

Saint Brigid Catholic School *After School Care Program* 2023-2024 Parent Handbook

This handbook is a supplement to the *Saint Brigid Catholic School Handbook* and is designed to provide a resource to answer questions you may have throughout the school year. The program's licensing notebook and LARA handbook is available in the After School Care room. The website where parents can access licensing rules is www.michigan.gov/michildcare

Saint Brigid Catholic School

130 W. Larkin, Midland, MI 48640

Phone 835-9481 ext. 63

Principal - Laura Wilkowski lwilkowski@stbrigid-midland.org
Program Director - Dottie Norris dnorris@stbrigid-midland.org

<https://stbrigid-midland.org/school/>



Mission Statement:

The mission of Saint Brigid Catholic School *After School Care Program* is to provide a safe, nurturing, and creative environment. Experiences are created to enhance the educational, creative, emotional, social and physical development of each child within a Catholic Christian environment.

Program Goals and Objectives:

- To provide parents/guardians with an after school alternative to meet their childcare needs.
- To provide a safe, fun and stimulating program that helps children grow in a positive manner.
- To provide staff that is caring and knowledgeable in the developmental needs of every child.
- To provide a program of after school activities that offers opportunities for educational growth, creativity, emotional growth through the emphasis on self-esteem, self-control and respect, intellectual development, social growth through positive peer and adult interactions and physical growth (including small and large motor activities).
- To provide a program that offers each child quiet time, as well as opportunities for social interaction.
- To provide a program that is founded in the tenets of the Catholic Christian faith.
- To provide children an opportunity to focus attention on reading and homework responsibilities.

If you would like to contact the After School Care director, please call Dottie Norris at the school phone 989-835-9481 ext. 63 or email dnorris@stbrigid-midland.org

Eligibility for Participation:

All students currently enrolled in Saint Brigid Catholic School, grades Kindergarten through 8th grade, are eligible to participate in After School Care.

Days & Hours of Operation:

- ◆ *After School Care* is available on school days from 2:55 p.m. to 5:40 p.m., (closing time is subject to adjustments as needed per enrollment).
- ◆ Saint Brigid Catholic School *After School Care* will be open every day that Saint Brigid Catholic School is in session for a full day, and there is sufficient enrollment. A one week notice will be given if After school Care is cancelled due to low enrollment.
- ◆ There will be no After School Care during regularly scheduled vacation days, partial days, or teacher in-service days.
- ◆ There will be no After School Care on days when Saint Brigid Catholic School is closed due to inclement weather, power failure, or other causes.

Enrollment:

All families enrolling their children in the After School Care program must pay a \$50.00 registration fee. This fee is added to your FACTS upon registration for each family. Registration fees are *non-refundable*. All required paperwork must be completed before a child is allowed to attend the program. Your child is only fully enrolled in the program after all paperwork is turned in.

- ◆ Enrollment is done yearly, after August 1.
- ◆ Enrollment is based on space availability.
- ◆ The following paperwork must be *filled out completely* for each child. Failure to complete paperwork within a timely manner may result in your child being ineligible to attend.

1. **Child Information Record (BCAL-3731)**
2. **Attendance Request Form**
3. **Media and First Aid permission Forms**
4. **Physical Wavier and Immunization Form**
5. **Licensing Notebook Notification Form**
6. **Prescription Medication Form**
7. **Advisory of Pesticides Form**
8. **Handbook Contract (please sign and return the last page of THIS handbook)**
9. **Signed checklist, with medication information**

Attendance:

Parents must fill out an Attendance Request Form. There are 3 attendance options; full time, part time, or drop in.

- ◆ **Full time** students attend 4-5 days per week. Student's spot is reserved for the entire school year.
- ◆ **Part time/Varied schedule** students attend consistently on a weekly basis 2-3 days per week. If on a varied schedule, parents must email the director by the 20th of each month indicating the days care is needed, to reserve care for the following month. There is no guarantee all of the dates you request will be available.
- ◆ **Drop In** occasional care as needed. Approval must be made by the ASC director prior to attending. Follow "additional days" guidelines below.
- ◆ No spot is guaranteed in the program. An email confirmation will be sent to each family indicating enrollment status.

