



The Felician Sisters Child Care Centers, Inc.
St. Mary Child Care Center

36475 Five Mile Rd. Livonia, MI 48154 | Phone: 734.793.4600

Family Handbook

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St. Mary Child Care Center

www.stmarychildcarecenter.org 

Program Director: Karen Mroczka

St. Mary Child Care Center participates in the following organizations:

National Catholic Education Association
Great Start to Quality
Nonprofit Network
Livonia Chamber of Commerce
Plymouth Chamber of Commerce

Revised September 2022

Table of Contents

Mission Statement, Vision Statement and Felician Core Values for Ministry _____ **page 1****Introduction** _____ **page****2**

Staff-Child Interactions	Program Administration
Curriculum	Physical Environment
Communications with Families	Health and Safety
Hiring Procedures and Qualifications	Nutrition and Food Service
Staffing Structure	

Operational Procedures _____ **page 4**

Full-Time or Part-Time Attendance	Tuition Discount for Felician-Sponsored Ministry Employees
Acceptance to the Center	Tuition Discount for Military Families
Hours of Service / Late Pickup Fees	Schedule Change Fees
Withdrawal	Insufficient Funds
Vacation or Absent Days	Holiday Closings
Notification of Absence	Additional Center Closing for Week After Christmas
Registration	Inclement Weather / Emergency Closing Policy
Annual Re-Registration	Pest Management
Tuition	Licensing Notebook
Financial Assistance / DHHS	

Curriculum and Program _____ **page 7**

Creative Curriculum	Young Children's Worship
Infant Program	Intergenerational Preschool Program
Toddler Program	Daily Schedule
Young Preschool	Parties and Celebrations
Preschool and Kindergarten Readiness	

Health and Child Care _____ **page 10**

Nutrition and Food Service	Illness and Communicable Diseases (Return to Center)
Nut Fee Zone	Handwashing
Outdoor Play	Handling Bodily Fluids / Diapering
Guidance and Positive Discipline	Cleaning and Sanitizing
Biting Policy	Controlling Infection
Rest Time	Health-Related Resources
Child Pick Up	Health Forms
Daily Health and Wellness Check	Medication
Illness and Communicable Diseases	Accidents, Incidents and Child Illnesses

Safety and Security _____ **page 17**

Visitors	Emergency Preparedness Plan
Mandated Reporting	

Family Support and Involvement _____ **page 18**

Family Support, Communication and Involvement	Volunteer Policy
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Miscellaneous _____ **page 20**



The Felician Sisters Child Care Centers, Inc.
St. Mary Child Care Center

Mission Statement

Guided by our Catholic and Felician traditions, we nurture and educate the whole child in a peaceful and faith-filled environment.

Vision Statement

Provide a foundation by which children reach their full potential guided by Felician Core Values.

Felician Core Values for Ministry

Respect for Human Dignity

Our reverence for and commitment to promoting and protecting the dignity of persons.

Compassion

An empathetic consciousness of others expressed in caring service.

Transformation

The process that encourages an open mind and heart, leading to continuous improvement of the person and ministry.

Solidarity with the Poor

Ensuring the needs of the poor and vulnerable are met through advocacy and action.

Justice and Peace

Forging right relationships, re-creating a sustainable environment, promoting the common good, in pursuit of peace.

Introduction

Welcome to St. Mary Child Care Center!

At St. Mary Child Care Center, (SMCCC), we continue the ministry of Blessed Mary Angela, foundress of the Felician Franciscan Sisters, and guided by our Catholic and Felician traditions, we nurture and educate the whole child in a peaceful and faith-filled environment. Our mission is supported through commitment to inclusiveness.

We maintain that building and sustaining diversity requires an ongoing commitment to inclusion that must find full expression in our organizational culture, values, norms and behaviors. Throughout our work, we support diversity across all lines of difference, including age, economic circumstance, ethnicity, sex, race, range of ability and religion. We aim to lead by example, viewing and encouraging diversity as a fundamental and abiding strength of SMCCC.

SMCCC is committed to establishing multicultural principles and practices throughout our program. We provide high-quality, culturally sensitive services through identification, delivery and continually monitoring needs of our families.

Quality child care programs, including the program at St. Mary Child Care Center, are based on three major elements:

- Daily experiences of children and their families. These are related to Staff-Child Interactions, Curriculum and Communication with Families.
- Staffing practices that follow guidelines for Hiring Procedures and Qualifications and Staffing Structure.
- An environment that supports the program including: Program Administration, Physical Environment, Health and Safety and Nutrition and Food Service.

Staff-Child Interactions

Strong interactions between children and staff provide opportunities for children to develop an understanding of self and others. These exchanges are characterized by warmth, personal respect, individuality and responsiveness. Our teachers facilitate connections between your child and other children. We provide opportunities for your child to develop positive social skills and to grow intellectually. All child-to-adult ratios in the Center are kept within the ranges advised by the State of Michigan Licensing Rules for Child Care Centers.

Curriculum

St. Mary Child Care Center adopts The Creative Curriculum philosophy for children enrolled in our Center. Children are exposed to a wide variety of play experiences enriched with real-life materials guided by teachers who are knowledgeable in child development, individualized goals and successful concepts. Through these experiences children thrive, becoming enthusiastic learners. Children develop cognitive skills, problem-solving skills, social skills and a positive sense of self, creating a successful foundation for future learning.

Communication with Families

Communication between staff and families are based on the concept that parents are the principal influence in their child's life. Parents are kept well-informed regarding their child's day and are welcome to observe in the classroom at any time. Communication methods include Procure messaging, classroom newsletters, phone calls and direct dialog.

Center communication is distributed to our families through Mailchimp emails, Remind texts, flyers, phone calls and via verbal dialog. Our website, at www.stmarychildcarecenter.org and our Facebook page provide additional information regarding program and current events.

