



# St. Francis Child Development Center Handbook

*"Welcome to St. Francis Xavier Child Development Center (CDC). In our center we offer Infant Care, Pre-School, Childcare, and Latchkey programs. This handbook will give you an outline of each program. If you have other questions, feel free to contact the child development center staff at any time." Thank you, Director: Leigh Helton*

## **INTRODUCTION**

St. Francis Xavier CDC is a non-profit organization. It is licensed by the State of Michigan to provide care for children between the ages of 6 weeks to 2 ½ in our Infant and Toddler program, 2 ½ to 5 years old in our Childcare program, 3 to 5 years old in our Pre-school program and 5 to 12 years old in our Latchkey program regardless of race, ethnic background or religion. Our capacity is 92 children.

## **PHILOSOPHY**

St. Francis Xavier CDC provides a supportive and enriching environment that fosters each child's social-emotional, cognitive, language and physical development. The underlying philosophy of the CDC is that children learn through play, and our goal is to provide many kinds of play experiences, supporting each child's progress at his or her own level of development.

## **ST. FRANCIS XAVIER SCHOOL MISSION STATEMENT**

St. Francis Xavier School, with family partnership, is dedicated to the development of the whole child through spiritual and academic excellence of catholic education.

## **ADMISSIONS POLICY**

Enrollment for our childcare is open to children 6 weeks old to 12 years old, provided that the center can meet the needs of that child. A child must be 3 by September 1<sup>st</sup> to be eligible for our 2-day pre-school program. A child must be 4 by September 1<sup>st</sup> to be eligible for our 3-day pre-school program. St. Francis Child Development Center

## **PRIORITY ENROLLMENT POLICY**

To better serve our school and parish community we have established the below enrollment policy. Enrollment priority will be given to those in numbered order as long as enrollment paperwork is received during the time indicated for enrollment.

1. Parish Employees
2. School Families
3. Parishioners of St. Francis Church
4. Holy Childhood Parishioners
5. Existing CDC Families
6. Open Enrollment

**With this new priority enrollment policy, it means that if you are currently enrolled in our child care program (infant, toddler, childcare, hippo or kanga rooms) your spot will be guaranteed until they reach kindergarten however if a staff member needs a childcare spot we have the authority to change schedules or terminate care if need be.**



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Pre-school and Latchkey programs are a yearly enrollment basis. Each year you will need to re-enroll and you will be put on the pre-school and latchkey list according to the priority enrollment sequence.

Over thirty years ago, St. Francis Child Development Center was established to give the children at St. Francis School a fun and engaging place to attend after school. Since then, we still continue to meet the needs of the children of St. Francis. While enrolling children into our program, our main focus and priority is to meet the needs of the families of St. Francis School and St. Francis Parish. Each year there will be a designated time frame that we will have open enrollment to the parish members. Parish members will have the first opportunity to fill our spots. The parish enrollment will be open for 2 weeks. After these 2 weeks we will then open enrollment for all families if space permits. We will have announcements and posts about open enrollment in our center. We must get all paperwork and enrollment fees in this time frame to guarantee your child's spot for the coming up school year.

## **REGISTRATION REQUIREMENTS**

- \*\$100.00 family registration fee needs to be included when enrollment is turned in.
- \*Signed Agreement/Rate Forms (State of Michigan and CDC)
- \*Health Appraisal Form (DSS 3305) signed by a physician
- \*Immunization Record - Waiver signed by local health department if applicable
- \*Child Information Card (DSS 3731)
- \*Personal Inventory Form

## **DISCIPLINE POLICY**

We believe in firm, but kind discipline. We continually strive to provide affection, order, security, and an interesting developmentally appropriate program that has a positive regard for each child.

Each child needs to have defined boundaries. Children are given choices that help them become responsible for their actions and behaviors. Children have the freedom to make their own decisions. Children need freedom to make the decisions that they are capable of making. We have simple and direct rules to prevent children from hurting themselves or other children. We apply these rules through positive reinforcement.

In extreme cases, such as a tantrum, children are removed from the situation in a firm but caring manner. A child in our program is never physically disciplined by method of spanking.

(Per the Department of Licensing and regulatory affairs/Licensing child care centers Rules on Discipline

All the following means of punishment are prohibited:

- a) Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.



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- b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce or vinegar.
- c) Restricting a child's movement by binding or tying him or her
- d) Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- e) Depriving a child of meals, snacks, rest or necessary toilet use.
- f) Excluding a child from outdoor play or other gross motor activities.
- g) Excluding a child from daily learning experiences
- h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- i) Time out must not be used for children under 3 years of age.

Non severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on the child's development to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule.

A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents.

### HEALTH POLICY

**All employees and children in care will wash their hands during all bathroom visits, before and after snacks and lunch, and coming in from outside.**

Your child's health is important to all of us. It is important to remember that a child who does not feel well will not have a good day at the center. Should your child exhibit any of the following symptoms, ***they should always stay home***. If your child starts to exhibit any of these symptoms throughout the day, ***a parent will be contacted to pick up the child and to keep home until symptom free for 24 hours***.