Additional days and Drop In:

- ◆ To add a day, you are required to contact the After School Care director for approval Dottie Norris (dnorris@stbrigid-midland.org) by noon of the day childcare is needed.
- ◆ Due to classroom capacity per state licensing laws, there is no guarantee there will be a space for your child.
- ◆ If your child arrives on a day when they are not scheduled and without prior notification, a fee of \$14.00 will be assessed per child *in addition to the regular hourly charge* for that session.

Fees & Billing procedure:

Bills will be sent out by the parish accountant each month. Families FACTS accounts will be charged each month, for the previous month. Visit school.stbrigid-midland.org school home page.

- ◆ Annual processing fee of \$50.00 **per family** at time of enrollment.
- ◆ Cost per student is \$7.00/hour (minimum of \$7.00/day).
- ◆ Each ¼ hour will be assessed accordingly **after the first hour**.
- ◆ A \$14.00 fee will be assessed if there is no notification for a child who does not attend on their scheduled/enrolled day.
- ◆ **To cancel a day due to travel or illness, notice must be given to the program director Dottie Norris (dnorris@stbrigid-midland.org) by noon of the canceled day, or a fee of \$14.00 will be assessed.**
- ◆ If you call the school office to report your child's absence, you must indicate that your child is in after school care.
- ◆ A \$14.00 fee will be assessed in addition to the regular hourly fee for a child who attends on a day they are not scheduled to attend.
- ◆ There may be a nominal fee for enrichment activities or events.

Late Pick Up:

Parents are responsible to make sure that pick up arrangements are made, so that the child is picked up before 5:40 p.m. (5:30 on Friday). If your child remains at the school after 5:40 p.m. you will be charged an additional late fee per child. Staff will call all available resources to ensure that a child will be picked up. **In the rare situation that no one is reached and there has been no contact with the parent by 6:15 p.m., the Midland Police Department will be contacted and asked to assume responsibility for the child.** Our Staff is concerned with the safety and emotional well-being of your child – please make that your first priority.

♦ **Late pick up charge:**

5:41-6:00 \$14.00 fee will automatically be charged to your account.
After 6:00 \$1.00/minute fee will be assessed until child is picked up.

Scholarships:

Scholarship money, from the Guardian Angel Scholarship Fund, is available to families in need of financial assistance. If your family needs assistance paying for After School Care, please see Father Andy Booms.

Ratio of Caregivers to Children:

Saint Brigid Catholic School *After School Care Program* maintains a ratio not to exceed State of Michigan licensing requirements:

| <u>AGE</u> | <u># of CAREGIVER(S)</u> | <u># of CHILDREN</u> |
|------------|--------------------------|----------------------|
| 4-5 years | 1 | 12 |
| 6-14 years | 1 | 18 |

Daily Programming:

Each day, opportunities will be provided for the following:

- Snack (provided by the school)
- Large motor activities (outdoor play or gym games depending on weather)
- Literature and Homework time
- Exploration stations (sensory, discovery, and high interest educational activities)
- Social interaction and dramatic play
- Art
- Team building
- Small motor activities (games, puzzles, crafts, etc.)
- Clean-up time
- Quiet Activities

Sign Out Procedures:

At the end of the day children will **only** be released to the parent, guardian, or person listed on the child information card. A written statement of parental consent must be on file with the program director if there are any changes to the regular pick up arrangements.

- ◆ Parent/guardian picking child up will be required to come to the ASC door and sign out each child they are picking up for the day. This is to keep track of the time picked up, hours the student attended, and person the student left with.
- ◆ If a child is to go home with another Saint Brigid School parent a written note of permission is required.
- ◆ An I.D. check will be done if any unrecognized person attempts to pick up your child. A person other than a parent picking up a child must be older than 18, must be named on the child information card, and must have a picture I.D.
- ◆ If anyone not listed on the child information card will be picking up your child, you must send a **written permission slip** at least a day before the new person will pick up your child. The written permission slip must include the person's name, your signature, and the date that this pick up will occur. Please make verbal contact with the program coordinator concerning any changes.
- ◆ In cases of child custody, one parent may not limit the other from picking the child up from the program until custody has been established by a court action. A copy of the judge's order that establishes custody is required and will be kept in the child's file.