Hiring Procedures and Qualifications

St. Mary Child Care Center is staffed by adults who are trained in child development, who recognize and provide for children's needs, and most importantly, who are nurturing and loving individuals. All staff members and volunteers working at the Center are required to have the following: Child Care (Comprehensive) Background Check (including fingerprinting and clearance through state and federal child abuse and sex offender registries) per State of Michigan Licensing Rules for Child Care Centers. Protecting God's Children, CPR and First Aid Training, Safe Sleep, Blood Borne Pathogens and other required trainings must be completed by SMCCC teachers.

Staffing Structure

The program will be sufficiently staffed and group sizes maintained at all times in accordance with the State of Michigan Licensing Rules for Child Care Centers for child-to-adult ratios. This assures that the needs of individual children are met and provides for sustainable positive interactions between children and adults.

In the Infant/Toddler program, primary caregivers are assigned to each individual child so they recognize their own special place and will feel that they truly belong. This practice helps to facilitate bonding. While each child will have a primary caregiver, the entire teaching team in each classroom works together to provide continuity of programs and to assure each child is receiving consistent and quality attention.

St. Mary Child Care Center does not discriminate against any person on basis of race, creed, color, sex, age, handicap or national origin.

Program Administration

The quality of the early childhood experience for children is affected by the efficiency and stability of the program's administration. The following areas will be attended as crucial elements: Staffing, Physical Environment, Health and Safety, Child Protection, Nutrition and Food Service.

Physical Environment

Both our indoor and outdoor physical environments have been uniquely and creatively designed to encourage your child's growth and participation in daily activities while surrounded in a setting enriched in positivity and support.

Health and Safety

The health and safety of children and adults at St. Mary Child Care Center are of our utmost importance. Our program seeks to prevent illness and accidents. We are prepared to respond to emergencies for fire, tornado and emergency evacuations, should they occur. Procedures for fire/emergency evacuations along with tornado have been developed and practiced with staff and children. Additionally, SMCCC provides children with education on safety and health practices. Our staff members are trained in First Aid, CPR, Emergency Preparedness and Response Planning, prevention of SIDS and use of safe sleep practices, universal precautions and blood-borne pathogens, as well as proper infection control procedures.

Nutrition and Food Service

St. Mary Child Care Center provides children with nutritious food and snacks during the day. SMCCC follows the Child and Adult Care Food Program guidelines. This program fulfills the U.S.D.A. recommended nutritional requirements for childcare programs. Processed foods and those made with high levels of sugar and salt are kept to a strict minimum. Children receive a full lunch with either whole or 1% milk. A daily morning and afternoon snack is included. We encourage healthy eating habits/servings and proudly offer children a variety of fresh fruits, vegetables, proteins and grains. Menus are sent home monthly, posted in the front office and are available on our website www.stmarychildcarecenter.org under the parent resource tab for parents to review.

Operational Procedures

Full-Time or Part-Time Attendance

Children may attend on a full-time schedule (5 days per week) or part-time (either 2 or 3 days per week).

Acceptance to the Center is Based on Space Availability

Admission is based on a first-come, first-serve basis. Preference is given to those requesting a full-time schedule and those who have siblings already attending the Center. Employees of Felician-Sponsored Ministries and their children will be given preference for admission into the Center. Space may be reserved with the receipt of required paperwork, the non-refundable registration fee, two-weeks advance tuition and an eTuition electronic payment service fee.

Felician-Sponsored Ministries include:

Madonna University
Marywood Nursing Care Center
Montessori Center of Our Lady
St. Mary Mercy Hospital
St. Joseph Child Care Center

Senior Clergy Village
Angela Hospice
Felician Sisters of North America
St. Mary Child Care Center

Hours of Service / Late Pick Up Fees

SMCCC is open weekdays from 6:30 a.m. to 6:00 p.m. Tuition rates are based on a 9 ½ hour day. There will be an additional charge when your child is at the Center over the 9 ½ hour limit. Once 9 ½ hours have been exceeded a fee of \$5.00 will be charged and will accrue every 15 minutes thereafter.

Families needing a consistent extended schedule for a prolonged period can arrange in advance for a modified tuition rate.

The Center closes precisely at 6:00 p.m. A late fee of \$25.00 will be charged for pick up after 6:00 p.m. Additionally, a fee of \$1.00 per minute after 6:00 p.m. will accumulate.

*Adjusted Center operations will remain 7:00 a.m. to 5:30 p.m. SMCCC will continue to closely monitor Center operations and staffing. Regular Center operations will resume when manageable.

Withdrawal

The Center requires a written notice of 14 business days of intent to withdrawal from the program. Failure to notify the Center in writing at least 14 business days in advance of withdrawal will result in additional tuition charges.

Vacation or Absent Days

No refund or credit will be given when a child is absent on a regularly scheduled day. (i.e., illness, personal day, holiday, vacation, etc.)

Notification of Absence

Parents are requested to notify the Center in advance when your child will not be attending or by 9:00 a.m. on days your child will be absent due to illness. Substitution days for absences are not permitted (i.e., changing one day for another).

Registration

A non-refundable registration fee, two weeks advanced tuition and an eTuition electronic payment service fee will be required to secure classroom space for your child.

Annual Re-Registration

A re-registration fee of \$75.00 per child and \$25.00 for each sibling is due annually on October 1st. This fee will be charged with the last tuition payment in September.

Tuition

Tuition payments are due two weeks in advance of services rendered, through payment by eTuition which is auto-withdrawn on a bi-weekly basis. If you are having financial difficulty paying for tuition, please contact the front office. We will work with you to find a solution. St. Mary Child Care Center offers financial assistance to those in need. The application process to request assistance is managed through a third-party provider, FACTS. Information can be obtained at the front office. <https://online.factsmgmt.com/SignIn.aspx>

Financial Assistance / DHHS

Financial assistance is available to those families who qualify. The process is managed by a third-party provider, FACTS. Please go to their website to apply:

<https://online.factsmgt.com/SignIn.aspx>

St. Mary Child Care Center accepts State of Michigan Department of Health and Human Services (DHHS) subsidy. Families are responsible for all tuition payments in full until DHHS payments are received AND for any remaining tuition not covered by financial assistance or DHHS.

