

St. Michael Child Care Center

Welcome to St. Michael Early Child Care Program. We are pleased that you have chosen our center for the care of your child. We desire to have close cooperation and understanding between parents and staff in order to ensure a positive experience. Our curriculum and activities have been planned with the goal of helping develop happy and well-adjusted children.

At St. Michael, we encourage and support the development of each child in a safe, positive and healthy environment. It is our desire to provide an atmosphere which stimulates Christian attitudes and values. We also believe it is important for children to have fun as they learn.

Infant Care (6 weeks to 1 Year)

Our loving staff provides a family like atmosphere where your baby will be nurtured to meet their individual needs. We will provide the highest quality care to your infant by partnering with the parent and staying consistent with daily routines and communication.

Please supply and label with FIRST and LAST names the following items for infant children:

Diapers, wipes, ointments (with permission form), pacifier, pre-made bottles, baby food, sleep sack, several changes of clothes in a zip lock bag. Please plan to replenish items as needed.

One to Two Year Care

We continue to partner with our parents to provide the best possible care for our developing one year olds. Our toddlers are given every opportunity within our classrooms to develop their language, fine motor skills and gross motor skills. At this age, they begin to spend a big part of their day outside exploring our beautiful campus, and in our gross motor areas to strengthen their muscles and discover their surroundings.

Please supply and label with FIRST and LAST names the following items for one year old children:

Diapers, wipes, ointments (with permission form), pacifier, lunch, blanket, crib sheet, several changes of clothes in a zip lock bag. Please plan to replenish items as needed.

Two Year Old through Jr Threes Preschool

In our young preschool program, play is how this age learns best. While busy playing, we provide your child with the opportunity to work on developmentally appropriate skills. These skills include: self-help, fine and gross motor, shape and color recognition, letter/number recognition and counting. Our two year old and young three year old classes will stay on a consistent, daily schedule. This

schedule includes circle time, center play, multiple gross and fine motor activities, one on one development and lots of discovery with child led play.

Potty Training: Potty training is a big focus in our two year old classrooms. Children are at all different stages of the potty training process and will be given every opportunity to sit on the potty. Working parallel with parents and staying consistent is always best practice. There is no rush. When it comes to potty training we encourage parents to wait until their child is ready.

Please supply and label with FIRST and LAST names the following items: Diapers or pull ups (velcro only), wipes, ointment (with permission form), blanket, crib sheet, several changes of clothes in a zip lock bag. You are also welcome to send a “snuggle buddy” for nap time to make your child more comfortable. Please plan to replenish items as needed.

Lunch, and snacks in the morning and afternoon will be provided daily for our older infants, one, two and young threes

Three and Four Year Old Preschool

This portion of our Early Childhood Care is run by our wonderful preschool director, Marcia Carrico. For more information, please email her directly at mcarrico@stmichaellouisville.org. Please note, your child must be fully potty trained and three years of age prior to August 1st to attend this program.

Three and Four Year Old Preschool Afterschool Care

For more information, please contact Miranda Oppel, moppel@stmichaellouisville.org.

K – 8 Afterschool Care

Children K - 8 will be dismissed to the cafeteria to meet our after school care staff. Our primary location will be the McCauley building; however, we like to utilize our entire campus: playgrounds, McCauley building, outdoor basketball goals, and cafeteria.

Upon arrival every child will wash their hands and be given snack. Your child will have the opportunity to complete homework, engage in games, activities and outdoor play.

Summer Camp

Our summer program typically begins one week after the last official school day and ends one week prior to school returning. We put great emphasis on making sure every child has an amazing, fun-filled summer. Your child will participate in 2-3 on campus and off campus activities a week.

Snack

A healthy snack will be provided and offered multiple times throughout the day. A variety of options are offered every morning at 8:30 and again in the afternoon at 2:00.

After School care students will be offered a snack upon arrival. If they are not hungry at that time, they will have the opportunity to have a snack a little later.