Personal Items and Cell Phone/Watch Policy:

- ◆ We discourage children from bringing personal possessions to After School Care. We cannot be responsible for lost or broken personal possessions or toys.
- ◆ Personal cell phones and watches are permitted in After School Care, with some restrictions. We ask that all cell phones be turned off and kept in the student's backpack.
- ◆ Students may not receive or send calls or text on watches. Photos are also prohibited.
- ◆ If a student needs to have his/her cell phone turned on, please inform the director. This enables the staff to know when students are receiving calls and who is calling. If a student needs to make a phone/watch call, he/she will need to get permission from the staff.
- ◆ Please label all extra clothing, lunch boxes, water bottles and backpacks with the child's name or initials.

Child & Staff Illness:

For the safety of all concerned, we will adhere to the following recommendations of the Midland County Health Department Policy in determining a staff member or child's ability to participate in the program. Some common reasons for excluding an individual from participation are as follows:

- ◆ Fever – may return after being fever free for **24 hours** without medication.
- ◆ Vomiting – may return once vomiting has subsided for at least **24 hours**.
- ◆ Diarrhea – may return once diarrhea has subsided for at least **24 hours**.
- ◆ Pink Eye – may return after being on antibiotics for at least **24 hours**.
- ◆ Head Lice – may return **24 hours** after treatment has been applied **and** nit free. Doctor's note required for re-admittance.
- ◆ Chicken Pox – may return **one week** after the rash has become evident.
- ◆ COVID-19- may return after following the latest guidelines.

If a child or staff member contracts a communicable disease or is sent home with a contagious illness, all families will be notified of the exposure. A child too ill to remain in the childcare setting will be comfortably cared for and supervised until they can be taken home. Contact will be made by phone to those listed on the child information card. Please pick up your child within 45 minutes of the notification.

Rule 400.8155. (1) A center shall have a written plan for how and when a parent is notified when personnel observe any of the following: (a) Changes in a child's health. (b) A child experiences an accident, injury, or incident. (c) A child is too ill to remain in the group. (2) A center shall ensure that a child who is too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives. (3) Items and facilities used by an ill child or adult must not be used by any others. LARA

Individual plans will be implemented for children with special needs or chronic medical conditions.

Medication Policy:

Mich. Admin. Code R. 400.8152 ("Rule 152. **(1)** Medication, prescription or nonprescription, must be given to a child by a child care staff member only. **(2)** A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent. **(3)** All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule. **(4)** Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions. **(5)** A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent

or destroy it when the parent determines it is no longer needed or it has expired.(6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.(7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included. Mich. Admin. Code R. 400.8152")

When the staff administers medication, the following provisions will apply. Individual plans will be implemented for children with chronic medical conditions or special needs:

1. Medication, including tranquilizers, sedatives, pain relievers, antibiotics, allergy medications, dietary supplements, or individual special medical procedures, will be given or applied only with prior written permission from the parent.
2. Prescription medication will be in the original container with the pharmacy label, and will be given according to those instructions.
3. A staff member will maintain a record as to the time and amount of any medication given or applied.
4. Over the counter medication will be in the original container stored according to the instruction, and clearly labeled for the specific child. The staff will keep the medication out of reach of children, and will return the unused medication to the parent when no longer needed or expired.

Emergency Medical Treatment (Accidents, Injuries, & Incidents):

In case of serious injury or when the extent of injury is unknown, staff will follow these procedures. Individual plans will be implemented for children with chronic medical conditions or special needs:

1. One staff member will remain with the injured child.
2. Parents will be the first to be called, and then we will follow the instructions given on your emergency contact form. If a serious or life-threatening situation exists, 911, will be called as the parents are also being notified.
3. If it is necessary to transport the child to the hospital, a staff member will accompany the child in the ambulance (with the required medical release

- and health history of the child). All charges from the hospital or ambulance will be the responsibility of the parent/guardian.
4. If the injury is not deemed serious enough for immediate emergency treatment, the parent will be contacted and will be expected to obtain appropriate medical care.
 5. For minor injuries, such as scrapes, bumps, bruises, etc., parents will be notified verbally when they pick up their child. Some injuries, specifically head injuries, require an accident report form to be filled out for all injuries requiring first aid.

Suspected Child Abuse or Neglect:

Staff members are mandated by the State of Michigan to report any suspicion of child abuse or neglect. Due to the nature of abusive or neglectful situations, staff members are not required to discuss their suspicions with the parent prior to filing the report. Staff members will not discuss suspicions with anyone other than Saint Brigid Catholic School or Parish administration or state officials acting within their professional capacities.