Tuition Discount for Felician-Sponsored Ministry Employees

A 10% discount will be applied to tuition charges for children/dependents of employees of Felician-Sponsored Ministries listed here. Proof of employment is required.

Madonna University
Marywood Nursing Care Center
Montessori Center of Our Lady
St. Joseph Child Care Center
St. Mary Mercy Hospital

Senior Clergy Village
Angela Hospice
Felician Sisters of North America
St. Mary Child Care Center

Tuition Discount for Military Families

A 10% discount will be applied to tuition charges for children/dependents of United States active-duty and veterans of the Military. Proof of service is required.

Schedule Change Fees

A \$25.00 scheduling change fee will be assessed per child, per schedule change. For example: Changing your child's schedule from M, W, F to T, TH will result in a \$25 fee, changing your child's schedule from M, W, F, to M, W, TH will result in a \$25 fee. (This does not include an occasional added day).

Emerging Preschool Tuition Rates

Toilet training is an important developmental milestone which requires additional classroom assistance for children working on achieving success. Additional staffing may be required to ensure children's toileting needs are met while they work towards mastering this goal independently. Children not toilet trained prior to entering young preschool/ preschool classrooms will continue to be charged emerging preschool tuition rates. Rates will continue to apply until the child has mastered this developmental goal consistently. Children must be completely toilet trained prior to moving into the Kindergarten Readiness program. Spots cannot be held for children who are not toilet trained as we will not prevent another child ready to move forward through our program.

Insufficient Funds

There will be a charge of \$25.00 added to your account due to insufficient funds. In this instance, both the tuition payment and the \$25.00 fee must be paid in cash or money order within 24 hours of notification by our office.

Holiday Closings

St. Mary Child Care Center is closed and tuition is charged on the following holidays:

- | | |
|------------------|---------------------------|
| New Year’s Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | Martin Luther King Day |

For children scheduled to attend, these days are charged as regular tuition. (If a holiday falls on a weekend, either the preceding work day or following workday will be recognized as the holiday and the Center will be closed. (i.e., When Independence Day falls on a Sunday, the Center will be closed Monday).

Staff Professional Development Days

Professional Development opportunities enhances educator’s ability to learn and grow while strengthening meaningful relationships with children, parents and administration. It allows educators time to complete important documentation surrounding Bi-Annual Developmental Assessments and plan for Parent-Teacher Conferences. We support our teaching staff and provide them with four Staff Professional Development Days throughout the school year. St. Mary Child Care Center is closed and tuition is charged for all Staff Professional Development Days indicated on our annual School Calendar.

Additional Center Closing for the Week After Christmas

To allow teachers time with their families, the Center will be closed for days between Christmas Eve and New Year’s Day. During the pre-determined 3 or 4-day closure, no tuition will be charged to families. However, tuition charges for holidays outlined above will continue to apply. Our annual calendar with Christmas closure details will be issued prior to the start of the school year.

Easter Break

The Center observes the day following Easter (Easter Monday) as a holiday and the Center will be closed. No tuition will be charged to families on Easter Monday. However, regular tuition charges for Good Friday will apply.

Inclement Weather/Emergency Closing Policy

Our primary focus is to make decisions based on the safety of our families and staff. SMCCC will make every effort to remain open during inclement weather and other emergency situations. We intend to be proactive and provide communication to families with explicit directions should inclement weather or other emergency situations arise.

St. Mary Child Care Center will be closed/delayed at the discretion of the Program Director by 5:30 a.m. when inclement weather is imminent and as early as possible regarding other emergencies. Upon making the decision to close/delay, communication will be made

through local television news, email (*Mailchimp*), *Remind* text and our *Facebook* page.

When SMCCC is closed due to inclement weather and/or other emergencies families will not receive a refund.

Pest Management

As part of the St. Mary Child Care Center pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the Center's grounds or building.

You will be notified through three methods:

Posting of a notice at our entrance doors

Email

Remind text

Licensing Notebook

As required by State of Michigan - Licensing Rules for Child Care Centers, SMCCC maintains a licensing notebook. The notebook includes all licensing inspection and special investigation reports and corrective action plans since May 28, 2010 and a summary sheet outlining the documents contained in the notebook. The licensing notebook is available in the front office for review during normal business hours.

Curriculum and Program

St. Mary Child Care Center teachers guide children during the day, encouraging active learning with minimal adult interference. Snacks/meals and nap/quiet time are woven throughout the day providing stability and opportunities for nourishment and rest. Parents are informed of classroom activities. Classroom information is shared via monthly newsletters, classroom calendars, Procure Parent Portal and verbal interactions.

Creative Curriculum

Through use of *The Creative Curriculum and Teaching Strategies Gold*, teachers track and document the progress that your child is making in the following developmental and educational areas:

- **Social:** Assist children in feeling comfortable in school, trust their environment, make friends and feel a valuable part of the group/community.
- **Emotional:** Assist children in experiencing pride, self-confidence, development of independence, self-control and gaining a positive attitude toward life.
- **Cognitive:** Assist children in becoming confident learners, trying their own ideas, experiencing success. Acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
- **Physical:** Acquire large and small muscle skills and develop feelings of confidence about what their bodies can do.

Children are encouraged to express themselves through open-ended art experiences. Teachers will provide a wide variety of artistic materials that children can explore and use to create their own original works of art. This form of art can be messy and is a great way to engage with your

child as they explain their creations to you.