***This health policy also will be followed by the staff at St. Francis CDC.***

1. **Fever – Must be fever free for 24 hours before returning**
2. **Runny nose with green or yellowish discharge**
3. **Earache**
4. **Unusually pale or flushed skin**
5. **Severe sore throat**
6. **Watery or red eyes**
7. **Severe chest cough**
8. **Upset stomach or vomiting the night before**
9. **If a child is on medication less than 48 hours**
10. **Diarrhea**



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**\*A child should not return to the center until he/she is able to engage in the full program of both indoor and outdoor activities.**

**\*The center will not assume the responsibility of administering medication to any child.**

**\*If your child has any food allergies, please provide a written detailed description of the types of food and the reaction that could occur if ingested.**

(Per the Department of Licensing and regulatory affairs/Licensing child care centers)

### **R 400.8152 Medication; administrative procedures.**

Rule 152. (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

(5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

(6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.

(7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label. Page 22 *Courtesy of Michigan Administrative Rules*

(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

### **COMMUNICABLE ILLNESS POLICY**

If your child has contracted or been exposed to a communicable disease, you are required to notify the CDC so we may inform the parents of the children in the program. Children under a Doctor's care may return to the center when the Doctor feels the child is well enough to return.



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## **ACCIDENTS, INCIDENTS & INJURY POLICY**

If at any time your child has been involved in an accident, incident, or received an injury while in care, you will be notified immediately, per phone call. If the parent cannot be reached the

emergency contact will be contacted immediately. If your child has received a non-serious injury, accident, or incident, you will receive a bumps and bruises report at pick up. You may also receive a text, email or phone call from the teacher at which the minor injury occurred so you are aware of the situation before pickup time. You will be notified immediately for serious injuries such as, illnesses, head injuries, allergic reactions, seizures, asthma attacks, unconscious child, fever, vomiting, incidents of a lost child, physical discipline of a child by a staff member, alleged sexual contact.

## **OUTDOOR POLICY**

Your child will be participating in outdoor activities daily. You must supply adequate clothing and supplies for any types of weather i.e. Snow gear, sunscreen, sun hat, water bottle. Reasons SFX CDC would not be able to obtain out activities include: temperature/wind chill of under 10 degrees Fahrenheit, storms, heavy rain, and extreme heat. During these times, we will be utilizing other avenues of indoor gross motor activities.

## **ITEMS FROM HOME**

All items coming from home must be labeled with your child's name. Every child should have a change of clothes left in their backpacks. **NO WEAPON TYPE TOYS ARE ALLOWED AT SCHOOL. THE PRESCHOOL DOES NOT ALLOW ANY TOYS BROUGHT FROM HOME.**

## **WITHDRAWAL CRITERIA**

A family that chooses to withdraw from any of the programs must notify the directors in writing at least two weeks in advance of withdrawal.

The center reserves the right to withdraw a child for reasons of non-cooperation of the guidelines stated in this handbook, unacceptable behavior that endangers the other children or staff (ie, excessive biting, aggressiveness, being harmful, etc.), the suitability of the program for a particular child, excessive absences, or severe delinquency in payments. Please contact the directors if extenuating circumstances prevent prompt payment.

## **RELEASE OF CHILDREN**

For the safety of your child, our staff must make visual contact with an adult responsible for picking up a child before the child is released. Please let the staff know of any changes in your child's schedule.

**If a parent is not picking up their child for any reason, the following guidelines must be met:**

- **Submit a note or notify the center by phone**
- **The person picking up your child must be listed on the white child information card**



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- **Unless the designated adult is recognized by the center staff, they must be prepared to show photo identification.**

**IF A PARENT IS CONSISTENTLY LATE PICKING UP FROM THE PRESCHOOL PROGRAM, THE CHILD WILL BE TAKEN TO THE CDC AND A CHARGE OF \$30 FOR EACH OCCURRENCE WILL BE ADDED TO THE MONTHLY BILL.**

**THERE WILL BE A \$30/CHILD LATE PICK UP CHARGE FOR ANY PICK UPS PAST 5:30PM M-TH OR PAST 3:30PM FRIDAYS.**

### **COMMUNICATION**

All business transactions, communication, or absences will be handled through the CDC office (231-348-2197). If you have any questions, please contact the CDC office during regular business hours (7:00am – 5:30pm) or leave a message and the director will respond as soon as possible (no later than the next business day).

### **TUITION POLICY**

St. Francis CDC uses the FACTS program for child care, pre-school, and latchkey billing. Each family is responsible for setting up a FACTS account and keeping it up to date. Child care will be billed through incidental billing every 2 weeks. Parents will receive an email notification when a new invoice is posted along with an invoice due date. Log into your FACTS account to manually pay the incidental billing invoices. Pre-school tuition will be billed out in full at the beginning of each school year. Parents will have the option to choose a payment plan. Pre-school is billed out for September - May. Our program only accepts payments through the FACTS program.

At any time, your account balance is exceeding \$500.00, payment arrangements must be made or there will be a termination of services.

