

# St. Mary's Daycare Center

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Kingsley, MI 49649  
231-263-7560  
[www.stmarysdaycare.com](http://www.stmarysdaycare.com)



## Parent Handbook

Our center is a community that offers a welcoming,  
secure place for children and families.  
It is a place where play, communication, and cooperation  
are fostered to enhance each child's development.

## **Philosophy**

We are committed to supporting children's development, respecting individual differences, and helping children learn to live and work cooperatively.

We feel that a climate of trust and respect will allow children to explore and learn and will allow parents to speak and act in the best interest of their children.

We are dedicated to professional development for our staff and advocacy for children everywhere.

## **Introduction**

The center is a non-profit organization that is licensed by the State of Michigan to accept children 2½ years through 12 years of age regardless of race, ethnic background, or religion. The center is licensed to have no more than 37 children at anytime. We provide certified staff to meet state licensing and accreditation requirements in regard to adult and child ratios. During the school year, we provide all day daycare, a preschool program, and a before and after school latchkey program. The center is open 7:00am - 5:30pm, Monday through Friday except for holidays and snow days.

## **Program Plan**

Each day at the center there will be opportunities to experience activities that will enhance the development of the children socially, emotionally, physically, intellectually, and spiritually. We will provide a balance of active and quiet play, as well as child directed and teacher initiated activities. The children will be involved in some of their own daily decision making. We will have outdoor play twice daily, weather permitting. There will be a quiet/nap time in the afternoon. The center provides a variety of activity choices in the following areas: art, construction, pre-writing, pre-reading, fine motor skills, large motor skills, and recognition of letters and numbers.

## **Daily Schedule**

- center opens for morning latchkey/daycare
- preschool children arrive
- free choice/small group activities
- morning snack and Bible story
- circle time (weather, calendar, songs, and introduction of activities)
- learning center activities
- story and music
- outside or gym time
- lunch time
- free choice/outside time
- rest time
- wake up time/latchkey children arrive
- afternoon snack
- outdoor or gym time
- free choice/game time until closing

## **Admission**

To be admitted to the center, your child must have a completed CHILD INFORMATION CARD with **NO** blank spaces and a HEALTH APPRAISAL FORM before he/she can start school. This includes an up to date IMMUNIZATION RECORD and a PHYSICIAN'S SIGNATURE. You must also have a signed PAYMENT CONTRACT, and a HANDBOOK FORM.

To be enrolled in daycare, a child must be 2½ years old by the date of entry to our center. They must be potty trained and require no bottle feedings.

To be enrolled in preschool, a child must be 3 or 4 years old by December 1.

## **Withdrawal**

A family that wishes to withdraw their child from the center must notify the center in writing two weeks in advance. If a family gives two weeks notice, they will receive a refund for any tuition paid beyond the date of withdrawal. If a family does not give two weeks notice, then they will be charged for two weeks tuition or will not be refunded.

## **Dismissal**

The center reserves the right to dismiss a child from the center for reason of:

- the safety of teachers, students or the child is threatened
- parents are not meeting financial obligations to the center

The center reserves the right to dismiss a child without notice for extenuating circumstances.

## **Holidays**

The center tries to follow the schools' calendars in regard to holidays. Please refer to the center's yearly calendar for a complete list of days when the center is closed. You will not be charged tuition for the holidays that the center is closed.

## **Snow Day Policy**

The center will be closed due to weather if Kingsley area schools are closed. Watch the local news stations for Kingsley and/or St. Mary's of Hannah closing. This indicates that the center will be closed as well. We will deduct that day's fee from your next payment. If Kingsley school and/or St. Mary's of Hannah are delayed, the center will open at 8:00am instead of 7:00am. Preschool will start on time and all programs will run.

## **Tuition Fees**

Non-refundable annual registration fee per child - \$20.00

Preschool - \$12.00 per session (8:30am - 11:30am)

Daycare - \$26.00 - full day (over 6 hrs., includes latchkey space)

\$20.00 - bus schedule (8:30am - 3:30pm)

\$17.00 - half day (4-6 hours)

\$12.00 - (less than 4 hours)

Latchkey - \$2.75 per hour (minimum charge of \$2.75)

## **Tuition Payments**

Preschool tuition is due the first week of each month for that month. A bill will be put in your child's mailbox.