St. Mary Child Care Centers utilizes the *Ages and Stages Questionnaire (ASQ)* to monitor developmental milestones in the areas of Communication, Gross Motor, Fine Motor, Problem Solving and Personal-Social. New families are encouraged to complete the screening before their child's first day. Current families complete the screening each Fall and the results are shared with classroom teachers.

Infant Program

The Infant Program (ages 0-18 months) is based on the understanding that babies need consistent love, positive attention, encouragement and caring; they also need significant people in their daily lives who are well prepared and knowledgeable in the sound principles of early childhood development. Learning is a developmental process that occurs naturally and progressively within a stimulating and nurturing environment. We offer a wide variety of interesting play experiences geared toward each child's developmental level. Infants will have daily outdoor experiences and are provided with sufficient opportunities to explore, manipulate and come to a better understanding of the world through their own efforts.

Toddler Program

The Toddler Program (ages 18 mos. – 2 ½ yrs.) is specifically designed to meet the unique needs of young children. Low child-to-adult ratios allow for consistent care and loving interactions. Opportunities are provided for multi-sensory experiences aimed at delighting as well as sparking and satisfying curiosity. Flexibility and spontaneity throughout the day help in strengthening each child's individual capabilities at various stages of development.

Emerging Preschool and Young Preschool

The Young Preschool Curriculum (ages 2 ½ - 3 ½ yrs.) is based on learning through guided play. Children take part in developmentally-appropriate individual and group activities. These include: large and small muscle development, dramatic and creative free play, art, music, literature and science. A focus is placed on communication skills (both speaking and listening), problem-solving techniques and toilet training. Children are encouraged to talk through conflicts and problems while learning to identify feelings. Allowances are made for individual activity level differences as some children are more comfortable observing at this age. Independence is encouraged through self-directed (free choice) activities and self-help during routines (eating, toileting, etc.).

Preschool and Kindergarten Readiness

The Preschool and Kindergarten Readiness Curriculum (ages 3 ½ - 6 yrs.) focuses on readiness and socialization skills, along with providing varied levels of "exposure" to academics. Children are provided with a wide scope of cognitive learning games, large and small muscle equipment, creative and dramatic play, art, literature and emergent literacy, music, science and listening materials. There is a balance between free creative play, large group activities, small group sessions and individual participation according to each child's level of growth. Stories, songs, math concepts, alphabet, colors, plays, science and artwork are planned by the staff in such a way that children experience them incidentally

throughout the day. Preschool and Kindergarten readiness participate in music, Spanish, religious education and an Intergenerational Preschool Program.

Religious Education

St. Mary Child Care Center is founded on Catholic beliefs. Children receive religious instruction through songs, plays, prayers, Bible stories and various activities. We celebrate Catholic holidays and traditions, including May Crowning, Blessing of the Throats, Ash Wednesday, Saints Nicholas, Valentine and Patrick. Our Mission Leader provides a weekly religious lesson in all preschool classrooms called “Young Children’s Worship”. The Mission Leader also visits infant/toddler classrooms to share stories and songs. Children are encouraged to pray at mealtime and to visit classroom prayer corners to reflect and explore.

Intergenerational Preschool Program

Preschool (Room 8) and Kindergarten Readiness classrooms participate in the Intergenerational Preschool Program at Marywood Nursing Care Center (MNCC) on a weekly basis. The children walk over to MNCC where they meet their senior buddies. Together the children and seniors participate in classroom activities, music and arts and crafts.

The Intergenerational Preschool Program has been temporarily suspended. It will resume when deemed appropriate and safe for child/senior participation.

Daily Schedule

This general schedule varies according to age levels. Arrival times vary but usually range from 6:30 a.m. to 9:00 a.m. Please see your child’s posted classroom schedule for more details.

6:30 a.m. – 7:30 a.m.	Arrival
7:30 a.m. – 8:30 a.m.	Choice Time
8:30 a.m. – 9:00 a.m.	Snack (Social Skills)
9:00 a.m. – 9:30 a.m.	Large Group Instruction (calendar, songs, units, themes, emergent literacy, etc.)
9:30 a.m. – 10:15 a.m.	Planning/Choice Time
10:15 a.m. – 10:45 a.m.	Small Group Time and Recall
10:45 a.m. – 11:45 a.m.	Outdoor Play
11:45 a.m. – 12:30 p.m.	Lunch (story time—emergent literacy, table setting, hand washing, etc.)
12:30 p.m. – 2:30 p.m.	Rest Periods
2:30 p.m. – 3:00 p.m.	Manipulatives (puzzles, table toys, construction building)
3:00 p.m. – 3:30 p.m.	Snack (social skills)
3:30 p.m. – 4:30 p.m.	Outdoor Play
4:30 p.m. – 6:00 p.m.	Departure (self-selected activities)

Parties and Celebrations

Children will participate in a variety of parties and celebrations. Teachers are mindful of family, cultural and religious differences and will make every effort to respectfully celebrate yearly

observances. Children will celebrate special events, including parades and classroom parties, etc. Occasionally, we will ask parents to supply items for Center events.

The Center acknowledges that birthday celebrations are an important aspect of a child's personal and social growth and development. To provide clear and consistent experiences, we ask for your cooperation regarding this policy:

Parents are welcome to send treats for each child who will be in attendance that day. Contact the teacher **in advance** regarding the birthday treat. We encourage you to send healthy items that are low in sugar. However, miniature-sized donuts, cupcakes and cookies are allowed. For the sake of children who experience allergies, we require that you provide a list of the ingredients. Items containing **NUTS** are strictly prohibited.

A small toy or book, as a gift to the classroom, is a great alternative to a food item. This will also ensure that all children can safely participate in the birthday celebration.