Days Closed & Hours of Operation

- The Infant through Young Three Year old program is open daily 7:00 am to 5:30 pm. Please note, there are three options for pick up times, the pick up time selected determines your child's tuition; before 2:50, before 4:30, and before 5:30. The time slot selected will determine the rate.
- Afterschool Care opens daily from the time school is released until 5:30 pm.
- Summer Care opens daily, 7:00 am to 5:30 pm.

Infant through Jr. Threes is closed in observance of the following holidays:

- New Year's Day
- MLK Jr Day
- Presidents Day
- Spring Break
- Thursday and Friday of Derby week
- Memorial Day
- Juneteenth
- 4th of July
- Friday of our parish picnic
- Week prior to the start of school
- Labor Day
- Thanksgiving & day after Thanksgiving
- Christmas Break

K - 8 Afterschool Care is open every day school is in session. When school is closed, afterschool care is also closed.

K - 8 Summer Camp is closed in observance of the following holidays:

- Juneteenth
- 4th of July
- Friday before the parish picnic

Arrival, Departure & Location

Our **infant through young three year old program** is located in the basement of the McCauley building. Parents must notify the center **in writing** if someone other than yourself or a person on the authorized list is picking up your

child. This person will need to bring proper identification upon arriving to pickup.

Arrival time may be no earlier than 7:00 a.m. and departure time may be no later than 5:30 p.m. Please respect our staff's family life and arrive on time to pick up your child.

Late Pick Up Policy: In the event you are late picking up your child for the time slot you have selected, the following policy has been determined. Late pick up results in a \$30 charge, plus \$1 per minute. This fee will be charged via FACTS.

Our **after school** and **summer programs** location vary, but are likely to be in our school cafeteria and the top level of the McCauley building. We will communicate the specific location daily, via Brightwheel. Parents must come to the location to pick up their child; we will not release your child until we physically see you.

Closing Policy: Please make every effort to pick-up your child before closing time. Please respect the staff's after hour's responsibilities and family time. If your child is here after closing, we will take the following steps:

1. Contact child's parent.
2. Call emergency contacts.
3. If these steps are unsuccessful, administration will contact community authorities.

Appropriate late fees will be charged

Communication

While some parent/teacher communication will be through email and phone calls, the majority of our daily communication takes place on **Brightwheel**. Parents can download this app to their phone; it will allow for immediate and direct communication with parents throughout the day. Please be patient and know we will update Brightwheel and respond to messages as often as possible. Our top priority is caring for your child and staying engaged; this limits the amount of time we have available for prompt communication.

Health

Our priority is to protect your child and all children within our program. With this in mind, we follow the following procedures.

- Up to date immunization certificate. If this expires, you are responsible to provide a recent form within five days of the expiry date.
- Your child may not be at school with the following symptoms: fever of 100.4, vomiting, diarrhea, rash of a contagious nature, eye or ear drainage, persistent cough, sore throat

If your child develops one or more of these symptoms in our care, you will be required to pick your child up within one hour. Children must remain symptom free with no fever reducing medication for 24 hours prior to returning to school.

When possible, our school nurse will assess any child with sick symptoms to determine the best course of action.

In the event of RSV or HFM, please know we will not accept notes from pediatricians to release a child. We take every illness very seriously, but our policy tightens in the event we have an outbreak of one of these extremely contagious viruses.

Medication

If your child needs medication during the day, you will need to complete a Medication Authorization Form. This must be completed by the parent/guardian each day the medicine is needed. All medication is to be labeled and in its original container.

Any non-prescribed medication must have your child's dose on the label. If the medication reads "Consult your Physician" we are unable to administer without a doctor's note.

Head Lice

We realize this problem may arise in all age groups and economic levels. We must be notified when a child or other members of the family contract head lice. The child must remain at home until the proper treatment has been administered. The child who has head lice can return to school only with a doctor's statement or a Health Department release indicating that the child is free of active head lice. Head lice can only be passed from person to person through contact with brushes, combs, hats, clothing, etc. One case can spread quickly if left undetected. Therefore, if program officials find it necessary, individual children may be checked for head lice. Children who show signs of infestation must be picked up by parents and begin treatment immediately.

Admission Policy

St. Michael Child Care Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

There is limited availability in our early childcare program, please consider reaching out early if you are interested.