Daycare tuition will also operate on a prepaid basis. You may choose to pay in full at the beginning of the month or you may make two equal payments each month. The first payment is due on the first of the month. The second payment is due on the fifteenth of the month. A bill will be put in your child's mailbox.

Latchkey tuition will be billed on a monthly basis at the end of each month. Payment is expected at that time.

**Return check fee:** Checks returned to us from the bank for non-sufficient funds will be charged a \$25.00 fee.

## **Financial Policy** (Daycare and Preschool)

When registering, parents must choose the days and times their child will be attending. Parents are responsible for paying for the scheduled days that they secure at registration, regardless of attendance. Your fee will not be adjusted because of illness or other absences.

If a parent would like to make a permanent change in the days or times their child is registered, you must meet with the Director or full-time teacher. Based on space availability, a change of schedule will be granted. If space is available, parents may add days on a temporary basis also. If your child is registered for preschool and you need him or her to stay for a half day or full day of daycare, you will be charged the regular daycare fee minus the preschool fee you have already paid.

## **Late Payment Policy**

If your tuition is not paid on time, you will be charged \$10.00 for each week that your tuition is late. If your tuition is two weeks late you will receive a warning letter and be expected to get your account up to date within two weeks. If your tuition is still delinquent at the end of those two weeks the center will have the option of dismissing your child. Please do not let it get to this point. If you are having difficulties, talk to us so we can work out a payment plan that works for you and the center.

## **Security Deposit**

The center reserves the right to charge a security deposit, in advance, to any parent with a delinquent payment history. This will be refunded to the parent after their account is paid in full at the end of the school year.

## **Late Pick-up Fee**

If a child is not picked up by 5:30pm, a \$5.00 fee plus a charge of \$1.00 per minute (after 5:30) will be imposed. If you are running late you must notify the center as soon as possible. If you call, it helps us to be aware of the situation in order to reassure your child. We know unexpected things happen (traffic accidents, weather, etc.) but please try to give yourself extra time to pick up your child. We love caring for your children but staff members may have commitments right after work.

Preschool children who are picked up after 11:30am will be charged a fee of \$10.00 per quarter hour. Please call if you are running late.

## **Drop-off and Pick-up Procedure**

Sign-in sheets are located near the entrance of the classroom. When you bring a child into the center, notify a teacher that your child is present and sign your child's name on the sheet. **No one should arrive before 7:00am.**

The center requires that all children be brought into the center by an adult. **Please do not drop children off outside or allow them to walk down the hallway alone.**

When picking up your child, make contact with a teacher and sign your name next to your child's name. Please check your child's mailbox or locker for notes and hand-outs.

**No child will be released to a person not authorized by a parent on their CHILD INFORMATION SHEET.**

Our staff will not be responsible in determining whether a person is under the influence of alcohol and/or other substance. It is the sole responsibility of the parents to send a safe and responsible adult to pick up their child. We will not take responsibility for making such judgments, nor are we qualified to do so.

### **Nap and Quiet Time**

Each day your child will be asked to rest between 1:00pm and 2:15pm. Cots are provided by the center. Parents will need to bring in a small blanket, pillow, and stuffed animal or doll from home. Please label all naptime items and take them home at least once a week to wash.

### **What to Wear**

We will play outside unless it is raining, the wind chill is below 15 degrees or the heat index is above 85 degrees. Please make sure your child has clothes appropriate for the weather. Staff will not be available for indoor recess.

An extra set of labeled clothes should always be in your child's locker. This should include underwear and socks.

Please label your child's outdoor wear. During winter weather your child will need snow pants, coat, boots, mittens, and hat every day. Please remember to bring shoes for inside the classroom. It is a good idea to leave a sweater or sweatshirt in your child's locker.

Remember to dress your child in clothes that are comfortable, clothes that can get dirty, and clothes that they can have fun in.