Health and Child Care

The health and safety of children and adults at St. Mary Child Care Center are of our utmost importance. Our program seeks to prevent illness and accidents. We are prepared to deal with emergencies for fire, tornado and emergency evacuations, should they occur. Practices for fire/emergency evacuations have been developed; staff and children are educated concerning safety and health practices. Staff members are trained in First Aid, CPR, Emergency Preparedness and Response Planning, prevention of SIDS and use of safe sleep practices, universal precautions and blood-borne pathogens, as well as proper infection control procedures.

Nutrition and Food Service

St. Mary Child Care Center provides children with nutritious food and snacks during the day. SMCCC follows the Child and Adult Care Food Program guidelines. This program fulfills the U.S.D.A. recommended nutritional requirements for childcare programs. Processed foods and those made with high levels of sugar and salt are kept to a minimum. Children receive a full lunch with either whole or 1% milk. A daily morning and afternoon snack is included. We encourage healthy eating habits/servings and proudly offer children a variety of fresh fruits, vegetables, proteins and grains. Menus are sent home monthly, posted in the front office and are available on our website www.stmarychildcarecenter.org.

As children move through SMCCC, they will learn the skills associated with family style meals. Children will learn valuable fine motor skills such as grasping small objects and pouring, as well as learning about portion control as they develop meal time independence. Children will begin each snack and meal with a prayer.

Nut Free Zone

To maintain a safe environment and minimize potential life-threatening reactions to those suffering from severe nut allergies, St. Mary Child Care Center is a "nut free zone". Please notify

the Center immediately of any allergies your child experiences, including symptoms/physical reactions, procedure if exposed and medication/dose used to counter act possible exposure. This information must be clearly documented on the Child Information Record. Common food allergies are conveniently posted on each classroom door, alerting parents who enter classrooms with food from home.

Outdoor Play

Outdoor play is an integral part of the curriculum at the St. Mary Child Care Center for all classrooms, infant through kindergarten readiness. Weather permitting, children will experience two hours of outdoor time daily. Please send appropriate clothing for all weather. A child who is too sick to go outdoors is too sick to be at the Center.

Outdoor play provides children with time for self-initiated, imaginative play. It is a time for loud noises, exercise, running, climbing, jumping and moving together in groups. Children have the opportunity for more whole-body play, which may be limited by indoor space. Playing is enhanced by sand, snow, water and grassy areas.

Getting ready for outdoor play is a time for practicing self-help skills as children learn to identify their own clothing and eventually complete the process of dressing and undressing themselves. It is important that parents send all necessary (labeled) clothing: warm winter clothes, mittens, hats, boots, spring/fall jackets or sweaters, etc. For your child's protection, sturdy closed toe shoes are required during all seasons.

During winter, outdoor play is planned when the temperature is above 20°F including the wind chill factor and at the discretion of the Program Director. In the summer, children will remain inside when the heat and humidity are unreasonable. Teachers will carefully monitor children during their outdoor time and provide drinks of water, cool-down time, etc., as necessary.

Guidance and Positive Discipline

Correcting behavioral concerns involves helping a child gain control over his or her own body, behavior and emotions. Positive redirection help guide children toward self-regulation while promoting independence and skills needed for children to achieve success. St. Mary Child Care Center uses the following positive behavioral techniques:

- Verbal redirection or distraction techniques
- Planning to prevent problems
- Setting consistent, clear guidelines
- Involving children in constructing solutions and problem solving
- Teaching and modeling appropriate behaviors
- Providing a calm place for re-grouping
- Encouragement of self-soothing techniques
- Exploring calming practices (yoga breathing, counting)
- Identifying feelings associated with conflicts
- Involving children in moments of reflection and positive solutions
- Removing child from source of conflict
- Tailoring behavioral techniques to each individual child

Children will never be denied meals, snacks, rest, toilet or separation from a class as a form of discipline. SMCCC strictly prohibits all forms of corporal, physical or mental punishment. Observation logs will be kept by classroom teachers to seek out triggers and patterns for repeated, undesired behavior.

If a child continuously demonstrates unfavorable behavior, a parent/teacher meeting may be called to discuss a plan of action to increase positive behaviors for that child. In some cases, the Program Director may suggest a break from group care. In cases, where a child continues to be a source of harm to others or adversely disrupts the program, parents will be notified and the child may need to be removed from the Center.

Biting Policy

SMCCC recognizes that biting is a developmentally appropriate behavior for children in the infant through 3-year-old classrooms. Parents should expect that their child may be bit or bite another child. SMCCC staff understand that parents are concerned and can be upset when their child is involved in a biting incident. This is a developmentally appropriate behavior and teachers are working to identify triggers for this behavior to prevent future incidents. Teachers will not punish or harshly discipline children for biting. Redirection to other activities will be used to minimize biting behavior. Parents are asked to work with their teachers to identify strategies that may be useful in eliminating biting incidences. Parents will be asked to pick up their child if excessive biting incidents occur or if skin is broken during a bite.

Teachers document biting incidents to assist in identifying possible causes. The Program Director may suggest a break from group care if a child seems unusually stressed. In cases of persistent biting (i.e., biting daily without signs of improvement despite efforts from the teaching staff), we will confer with parents, teachers and administration to decide regarding removal from the program.

Children older than three years of age may occasionally be involved in a biting incident. If this occurs, the staff will use the guidance and discipline procedures outlined in the family handbook and observe the child to determine the factors preceding the behavior. Parents must cooperate with staff in controlling this behavior. If a child over the age of three bites, parents will be asked to pick up their child for the remainder of the day.

Parents of children involved in a biting incident will be notified via phone call and incident report. SMCCC may not discuss the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

In cases where a child continues to be a source of harm to others or adversely disrupts the program, parents will be notified and the child may need to be removed from the Center.

Rest Time

A child's day at the Center is long and very busy. A rest period each afternoon is important for the well-being of every child. During rest time children may listen to stories or soft music as they rest on their cots. You may send a familiar soft toy or blanket for your child and it must be

laundered at home weekly.