### **RATES**

See attached Rate Sheet

### **HOURS OF OPERATION**

The Child Development Center hours (including Summer Care) are:

**Monday – Thursday 7:00am - 5:30pm**

**Friday 7:00am - 3:30pm**

The center follows the school calendar and will be closed for Christmas Break, Mid-Winter Break, Spring Break, Memorial Day, 4th of July and Snow Days. Families will be notified of days closed and scheduling changes in advance.

### **SNACKS/MEAL POLICY**

We ask that each child brings 2 snacks daily, in a clear Ziploc bag with their first and last name on the bag. If your child does not have a meal or snack the center will always provide an



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alternative. We are a peanut/tree nut free center so please check labels before you pack your child's snack and or lunch.

Children in the center during breakfast and/or lunch need to bring in a sack breakfast/lunch with a drink. If your child has a specific allergy, please let us know ahead of enrollment so we can make accommodations during eating times at the center.

## **SPECIAL NEEDS POLICY**

St. Francis CDC recognizes the rights of each child that includes children with special needs. St. Francis CDC will make sure all needs are met for all our children in care. All areas of development will be met to ensure the development of the whole child. During this process parents and caregivers will be involved to make plans to reach that individual's needs. If the child needs further assistance St. Francis CDC will work alongside Char-Em ISD and make any adaptations that are recommended by that agency.

## **CULTURAL COMPETENCE PLAN**

The Child Development Center respects all families and their cultural practices. It is part of our curriculum to include children's culture background and traditions into our daily lessons, plans, and activities to meet the needs of all our children. By incorporating family and community cultures into our center we are providing the message to the children that all children are special and meaningful.

## **PRESCHOOL PROGRAM SCHEDULE**

Sessions for **2-day Pre-School** (3 year olds) meet Tuesday and Thursday  
AM class 8:15am - 11:00am

Sessions for **3-day Pre-School** (4 year olds) meet Monday, Wednesday and Friday  
AM class 8:15am – 11:00am  
PM class 12:00pm – 2:50pm

### Daily Schedule

8:15 (12:00) Arrival – Free Play  
8:30 (12:30) Clean up and Morning Prayer  
8:45 (12:45) Circle Time  
9:00 (1:00) Snack Time  
9:30 (1:30) Centers, Library, Outside or Gym  
10:30 (2:30) Clean up and say Goodbye  
11:00 (2:50) Dismissal

Slight variations may occur from time to time depending on special opportunities or alternative activities.



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2-Day preschool is for children who are 3 years of age by September 1<sup>st</sup> of that enrolling year.

3-Day preschool is for children who are 4 years of age by September 1<sup>st</sup> of that enrolling year.

**Preschool enrollment is yearly. During enrollment you will be put on the preschool list according to our priority enrollment policy.**

## **INFANT/TODDLER PROGRAM SCHEDULE**

The infant and toddler room is designated for children who are 6 weeks of age to 2 ½ years.

Arrival  
Free Play  
Circle Time  
Snack  
Outside time or large motor play  
Lunch  
Free Play  
Nap  
Snack  
Goodbye circle  
Pick up time

Times in the Infant/Toddler program will vary due to the schedule of each individual child.

## **CHILD CARE PROGRAM SCHEDULE**

Child care rooms start at 2 ½ years old to 5 years old.

Hippo room is designated for 2 ½ year olds to 3 year olds.

Kanga room is designated for 4 year olds to 5 year olds.

7:00 Arrival, Free Play  
9:00 Clean up and circle time  
9:30 Snack Time  
10:00 Centers  
10:30 Outside  
11:00 Wash for lunch and Prayer  
11:15 Lunch  
12:00 Free Play  
12:30 Outside or Gym  
1:00 Rest time  
2:30 Wake-up and Snack  
3:00 Centers



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4:00 Outside

5:00 – 5:30 Free Play and Dismissal

## **LATCHKEY PROGRAM SCHEDULE**

3:10 Arrival and Snack Time

3:30 Homework, reading or drawing/projects

4:00 Outside or Gym

5:00 – 5:30 Free Play and Dismissal

**Our Latchkey program is a yearly enrollment basis (see priority enrollment policy). Latchkey is designed for children 5 years of age currently enrolled in kindergarten - 5<sup>th</sup> grade. The latchkey program runs from 3:05 to 5:30 pm daily (3:30pm on friday).**

School aged children will be playing on the St. Francis Xavier School playground.

## **LICENSING NOTEBOOK NOTICE**

This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans for the last 5 years. The notebook will be available to parents for review during regular business hours. Licensing inspection reports and special investigation reports, and corrective action plans from the last 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### ***Per the Department of Licensing and regulatory affairs/Licensing child care centers:***

R 400.8125(3): All supervised volunteers must have a public sex offender registry clearance before having contact with children in care.

R. 400.8125(4): A written policy that staff and volunteers will be screened must include a statement that any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care.

**If there are ever any questions or concerns, please contact Leigh Helton through the CDC office at 348-2197 or email [cdc@petoskeysfx.org](mailto:cdc@petoskeysfx.org).**