Health Services Plan:

Saint Brigid After School Care is involved with a wide variety of agencies in and around Midland County. Our staff is trained to recognize general health concerns in children, including the recognition of disease symptoms, unknown rashes and developmental deficiencies. Information is shared with agencies such as:

The Midland County Health Department
Shelterhouse
MidMichigan Family Practice
MSU Extension
Red Cross
Child Protection Council

Communicable Disease:

Since many infected people carry communicable diseases without symptoms and many are contagious before they experience any symptoms, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind the following practices shall be implemented by the After School Care Program:

- Controlling Infection-If a child becomes ill the child's parents will be called immediately to pick up the child. The child will be separated from the other children and made comfortable until the parent arrives. If the child has handled

items in the classroom, those items will be sanitized to reduce the risk of spreading the illness.

- Communicable disease reports are submitted to Midland County Environmental Health weekly or when symptoms of a potential communicable disease are present among the children or staff. Parents will also be notified when the children were exposed to a communicable disease.
- Individual plans will be implemented for children with chronic medical conditions or special needs.

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room plays a role in the transition of diseases in child care settings. Illness may be spread by way of:

- Human waste
- Bodily fluids (saliva, nasal discharge, open sores, blood)
- Direct skin to skin contact
- Touching contaminated objects
- The air (in droplets that result from coughing & sneezing)

Universal Precaution Procedures for handling bodily fluids:

After School Care staff shall use universal precautions (protective gloves) when there is the potential that they will be exposed to blood, blood containing fluids, bodily fluids and nasal discharge. They will treat all situations involving potential contact with bodily fluids and medical waste with caution.

- Wash hands after contact with any bodily substances or articles contaminated with bodily substances.
Wear protective gloves on both hands for anticipated direct hand contact with bodily fluids or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
- When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth-flush with water immediately and thoroughly. Notify supervisor immediately. It is recommended that medical help be sought within two (2) hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed.

- o Treat all linen soiled with blood and/or bodily fluids as infectious. Soiled materials should be handled as little as possible with minimum agitation. All linen should be double bagged prior to laundering. Trash must be placed in red-biohazard container.
- o Soiled surfaces must be cleaned with a detergent/disinfectant solution. When using bleach, allow surface to air dry.

| | |
|---|--|
| <p>Hand Washing</p> <p>Staff must wash their hands:</p> <ul style="list-style-type: none"> Upon arriving at work Before handling food (even if using gloves) After handling animals or insects After sneezing or blowing nose When hands are soiled Before administering medication Before and after administering first aid After using the restroom After contact with any bodily fluids | <p>Children must wash their hands:</p> <ul style="list-style-type: none"> Before and after eating After using the restroom After sneezing or blowing their nose After playing outside After handling animals or insects When hands are soiled |
|---|--|

Handwashing procedure (also posted above sinks):

- Wet both hands with running water
- Apply a small amount of liquid soap
- Rub hands together for at least 20 seconds and work up a good lather
- Wash between fingers, wrist, under nails and any jewelry
- Rinse hands well under warm running water
- Dry hands with a paper towel
- Use paper towel to turn off faucet
- Dispose of the paper towel in the trash can

Cleaning Equipment:

Staff shall complete regular cleaning and sanitizing of equipment. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease.

| | | |
|--------------|--|-----------------|
| Counters | Daily, after serving food, when soiled | Bleach solution |
| Tables | Daily, after serving food, when soiled | Bleach solution |
| Utensils | After use | Bleach solution |
| Floors | Swept Daily, mopped twice weekly | Floor cleaner |
| Door handles | Daily, when soiled | Bleach solution |
| Telephone | Weekly, when soiled | Bleach solution |
| Toys | When rotated | Bleach solution |
| Soft toys | Monthly | Laundry |

Harassment Policy:

Any form of harassment is prohibited. Harassment encompasses a broad range of verbal, as well as physical behavior, which could include, but is not limited to: physical or mental abuse, racial insults, derogatory ethnic slurs, unwelcomed sexual advances or touching, sexual comments or sexual jokes. Persons who engage in harassment are subject to disciplinary action.

Weapons Policy:

Saint Brigid Catholic School will not allow weapons in the school building or on the parish property. Weapons shall be defined as, but not limited to, guns, firearms, knives, clubs, and explosive devices. The program coordinator reserves the right to determine what constitutes a weapon. Any child found in possession of a weapon will be immediately removed from the student population, and appropriate disciplinary action will be taken.