Infants under 1 year will only be permitted to sleep in cribs and will be placed to sleep on their backs. Infants in cribs may not have a blanket or stuffed animal. A non-swaddling sleep sack is allowed for rest time. Infants will be monitored frequently while they sleep.

The duration of rest time may vary. Children are not required to sleep, but they must rest quietly. Quiet activities such as story books and puzzles will be provided for children under school age who do not sleep at rest time. We will not wake a sleeping child, nor will we prevent a child from taking a nap, as this may negatively impact the child's emotional and physical well-being.

A rest period each afternoon is mandated by State of Michigan/ Licensing Rules for Child Care Centers.

Child Pick Up

Parents are responsible for signing children in and out using the Procure App. All parents must use either the Procure App. on their phone, or assigned 4-digit Kiosk Code when signing children in or out from the Center. Identification is required when guardians, relatives or other persons who may be unfamiliar to the staff come to pick up a child. Children will be released ONLY to those indicated on the Child Information Record. No exceptions will be made regarding this policy.

Health Evaluation Form and Temperature Check

Daily Health and Wellness Check

Parents must complete a Health Evaluation daily using Procure App. or by completing a hard copy available at the front desk. Parent and child will be permitted in classroom upon successful completion of both the Health Evaluation and temperature check of both child and adult.

Upon arrival to the Center, a daily health and wellness check will be administered to your child. Any unusual rashes, bruises, etc. will be documented on the "Daily Health Checklist" by a teaching team member.

Illness and Communicable Diseases

A child who exhibits any of the following symptoms will be determined ill and will not be permitted to attend the Center:

- FEVER – oral temperature of over 100. 4°F.
- RASH – generalized rash or skin lesions of unexplained origin (not including simple diaper rash).
- CONJUNCTIVITIS – red, watery, itchy eyes (with or without discharge) commonly known as pink eye. A child will be allowed to return to the Center with a note from a physician indicating the condition is no longer contagious.
- LICE – even after treatment, a child may not return to the Center until verification is provided that they are free from nits/lice. An additional nit/lice check may be

performed at the Center prior to the child entering the classroom.

- DIARRHEA – usually 2 to 3 watery/loose stools in 6 – 8 hours. This is frequently accompanied by other symptoms (fever, vomiting, etc.).
- VOMITING – this does not refer to an infant “spitting up” after a feeding.
- ANY COMMUNICABLE DISEASE – including, but not limited to measles, chicken pox, strep throat, hand-foot-mouth disease, fifth’s disease, etc.
- LETHARGY – child looks sick and is not acting like self; unusually pale or flushed skin with or without an accompanying elevated temperature.
- COMMON COLD – a child with a fresh cold is contagious following the first symptoms: runny nose, elevated temperature, watery eyes, cough, etc. Continually coughing or nasal discharge makes it difficult for the child to participate in daily activities.
- COVID-19: children with confirmed case of COVID-19 must remain out of the Center for recommended isolation or quarantine duration set forth by the Wayne County Health Department and follow Center “masking” and “test to stay” protocols.
- ANY OTHER UNEXPLAINED SYMPTOM – that may cause your child or other children to experience continual difficulty throughout the day.

Illness and Communicable Diseases (Return to Center after Illness)

Your child should remain at home until the contagious period of an illness is over. This is for the health and safety of all those attending our program.

Your child may return if:

- There have been no symptoms of illness (fever, vomiting, diarrhea etc.) for 24 hours without the use of medication, which may mask symptoms.
- The child has been on prescribed medication such as antibiotics for at least 24 hours.
- A physician’s statement is provided verifying a condition is no longer contagious.
- Appropriate based on current Wayne County Health Department COVID-19 guidelines and Center policy for return to school protocols.

It is parents’ responsibility to notify the Center when your child has contracted a contagious disease (hand-foot-mouth, conjunctivitis (pink eye), measles, chicken pox, COVID-19, strep throat, scarlet fever, etc.), as notification to our families about possible exposure is necessary.

Please demonstrate good judgment when illness dictates keeping your child home. Likewise, we will contact you when your child is too ill to remain at the Center.

Handwashing

Children and staff practice proper handwashing techniques. Procedures are taught and reviewed frequently. Signs are posted as reminders.

Handling Bodily Fluids / Diapering

Gloves are always available and are used when handling bodily fluids. Hand washing (even after using gloves) is mandatory. Baby wipes are always available and are used for diapering. Paper linings are available for diapering.

Cleaning and Sanitizing

Bleach (spray bottles) are mixed fresh each morning.

Disinfecting Strength - ¼ cup of bleach per gallon of water

- Diapering/changing tables are disinfected after each diaper change.
- Toilet seats or around toilets are disinfected daily.

Sanitizing Strength - 1 tablespoon of bleach per gallon of water.

- Eating areas (tables, highchairs, etc.) are sanitized both before and after eating.
- Toys/equipment/surfaces/etc., are sanitized daily in the Infant/Toddler classrooms and weekly in the Preschool classrooms.
- When cases of communicable diseases occur (lice, conjunctivitis, hand-foot-mouth disease, fifth's disease, etc.), classrooms are sanitized.

In addition to routine daily cleaning by the SMCCC staff, the Center is thoroughly cleaned each night by a professional cleaning company. All rooms are swept and vacuumed and each bathroom is wiped down with cleaning solutions nightly. If there is an outbreak of a communicable disease, extra measures are taken to disinfect the Center.

Controlling Infection

Universal precautions, including blood-borne pathogen trainings, are reviewed annually with staff members and whenever contagious diseases are reported.

Health-Related Resources

Listed below are health related resources for families. Additional helpful resources, including relevant product and safety recalls can be found in the St. Mary Child Care Center lobby.