Dismissal from Program Policy

Should one of the following situations arise, your child may be withdrawn from our center.

- Failure to pay tuition on time.
- Verbal abuse by yourself, your child and any “authorized pick-up” to other children, staff or another parent. A child’s/parents language or behavior which is hurtful to other children or staff, such as profanity, humiliating behavior or anything harmful is inappropriate and unacceptable.
- If your child hurts another child excessively.
- Refusal to pick your child up if they are sick or continually dropping your child off when they are ill.
- Excessive lateness- please respect our hours of operation.
- Lack of parental cooperation.
- For any reason St. Michael Child Care deems appropriate for the well-being of the center and the children cared for.

Financial Policy

Child Care Deposit and Billing

\$450 is due as a deposit to reserve your child’s spot in our program. \$300 of this deposit will be used towards the first month your child attends, with the remaining \$150 used towards registration fees. In the event you no longer choose to utilize our center, your deposit will be forfeited.

Child Care tuition will be billed monthly. Yearly tuition is split evenly into monthly payments. A credit is not given for time your child does not attend. Monthly tuition for the school year covers 38 weeks of care, and is billed over 10 months (August through May). Monthly tuition for summer care covers 10 weeks and is billed over two months (June and July).

Summer Care Registration Fee

A fee will be charged per child for preschool through school age children each summer to cover the cost of sunscreen, activities, field trips and bus cost.

FACTS

All child care and after school care fees will be charged through FACTS. If you have any questions or concerns regarding tuition or your account, please contact Mackenzie Hickey, mhickey@stmichaellouisville.org.

Withdrawal

A two week notice is required in the event you would like to withdraw your child. Monthly tuition will not be refunded or pro-rated.

Late Policy

A \$30 late fee, plus \$1 for every minute will be assessed through FACTS in the event your child is picked up later than your designated time.

Policy for Custody Dispute

Copies of legal documents regarding custody will be maintained in the child's file. We will abide by the wishes of the custodial parent unless the custody forms state otherwise. In the event there is a disagreement over the arrival or departure of a child, the authorities will be called.

Accidents or Emergencies

In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed; EMS will be contacted, followed by the parents.

Your child's registration form should be up to date at all times; including the physician's name, phone number and hospital preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form.

Personal Belongings

Children are not permitted to bring personal toys and books to the program, which may promote a conflict with other children. The program is not responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline Policy

We expect every child to conduct themselves with Christian like behavior. The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions.

Children are expected to be kind, respectful, and courteous. Children at different ages are expected to assume appropriate degrees of responsibilities for their actions. When approached in a positive manner, discipline makes it clear that one behavior is chosen over another. Behavior management will be handled in a positive way. Reasoning with the child and guiding them to understand a more acceptable way of reacting to their problem will be encouraged.

Our method is to always speak kind, but firm and guide children to positive choices. Our goal is for our voice to only raise in the event a child might be in danger.

If the problem continues, the child may be directed to take some time in a calm area or safe space. Staff persons will record behavior problems. Children will receive a “Behavior Note” if poor behavior continues. The director will keep track of the behavior notes.

After the above has been followed, a child may be dismissed from our program if: the child poses a threat to him/herself, other children or teachers. The child behaves in a manner that is disruptive and difficult to manage in a large group. The child or family continues to disregard the program’s policies. Some serious situations may occur that may jeopardize the welfare and safety of the children and/or teachers. The director or acting director reserves the right to dismiss a child immediately if such an incident occurs.

Policy on Child Abuse/Neglect

In the event that a staff member suspects child abuse, neglect or dependency, he/she will contact the child protective hotline or the county department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the cabinet for families and children, Childcare Services Branch, will be contacted.

Questions/Concerns

If you have any questions or concerns we encourage you to please contact us.

Kristina Fehr: Director,	kfehr@stmichaellouisville.org
Suzy O’Bryan: Asst. Director,	sobryan@stmichaellouisville.org
Mackenzie Hickey: Billing Coordinator,	mhickey@stmichaellouisville.org
Phone Number: 502-267-9550	