Nutrition Policy (Food Service):

There will be a snack available during each session. Snack selection will include, but not be limited to, yogurt, cheese sticks, fresh fruit and cereal bars. Snack will be prepared by the school's kitchen staff. Perishable foods will be stored in our certified coolers. All fresh foods will be washed and food handlers will use gloves.

Pest Management Plan:

Pesticide application may occur during the year if there are pest issues in the classroom.

- You will receive advance notice of these applications through two means, a letter home and a note posted on the entrance door.
- This advanced notice will contain information about the pesticide to be used; approximate location of application, date of application; who to contact at St. Brigid School for more information; and the National Pesticide Information Center phone number.

Discipline Guidelines

Behavior Expectations:

1. Respect the rights of others in words and actions
2. Display appropriate social skills (appropriate interactions)
3. Listen to authority and follow directions
4. Respect the property of others as well as own property
5. Use materials and equipment properly

Progressive Consequences:

If a student's actions do not meet behavior expectations in the classroom or on the playground, the following progressive steps will be taken:

1. Warning with interaction
 - ◆ What child did wrong
 - ◆ Child commitment to avoid behavior in the future
 - ◆ Expectation is explained
 - ◆ Consequences are determined
2. "Sit and think time"
3. Phone call to the parent or guardian
4. Meeting with the parent or guardian
5. Expulsion from the program

A record of behavior difficulties will be kept on file for all children.

Staff:

The school principal hires *After Care School Program* staff members. The Program Director reports directly to the principal, while the program aide is responsible to both the principal and director. The principal is ultimately responsible for staff, parents, policies and procedures, and unresolved issues that may arise. All employees meet or exceed the requirements set forth by the State of Michigan and the Diocese of Saginaw. Each employee's file contains verification of a Childcare background check system (CCBC) stating that they have not been convicted of a

felony crime or child abuse. A medical clearance report from a licensed physician is also kept on file for all employees. Personnel files are kept in the parish office center.

Reporting Concerns:

Your child's happiness and well-being are our top priority! Please contact the program coordinator if there is ever a need to express a concern. An appointment will be made to discuss personal issues privately. Personal issues will never be discussed in front of the children. If you do not feel that a satisfactory resolution has been met after discussing the problem with the program coordinator please contact the school principal.

After School Care Program Daily Routine:

This is a general guideline of daily activities. Times will be adjusted according to the needs of the children.

2:55-3:00 Arrival in open area. Students are checked in on the attendance sheet.

3:05-3:15 Prayer, wash hands, eat snack (adult distributes with gloves), and socializing.

3:15-3:20 Clean up, line up, stop at foyer bathroom for bathroom break and wash hands. Snack tables are sanitized. If an adult comes for pick up prior to 3:30, please enter the school through the school entrance and office area. As children are picked up, the adult must indicate the time and initial the attendance sheet.

3:25-4:00 Outdoor play for ASC children only, all other children on the playground are asked to leave. Children who depart before 4:00 should take their backpack with them outside. As children are picked up, the adult must indicate the time and initial the attendance sheet.

4:05 Line up and go inside. Wash hands at foyer bathrooms.

4:10 Homework and quiet reading. Parents knock on the After School Care door located in the alley between the church and school to pick up their child(ren). As children are picked up, the parent must indicate the time and initial the attendance sheet. (K-2 have 15 minutes, 3-8 have 30 minutes or until homework is completed).

4:25-5:30 Art, large and small motor manipulatives, games, imaginary play, science and sensory in classroom. Students will continue homework in the open area as needed.

5:35 All items picked up and put away.

5:40 All children must be picked up by this time.

PLEASE DETACH THE FINAL PAGE. SIGN, DATE, AND RETURN TO THE DIRECTOR

PLEASE SIGN AND RETURN THIS FORM TO THE AFTER SCHOOL CARE PROGRAM DIRECTOR

**2023-2024
PARENT HANDBOOK ACKNOWLEDGEMENT**

This is to acknowledge that I have received a copy of the Saint Brigid Catholic School After School Care Program Parent Handbook. This handbook outlines the policies and procedures of the Saint Brigid Catholic School After School Care Program. The handbook also outlines what is expected of me as a parent or guardian. I understand that it is my responsibility to read and comply with the expectations contained in the handbook and any subsequent revisions.

Parent printed name: _____

Parent signature: _____

Date: _____

Student's name(s): *only one handbook acknowledgement form is required per family*