Physicians: Pediatrician; Infection Control Specialist; Emergency Medicine
 Support Personnel: Infection Control; Outcomes Management Employee Health Services; Safety Quality Assurance; Women's Center Childcare Educator
 Training: CPR, First Aid, Epi-Pen, www.cdc.com, www.michigan.gov

Health Forms

State regulations require regular maintenance of medical records for every child. A physical examination prior to admission is mandatory. The health appraisal form must be completed by both, a parent and physician, and submitted to St. Mary Child Care Center prior to admission. Restriction from any activity must be clearly stated by a licensed physician. The health appraisal form is valid for one year from the date of your child's completed physical. Parents must submit an updated health appraisal form annually to the office. Immunization records should be submitted to the Center each time your child receives new vaccinations and at the beginning of our school year, prior to September 1st, along with a current health appraisal form, if expired.

In direct correlation with CDC recommendations, St. Mary Child Care Center believes protecting a child from childhood disease and potential dangerous complications is extremely important. Giving children, all recommended vaccines is effective and the best defense against serious diseases and can prevent death. Children attending childcare programs are required to be fully

immunized or have a waiver obtained from a Local Health Department. The Wayne County

Waiver number is (734) 727-7125. Once obtained, the waiver is valid for as long as the child remains in the same child care facility. In accordance with Wayne County Department of Public Health, should an outbreak of contagious disease occur at SMCCC, children not fully immunized will be excluded from our care until deemed safe to return.

Annual vision and hearing screenings are conducted by The Wayne County Department of Health for preschoolers at SMCCC. Please consult your physician if your child is not in attendance at the Center on the day of screening.

Regular well-child visits to the pediatrician are recommended by the U.S. Department of Health and Human Services Center for Disease Control.

Medication

- It is important that the initial dose of any new medications be given prior to attendance at the Center to monitor any unforeseen allergic reactions.
- Medication may be administered to children only with written permission from the parents. Medication will be administered in accordance with the prescribed dosage and frequency when the following conditions are met:
 - A Medication Request and Release of Liability form must be filled out completely and signed by the parent. This form includes date, child's name, name of medication, prescription number, physician's name, dosage, time to be administered, and parent's signature. Final date for dispensing each medication must be indicated. On-going medication for chronic illness (such as asthma) must have accompanying note from physician.
 - The person administering the medication shall maintain a record as to the time and amount of any medication given.
 - Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, name and strength of the medication and shall be given in accordance with those instructions. (Asking the pharmacy to split prescriptions into two containers, one for home and one for the Center, helps to simplify this procedure.)
 - All medication, including nonprescription medication must be in the original container. It will be stored according to the instructions and be clearly labeled for the specific child. If a nonprescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the physician before administering the medication.
 - A staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order from the child's physician.
 - Staff and family members shall not add medication to a child's bottle, beverage or food.
 - Topical nonprescription medication, including, but not limited to sunscreen, insect repellent, diaper rash cream and antibiotic ointment requires written parental

authorization annually.

- All staff members and parents shall keep the medication out of reach of children. Teachers shall see that all medication is properly stored throughout the day and either returned to the parents when no longer needed or when it has expired. Never leave medication in a child's cupboard, diaper bag or backpack; always give to a classroom teacher.
- All copies of the Medication Request and Release of Liability form will be kept on file to comply with the State of Michigan Licensing Rules for Child Care Centers.

Accidents, Incidents & Child Illnesses

Parents will be notified by phone as quickly as possible for the following:

- When a staff member observes changes in a child's health or when a child is too ill to remain in the group.
- A child experiences an accident or injury. Including, but not limited to, the following: head injury, bite mark, bleeding or other serious injury resulting from an accident

In some cases, parents will be required to come and assess their child's condition. St. Mary Child Care Center may request parents have the child assessed by a physician prior to returning to the Center. Details surrounding minor events such as scrape, small bump or skinned knee may be relayed to parents via Procure App. or verbal dialog at the discretion of the classroom teacher.

All accidents/injuries will be documented on an Accident/Incident Report by a staff member indicating description of incident, action taken and time of event and will be available for review.

Safety and Security

Visitors

For the protection of our children and staff, visitors must identify themselves before they can be admitted to the Center. Visitors are asked to sign in at the front desk, indicate their purpose and wear a "visitor" sticker. Individuals requesting to visit a child must be listed on the Child Information Record.

Mandated Reporting

All childcare providers are mandated reporters, required by law to report any suspected child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services. In compliance with the law, our procedure regarding suspected cases is as follows:

- We will contact CI by phone or through their online reporting system immediately.
- We will file a written report (DHS-3200) within 72 hours of making a verbal report.

If a guardian arrives to pick up a child and appears to be impaired due to drug use, alcohol or a medical condition, we will contact a responsible adult as indicated on the Child Information Record. We will offer to keep the child in our care for an extended period and we will notify local police, emergency responders if necessary.

Emergency Preparedness Plan

The safety of SMCCC children is always our highest priority. Center doors are always locked. All persons must enter the facility through the main entrance.

- Please be certain that your Child Identification Record is always up-to-date with current phone numbers, as well as contact persons who may pick up your child from the Center. Have photo ID available upon request.
- Children will only be released to authorized persons listed on the Child Information Record.
- The Center follows all security policies of St. Mary Mercy Hospital regarding crisis management (including incidents of missing child, abduction, bomb threat, hostage situation and general child care security). These policies are available for your review at the main office.
- Always notify a staff member before taking your child from the Center and sign out on Procure or at the front desk, if necessary.
- Have a “family plan” in place if you are called to pick up your child immediately, due to an emergency.
- If children need to take shelter, we will follow appropriate procedures.
- Security cameras for the Center are monitored in the main office.
- In the event of an evacuation from the Center, families will be notified as soon as the situation permits, by phone, Mailchimp and/or Remind texts. If children are unable to return to the Center, they will be relocated safely inside St. Mary Mercy Hospital and additional information regarding pick up location will be communicated to parents.