## **Items from Home**

Please help us by not allowing your child to bring weapons (whether toys or real), candy, gum, sharp objects, coins or other objects that are not suitable for school, to our center.

We do not allow toys from home to be out during preschool time. On your child's preschool snack day, they can bring a toy or other item of their choice for show-and-tell.

## **Snack and Lunch Policy**

The preschool children take turns bringing snacks to school. Every month a new calendar will be posted to show you when your child should bring snack. You are then responsible for providing a nutritious snack, nutritious drink, and any paper products or utensils needed to serve your snack.

If daycare children stay all day, your child may be asked to bring a preschool or latchkey snack. You will not be asked to bring two snacks in the same month.

Latchkey children are asked to provide a nutritious snack for after school once a month to share with the other children.

Snack time can be a learning experience and a time to develop social skills and table manners.

Children who will be here for lunch have the choice of bringing a cold lunch from home or buying a hot lunch or milk from the school hot lunch program. Hot lunch menus will be sent home monthly. Please do not send food from home that needs to be warmed up.

## **Illness Policy**

If your child exhibits any of the following symptoms he or she will not be allowed to attend school for at least 24 hours depending on medical treatment:

- fever (101 degrees or less if the child is not feeling well)
- ear ache - unless cause is determined
- severe sore throat
- watery or red eyes
- severe chest cough
- upset stomach or diarrhea
- any draining sore
- any unexplained rash

If a child develops any of these symptoms while in care, parents will be notified and will be expected to pick up the child immediately. If a parent cannot be reached, the emergency contact will be called.

Your child should remain at home until the contagious period of an illness is over. Your child may return if:

- there have been no symptoms of illness for 24 hours (without the use of a pain reliever which will reduce fever and mask symptoms)
- the child has been on prescribed medication such as antibiotics for at least 24 hours
- a physician's statement is provided verifying that a condition (rash, cough, etc.) is no longer contagious

## **Communicable Illness Policy**

If your child has contracted or been exposed to a communicable disease, please inform the center as soon as possible. Notification is extremely important so that we can notify parents of their child's exposure.

After having a communicable disease or serious illness, a doctor's written note stating that the child may return to school is required.

## **Health Care Policies**

All staff will take universal precautions when handling blood or any body fluids.

Staff and children will practice frequent, thorough hand washing to reduce the spread of illness.

Staff will use a solution of bleach and water to clean all washable surfaces including all play materials and sleeping mats.

The Grand Traverse County Health Dept. is a great resource for health related questions. Contact information: 2325 Garfield Road N., Traverse City, MI 49686, (231) 922-4831

## **Child Abuse/Neglect Policy**

As a child care provider, we are mandated to report any child abuse or neglect if we have a reasonable cause to suspect it.

These are the steps our center will take if abuse is suspected:

- an immediate call to the local Department of Human Services (DHS)
- a call to the local law enforcement agency after being advised by DHS

Within 72 hours after making the oral report to these two agencies, we will file a written report as required by law.

## **Staff Training Plan**

Our center is small with only two classrooms and five people on staff. It is easy to keep in constant contact with other staff members. All staff will, at a minimum, meet state requirements for training.

## **Medication Policy**

Medication will be given to a child only if a parent fills out and signs a permission form. The medication must be in the original container. Medication will be administered according to the doctor's directions on the label unless a parent supplies other written directions from their doctor with the doctor's signature. Medication needs to be given to a teacher by an adult.

## **Positive Guidance and Discipline Policy**

Our main concern at the center is to promote a child's positive self-concept. We will assist children in the development of making appropriate choices and building self-discipline skills. We will allow the children to make their own choices and will use positive guidance when disciplining.

In the case of a conflict, we will encourage the children to talk to each other; to tell the other child what they are unhappy about. We will ask the children to offer solutions and we will make sure each child is happy with the solution before moving on.

Through this policy, we hope to:

- help children learn to solve problems
- encourage children to be independent
- meet children's intellectual and emotional needs.
- establish appropriate expectations for children

Please sign below and return this page to the center.

I have read and will comply with the policies in the St. Mary's Daycare Center Parent Handbook.

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Parent's signature

Date

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Child(ren) enrolled