/her boundaries defined. Every child is made in the image of God and is to be honored. We have simple and direct rules regarding not letting a child hurt another and not letting a child destroy materials that are in the classroom. We apply these rules through positive reinforcement, such as praise for correct behavior and redirecting attention elsewhere. In extreme cases, a child will be removed from the situation in a firm but caring way. A child in our care is never humiliated or physically disciplined.

We are striving to guide all children to act with kindness, honesty, and respectfulness.

Please sign and return the final page of this packet.

By signing page 14 of our contract you are agreeing to Manistee Catholic Central's Childcare program's policies on payments, fees, and provisions needed in order to have your child participate in our Child Care Program.

New Handbooks/Contracts are issued each school year. This SUMMER Handbook covers June -August 2022.

If you have any questions please feel free to contact or speak with our staff for clarification.

MCC Child Care Program Updates 2022/2023 [This is a list of updates from our Summer 2022 Handbook]

→ An updated Handbook and contract will be signed and submitted by families by June 13th 2022

→ Infant and Toddler Care

- ◆ Enrollment fee is \$50
- ◆ Fulltime: \$180/week (3 or more days per week)
- ◆ Parttime: \$75/week (1-2 days per week)
- ◆ Spot holding fee of your usual weekly bill (\$180 for full-time or \$75 for part-time)
- ◆ One vacation week per year, any other weeks taken off will be charged as either a regular part or full time week (whichever your child is signed up for)

→ Preschool daycare

- ◆ 3-5 year old (not completed Kindergarten) Part Time: 3 days \$100 per week: Full time: 4-5 days \$160 per week.
- ◆ 5 year old (Kindergarten completed) through 11 year old Part Time: 3 days \$100 per week; Full time 4-5 days \$160 per week

- I have thoroughly read and understand the Manistee Catholic Central Child Care Program Handbook.
- I agree to follow the Handbook’s policies and pricing arrangements for my child.
- I authorize MCC’s child care staff to administer Neosporin (wound care cream), diaper cream, and/or sunscreen in the event it is needed.
- I understand that I must submit a monthly schedule in order to ensure my child’s place in care.
- I give permission to MCC’s child care staff to place my child on the Dial-A-Ride (preschool).
- I understand that I will be charged for the times I schedule my child to attend care.
- I give MCC’s child care staff permission to post photos of my child on their classroom’s private family Facebook page.

**For Infant and Toddler Families Only: Check if you are applying for a Part-Time or Full-Time daycare spot for your child.*

<input type="checkbox"/> Part-Time	<input type="checkbox"/> Full-Time
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Child’s Name

Parent/Guardian Signature

Date