Family Support and Involvement

Family Support, Communication and Involvement

Communication between staff and families are based on the concept that parents are the principal influence in their child’s life. We expect our parents to provide teachers with relevant information about happenings at home, including, but not limited to: when their child last ate, slept and any medical care/conditions which their child is currently experiencing. Parents are updated and informed on all aspects of their child’s day and are welcome to observe in the classroom at any time. Teachers will keep parents informed of daily classroom routines/activities via Procure, classroom newsletters, phone calls and direct dialog.

Parents must be available to participate in both Fall and Spring teacher conferences upon completion of bi-annual Teaching Strategies developmental assessment. Families are responsible for providing the Center with up-to-date emergency contact information and must be easily accessible in event of illness, behavioral issue or any unforeseen emergency requiring a child to be immediately picked up from the Center. Be sure to update the Child Information Record as needed.

SMCCC believes in creating a positive school environment enriched with multicultural experiences. Our teaching staff routinely participate in multicultural, diversity and special needs training.

We invite our families to share elements of their own culture and ethnicity with our SMCCC classroom community through storytelling, books, art, dance, costume and other unique cultural attributes.

Furthermore, our Center welcomes families to actively engage in SMCCC's annual Cultural Day celebration each year during the month of May. Sharing diverse cultures with children fosters inclusion, compassion and unity.

Center communication is distributed to our families through Mailchimp emails, Remind and Procure texts, flyers, phone calls and via verbal dialog. We encourage parent participation in Family Action Committee (FAC) meetings. FAC meetings are routinely held during the calendar year, providing a positive avenue for families to receive center information and work alongside individuals who have a vested interest in your child's success.

Volunteer Policy

All volunteers, student teachers, nurses, practicum students, etc., working with children at St. Mary Child Care Center are expected to observe the following:

- They shall be supervised by a staff member of the Center and shall not be left alone with any children (either indoors or outdoors).
- In the infant rooms, they shall not be responsible for diapering or feeding (although they may participate in these care-giving tasks under the supervision of a staff member).

Anyone who has contact with children at the Center at least 4 hours per week for more than 2 consecutive weeks shall provide the following:

- Proof of freedom from tuberculosis.
- Proof of attendance of "Protecting God's Children" (as presented by Archdiocese of Detroit at www.aodonline.org.)
- Child Care Comprehensive Background Check

All volunteers must:

- Sign-in and out at the front desk.
- Wear appropriate clothing, maintain proper hygiene and keep clothing neat and modest.
- Wear a "visitor" badge.
- Follow the rules of confidentiality. As a volunteer, do not discuss a child's progress or behavior with others.
- Keep all cell phones on vibrate. If it is necessary to receive or make a call, please excuse yourself from the classroom.
- Refrain from inappropriate language.
- Keep classroom free of any hot liquids. Water bottles are acceptable.

Volunteer opportunities are available throughout the year. Refer to the monthly calendar, Director's Note and discussions with classroom teachers.

Miscellaneous

St. Mary Child Care Center has an open-door policy. Parents, grandparents or other family members are encouraged to visit throughout the day. No prior notification is necessary. Initially, it may be necessary for a child to adjust to our program or the parent's absence; so frequent visits at that time may be counterproductive. In such situations, SMCCC will plan to contact parents to reassure you that all is well during a child's adjustment/transition period.

- Please discuss your child's specific needs with the front office or classroom teachers. Send notes regarding any unusual happenings at home (i.e., death of a pet, a lost tooth, etc.), which may affect your child's day at the Center.
- St. Mary Child Care Center is staffed in such a way that in each classroom your child will be able to create a special bond with one primary caregiver. Teachers have an educational background in the field of child development and practical experience working with groups of children. The teachers and assistants work together to coordinate the curriculum to implement cohesive and age-appropriate plans each day. Whenever you feel it is necessary to speak with your child's teacher for a longer length of time, please call the Center for an appointment.
- If your child will not be in on a scheduled day, please call and inform the staff.
- Daily play clothes should be easy for the child to manipulate. During cooler spring/fall weather always send a jacket or sweater for outdoor use. Remember to send appropriate warm clothing in the winter.
- Please check that your child always has a complete extra set of seasonal clothing at the Center including underclothes and socks.
- All extra clothing and personal items brought to the Center should be clearly marked with the child's first and last name (or initials).
- Children actively toilet training will require extra underwear and clothing.
- Children should not wear jewelry to the Center. Jewelry can easily become entangled in the child's (or other children's) hair; dangling earrings from pierced ears or loose bracelets can be a source of potential harm during physical activities.
- Children should not bring any toys/games/items to the Center. Occasionally, the teachers may ask children to bring in special items for Show & Tell or unit projects.
- Toys and items that can be perceived as weapons are prohibited.
- Children must always be signed in or signed out when they enter and leave the Center.
- Each child must have a completed, signed physical exam/health form and a record of immunizations on file BEFORE they attend the Center.
- Photographs or video of parents, staff and children participating in the Center programs may be taken periodically. A photo release waiver is included with the admission paperwork.
- The following policies and procedures are available in the office for your review:
 - Licensing Rules for Child Care Centers from the State of Michigan Department of Health and Human Services Bureau of Children and Adult Licensing
 - Corporate Responsibility
 - Regulatory Compliance
 - Standards of Conduct and Code of Ethics
 - Whistleblower Policy
 - Emergency Procedures in the event of fire, tornado or serious incident

- We are here to serve the needs of your family. Please notify us anytime you have a question regarding Center policies or your child's welfare.

St. Mary Child Care Center Important Contacts

Phone: 734.793.4600

Fax: 734.793.4601

Emergency: 734.558.5247

Note: Above listed **Emergency** number is available when regular phone lines are not in service.

Karen Mroczka, Program Director

kmroczka@feliciansisters.org

Christina Nowak, Office Manager

cnowak@feliciansisters.org