

MUSKEGON CATHOLIC PRESCHOOL



HANDBOOK

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Muskegon Catholic Central Preschool

Mission Statement

Muskegon Catholic Central educates each student in spirit, mind and body by fostering personal excellence within the Catholic tradition.

WELCOME

We welcome you and your child to Muskegon Catholic Preschool. We are excited to offer an exceptional program for the children and parents in our community.

Your child will be in a safe environment where the teachers and staff use a variety of teaching methods to engage the children in active hands on learning and meaningful, relevant experiences.

Muskegon Catholic Preschool addresses the needs of the whole child, builds on the children's interests and needs, values play and social interaction, and provides for the moral and spiritual development of the child. *A Christ centered classroom* is the goal of our preschool program.

I am looking forward to a wonderful year and many new and exciting experiences!

Susan Dugener
Preschool Director

Enrollment Requirements

1. Children must be 3 or 4 years of age by September 1st (depending on preschool class) to be enrolled.

2. Children must be completely potty trained.

3. All necessary forms must be completed and returned before a child can be admitted into this program. Below you will find the list of forms that you need to return on or before your child's first day.

Family Registration Form and Fees (turned into School)

Student Health & Emergency Profile (turned into School)

State of MI Emergency Information Card

Health Form of up-to-date Immunizations or Waiver Form

Handbook Confirmation

Parent Notification of Licensing Notebook

Written Information Documentation BCAL-4340

Please inform MCC Preschool immediately of any changes to the pre-existing paperwork for the following: name, address, phone, work location, work phone, work hours, emergency contacts, any legal custody change or any medical issues, as all of these take precedence in the care of your child. You will be required to fill-out more paperwork to document any changes.

4. Registration fee must be paid.

Hours and Fees

* 3 year old class: Tuesday/Thursday mornings from 8:30 -11:00 a.m.
(\$975 per year)

* 3/4 year old class: Monday/Wednesday/Friday mornings from 8:30 -11:00 a.m.
(\$1275 per year)

* 4 and young 5's year old class: Monday through Friday from 12:15 - 2:45 p.m.
(\$2175 per year)

Scheduled days off for the school will also be scheduled days off for preschool. School closings due to weather or emergency conditions

will also include preschool. If school is delayed, closed or dismissed earlier than usual due to severe weather, power, etc., it will be announced on local television stations, WZZM 13, WOOD TV 8, CBS 3. Watch for MUSKEGON CATHOLIC CENTRAL. A two-hour delay means there will be NO morning preschool classes.

TUITION

Tuition for our 2 day (three year old) program is \$975.00 per year, \$1275 per year for our 3 day (four year old) program and \$2175.00 for our 5 day (four year old / young five) program. You should receive tuition payment information from the Business Office. If this is not the case, please let us know. There is an application fee of \$50.00.

LATE FEES

Preschool late fees are charged if your child has not been picked up within 5 minutes after the end of the session. The fee is \$1 per minute and fees collected will be used to purchase preschool equipment. Please share this information with those who will be picking up your child.

SMALL BLESSINGS CHILD CARE PROGRAM

We also offer a before and after school childcare program for all registered MCC students preschool through 12 years old. Hours are 6:30 a.m. - 8:30 a.m. and 2:45 p.m. - 6:00 p.m. Preschool child care, called Little Crusaders, is held between 8:00 a.m. and 2:45 p.m.

Small Blessings ensures the health and safety of all children in the program and is alert to the needs and/or problems of the children as individuals and as a group. We will organize and participate in games, read to children, teach simple painting, drawing, coloring, songs and similar activities. Individual and group activities will be planned to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others and using play equipment. Children will be instructed in practices of personal cleanliness and self care (hand washing and toileting habits). The Small Blessings program can provide a warm and secure environment and quality licensing care for children during the time their parents are working. SMALL BLESSINGS Childcare Program is licensed under

the State of Michigan Department of Consumer and Industry Services (License # DC610017926).

DISCIPLINE

The basic foundation for the child's conduct is love for God and love for others. RESPECT, respect for God, self, others and property will be the guideline for the child's actions. We consider discipline to be an essential part of a child's total growth and development. Our discipline plan includes the following components:

- * An emphasis on curriculum that provides children with life skills which promote understanding of themselves and others as children of God. These include activities which foster self-esteem, acceptance of self and others, nonviolent conflict resolution, responsibility, integrity and respect.
- * Clear and concise preschool rules and procedures which are communicated to parents, children and staff.
- * Preschool will encourage self-control, self-direction, self-esteem and cooperation
- * Use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. For example: redirect, give frequent choices, short time out.

Corporal punishment is never administered by any staff members at Muskegon Catholic Preschool.

As a licensed preschool, we are mandated by the state to report anything that comes to our attention that could be a possible case of neglect or abuse. This information may come to us through the verbal statements of a child, an observation in our preschool or written work of the child. Enacted in 1988, the Child Protection Law requires any child care provider to report suspected cases of child abuse or neglect to the proper state authorities. An oral report must be made immediately; followed by a written report within 72 hours anytime there is any indication to suspect abuse or neglect.

"Child abuse" means harm or threatened harm by a person to a child's health or welfare through nonaccidental physical or mental injury; sexual abuse; sexual exploitation, medication abuse or maltreatment.

“Child neglect” means harm to a child’s health or welfare by a parent, legal guardian or someone who has custodial care of the child. This occurs through failure to provide adequate food, clothing, shelter or medical care; or putting a child at unreasonable risk by failure to eliminate that danger when you have knowledge of the risk.

PLAYGROUND RULES

All preschool classes will use the state approved preschool age child playground that is attached to the preschool room.

*Help everyone enjoy the playtime - no rough play, name-calling, or bad language allowed.

*Use all equipment as it is intended. No jumping off the slide, no sliding head first, etc.

*Be careful of others.

DRESS CODE

We want your children to have FUN at school. Please dress them in comfortable, washable play clothes. When boots are worn in the winter, please have children bring shoes for use inside.

Each child must have a good sized backpack and folder (bottom pockets). This makes it easier to send home notes, projects, and other special things. Please keep a spare set of clothes in the bottom of their backpacks in case of emergencies (pants, shirt, underwear and socks). All clothing and their backpack should be labeled with their name.

ARRIVAL & DISMISSAL

(see hours under programs listed above)

Children are to be dropped off at the preschool room. At dismissal time, please wait in the elementary school foyer and the teacher will dismiss students to you. Please be prompt in picking up your child. Children should not walk alone in the parking lot.

We must be informed by a signed note or phone call from you if your child is not being picked up by the person stated on the release form on a particular day.

ATTENDANCE

Your child will be expected to maintain regular attendance for the length of our program. If your child is absent, please notify our school office at 755-2201 ext. 4700. Our monthly preschool newsletter and calendar are the most reliable source of information on preschool activities.

WITHDRAWAL POLICY

Muskegon Catholic Central may request the withdrawal of a child for non-payment of fees or at the discretion of the Principal, if the program is not suitable for a particular child. Parents are required to give a two week written notice when withdrawing their child from the program.

EMERGENCIES

Fire, tornado, lock-down and evacuation drills will be practiced throughout the school year. In the event of severe weather we advise parents NOT to pick up their children until the severe weather is over. In case of accident or injury basic first aid will be administered and situation will be evaluated for need of emergency assistants. We will report to the parents any accidents that may occur while under our supervision. An accident report will be filled out and a copy will be kept on file and sent to Licensing Bureau. Please be sure to keep all emergency information up to date and inform us as soon as any changes occur.

EMERGENCIES-Accident, Injuries, Illness, Incidents, Etc.

Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report. Notification will occur immediately via telephone call to parent for serious injuries/ incidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child...etc.

HEALTH (ILLNESS/SICK CARE)

In order to protect the health of all children, a child who does not feel well should be kept home. Any child who is ill should not be within the playgroup environment and will be refused admittance or sent home. We shall promptly report to a parent any incidents, accidents, suspected illness or other changes observed in the health of a child. We will isolate a child who is too ill to remain in the playgroup, usually in the Elementary office or in an area where the child can be supervised and made as comfortable as possible.

The following is a summary of the Health Department publication entitled, "When to Keep Your Child Home". We also use these guidelines to determine if a child should be kept home or sent home, as well.

Fever (100 degrees or more): Do not allow child to return to childcare until free from fever for 24 hours.

Cold, Sore Throat, Cough: "Heavy cough" and hacking cough, home in bed even though no fever. Sore throat, but no other symptoms...go to childcare, BUT check the throat for spots and check for a fever. If either is present, keep the child home and call doctor.

Rash: Do not send a child with a rash to child care until your doctor has said that it is safe to do so.

Headache: Usually, there is no need to be kept home. If you wish your child to take medication for headache, you will need to send the medication to provider in a labeled container, with a Medication permission form indicating your or doctor's' instructions regarding administration.

Earache, Eye Discharge, Yellow Skin or Eyes:
Consult your doctor without delay.

Toothache:
Consult your dentist.

Vomiting & Diarrhea:

Keep the child home NO EXCEPTIONS. Consult your doctor if it persists.

Head Lice:

Head lice among children is common, especially if the child has siblings in school, and is not cause for panic or embarrassment. If your child is found to have lice, you will be called and you will need to treat your child before they can return to my care. Many products are on the market for treatment of head lice and are very effective. The latest information on head lice from the Health Department is available on line.

To ensure that a child does not return to preschool when they may be in danger of exposing someone else to an illness, they may not return until 24 hours after the symptoms have subsided, are no longer contagious or unless authorized by a physician. In certain cases, (i.e.: head lice) we may require a physician's note before re-admitting into preschool.

I shall notify parents of a child who is exposed to a communicable disease so that the child may be observed for symptoms of the disease.

A child should be completely well before returning to childcare after an illness. The ability to participate in all activities including outside play is a good indicator if a child is ready to return. Exceptions are made when unusual circumstances merit special attention to a child's health needs.

STATE OF MICHIGAN-To follow its procedures set up by the State of Michigan that are required to be followed per our Child Care Licensing Rules.

Part I – Children & Staff Hand Washing Procedures

Children and staff will wash their hands after bathroom use and any accident cleanup. Children and staff will also wash their hands before and after snack times. Procedure for hand washing will be posted in all bathrooms and also near classroom sinks.

The hand washing procedure is:

1. Wet hands and apply soap
2. Rub hands together until bubbles occur
3. Rinse with warm water

4. Dry hands

Part II – Handling Children’s Body Fluids/Blood Borne Pathogens

Only the people trained in handling the cleanup of bodily fluids (vomit, urine, feces, blood spills) will clean up the bodily fluids. Appropriate equipment (gloves, mask, etc.) will be worn whenever exposure is a possibility. These individuals have been trained to properly clean, sanitize and dispose of these messes. In case of a spill, the school office will be contacted.

Part III - Cleaning & Sanitizing Toys, Surfaces and Equipment

We use a 4 Step Process when sanitizing – wash, rinse, sanitize and dry. Our sanitize solution consists of one tablespoon of bleach to one gallon of water. Our disinfecting solution is one quarter cup bleach to one gallon of water. We clean and sanitize table tops after each use. Our equipment and toys are sanitized and disinfected periodically. Our shelves, hard play toys and large play equipment are done every month, along with our dress up clothes and dolls.

Part V – Health Related Resources

Below you will find listed resources and contact information:

Muskegon County Health Department	231-724-6311
Catholic Social Services	231-726-4735
Pathways of MI	231-728-7152
Muskegon Community Health Project	231-728-3201
Love INC of Muskegon County	231-777-3905
Muskegon County Department of Human Resources	231-733-3700
Protective Services – 24 Hour Service	231-733-8281

MEDICATION

If a child needs medication during child care hours all proper procedures must be followed to ensure every child’s safety, this is an Elementary School Health Regulation. All medication shall be in the original container, stored according to instructions and clearly labeled for the named child. Prescription medication shall have the pharmacy label indicating: the physician’s name, child’s name, instructions, name of medication, strength of medication. It shall be given in accordance with those instructions. A Medication Authorization form must be filled-out for all types of medication and ointments. Medication Authorization forms are located in the Elementary office.

PESTICIDE MANAGEMENT PLAN

As part of Muskegon Catholic Elementary School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. We will inform you with a notice sent to all students about when pesticides will be applied and about what pesticide will be used and its intended purpose, as well as contact information for a national pesticide information center. Every effort will be made to post notices on the school doors the day of the application.

SNACKS

Parents are to rotate and take turns to provide the daily snack for snack time. Each month you will receive a snack calendar, please check for your child's snack days. Depending on the size of the class, snack turns will come around every 2-3 weeks. When we celebrate your child's birthday, they may bring a snack of their choice. Water will also be provided as their drink.

FIELD TRIPS

During the school year students in the 3 day and 5 day programs will take TWO (2) field trips together. Students will be transported by school bus. A permission slip will be sent home with your child informing you of upcoming field trips and requesting volunteers or chaperones. Ample notice of field trips is always given. *A fee may be required depending on the field trip taken.

COMMUNICATION

Our Preschool program is an integral part of our elementary school. The preschool program participates in our K-12 all school masses, spirit days, Christmas program, and Catholic Schools Week activities.

Methods of communication include:

- *Newsletter
- *Calendar
- *Parent volunteer sign up
- *Conferences

*Website: <http://muskegoncatholicpreschool.weebly.com> preschool website

VISITORS

Your involvement in our programs is greatly appreciated. You are more than welcome to visit any of our programs / classrooms. Please remember when visiting to stop in our office to sign in and get a visitor's badge.

SAMPLE PRESCHOOL SCHEDULE

8:30-8:45 (12:15-12:30)	arrival/greeting
8:45-9:00 (12:30-12:45)	religion
9:00-9:20 (12:45-1:05)	small group centers
9:20-9:25 (1:05-1:10)	bathroom/wash hands
9:25-9:40 (1:10-1:25)	snack *library center when finished
9:40-10:00 (1:25-1:45)	story theme/concept development
10:00-10:30 (1:45-2:15)	free choice play
10:30-10:40 (2:15-2:25)	wrap up/prayer
10:40-11:00 (2:25-2:45)	outside play/large motor

PRESCHOOL CLASSES:

Tuesday/Thursday ~ 3yr old AM

Monday/Wednesday/Friday ~ 3 and 4yr old AM

Monday-Friday ~ 4yr old PM

