

St. Charles Borromeo School

Preschool and After School Care Program

Mission Statement

St. Charles Catholic School is a Catholic community of *faith, academics and service* for *all*.

Our school is dedicated to:

- Teaching the message of Jesus.
- Building the Christian community.
- Providing a quality education.
- Participating in Catholic worship through instruction, example and environment.
- Serving those in need.

Program Philosophy

Saint Charles Borromeo Preschool and After School Care has been founded to minister to the needs of families in our faith community and beyond. We provide a safe, secure, and enriching Christian environment where children have the opportunity to interact and collaborate with others in a structured environment. We believe that every child is a special gift from God, and it is our desire to provide a place where children are cherished and their families feel respected and welcomed.

Preschool: St. Charles Preschool is a developmental program serving children ages 3-5. We think of each child as a unique individual and base our curriculum on the developmental level of the children in each particular session. We teach through themes to expose the children to many concrete experiences and learning activities related to their growing awareness of the world around them.

Our main goal is to build each child's self-concept and self-esteem. We do this by creating a positive environment and building upon successful experiences. A Christ-centered environment promotes love, cooperation, trust and respect.

The curriculum includes both individual and group activities to teach social skills such as problem solving, decision making and deductive reasoning. Through music, art, cooking, creative dramatics, stories, large and small motor activities, field trips, games and fingerplays the children grow and learn in many ways.

After school care: St. Charles daycare staff will provide a safe and fun environment for children in a relaxed after school setting. Students will work with each other and learn from each other as they become more responsible and respectful to others.

Preschool hours: Class begins at 7:30 a.m. and ends at 11:00 am for half-session and 2:00 p.m. for full-day session. Children may be dropped off beginning at 7:05 am. Children who are not picked up by 2:15 pm from preschool will be signed into daycare and a fee will be applied to your account.

After School Care Hours: St. Charles After School Care will begin at **2:15 and operate until 5:30 P.M.**

****Please note: Preschool or After School Care will not be held on ½ days of school, early dismissals due to emergencies (weather), snow days, or after school staff professional development.**

The purpose of After School Care is to provide care for children when parents are working. Please do not use After School Care for grocery shopping time or gym time. Thank you for your understanding.

Children's days for care MUST be scheduled ahead of time in order to attend After School Care. Due to staff to child ratio laws, we cannot accept drop-ins for After School Care unless pre-approved by the school secretary, building principal, or program director.

School closings

We will close preschool and after school care when St. Charles School is closed due to inclement weather. An email and Remind text will be sent. Also, you will see the closing on WOTV and WZZM. If the school closes during the school day, calls will be made to parents, if necessary.

Admission:

Three-year olds: Children must be two years, nine months to be admitted into the three-year-old program. Written parental permission is required if the child is not yet three. Children **must** be potty trained.

Preschool operates Monday through Friday from 7:30 to 2:00 (Half day options are available and custom days are available.)

Four-year olds: Students must be four by the start of the school year. Children must be three years, nine months to be admitted into the four-year-old program. Written parent permission is required if the child is not yet four.

Preschool operates Monday through Friday from 7:30 to 2:00 (Half day options are available and custom days are available.)

Copies of the calendar are sent home with families. The preschool teacher will also send home weekly newsletters and highlight special activities.

Classes are on a first come, first served basis.

Parents may enroll children at any time during the school year if there is room available in the requested session. A non-refundable registration fee of \$90.00 per family is required at registration.

Tuition

Preschool tuition: \$90.00 registration fee

\$2040. 5 - half days per year for preschool in the morning

\$1870. 5 - half days per year for childcare in the afternoon

After School Care:

One child: \$12.00 per day

Two children: \$16.00 per day

Three or more children per day: \$20.00

Late fees: \$10.00 per child for each portion of 15 minutes late after 5:30

Requirements for Admission for Preschool and After School Care

Your child must be registered and enrolled at St. Charles School to attend After School Care.

Forms required at the time of enrollment include:

- St. Charles School enrollment contract
- Birth Certificate
- Child Information Record
- Health appraisal with up-to-date immunization record, signed and dated by a licensed physician
- Waivers if immunizations are not given
- Field trip permission form
- Allergy and Medication form (if applicable)
- Media Release Form
- Child/Family Information Form
- Bug Spray and Sunscreen Form
- Licensing Handbook Signature Form
- Written agreement that parents provide food for lunch and snack
- Written permission that preschool students are in after school care with older children
- Signed statement that you have received your parent Handbook

Withdrawal

Parents are welcome to withdraw their children from the preschool and after school care program at any time. We do request notification in writing to the school office.

Every preschool and after school care program is not able to meet the needs of every individual child. Although we will do our best to provide a quality preschool and after school care program for each child enrolled in Preschool and After School Care, we reserve the right to request placement elsewhere in situations where we believe we are not able to meet a child's individual needs.

You will be asked to withdraw your child from our program for the following reasons:

- Failure to show evidence by the first session attended of a up-to-date immunization record or failure to fill out a waiver form.
- Failure to turn in the green health form signed by a physician or health professional within 30 days of the first session attended.
- Failure to pay fees when due.
- Inability to meet a child's extraordinary special needs.

Meet the Preschool Staff

Preschool is taught by Mrs. Tonya Saladin. Tonya has a degree in Psychology and has earned credit toward her degree in Early Childhood Education from Aquinas College in Grand Rapids. She has been a lead teacher for three- and four-year old classes at Oakwood Christian Preschool, where she had been employed for over 10 years. She also served as the Assistant to the Director at Oakwood. Tonya and her family are parishioners at St. Joseph in Belding. Mrs. Krysta Russell and Mrs. Kristin Slating are the classroom aides.

After School Care Staff:

St. Charles Preschool and After School Care is licensed by the State of Michigan. The After School Care Team includes individuals who have been certified in CPR and First Aid, Bloodborne Pathogens, and Concussion Training. All staff members submit to a comprehensive background check and fingerprinting. The staff is required to take VIRTUS Training (Protecting God's Children) through the Catholic Diocese of Grand Rapids. All staff members participate in regular professional development. Topics may include family, child, curriculum, assessment, and community topics.

Curriculum

St Charles Borromeo Preschool follows a play-based curriculum supported by the Dioceses of Grand Rapids. Our program is tailored to meet the educational and developmental needs of young children. We incorporate the following research based, high quality, early childhood programs including:

- Learning Without Tears (pre writing skills)
- Zaner-Bloser *Happily Ever After* (reading readiness)
- Zoo Phonics (pre-reading and writing skills)
- STEM activities

The Preschool day is designed to provide each child with experiences for growth in social-emotional development, physical development including fine and gross motor skills, cognitive development, and language development. The following is a sampling of activities that your child will experience throughout the school year.

- Whole group and small group instruction
- A learning environment equipped with age appropriate toys and materials
- A balance of child initiated and teacher directed activities
- Independent activities
- Listening to stories
- Singing, movement, and using musical instruments
- Arts and crafts activities
- Zoo Phonics
- Learning Without Tears
- Readiness skills (Language Arts, Math, Science, etc.)
- Age appropriate Bible stories and praise songs
- Outdoor play

Areas used

Preschool will use room 1 and after school care will use McKinney Hall, along with the playground and the gymnasium. The St. Charles School playground, which will be utilized by daycare children, meets Michigan Catholic Conference requirements. However, due to the State of Michigan licensing guidelines, all pieces of equipment on the playground do not comply with state licensing. Because we are a school-age daycare, the playground equipment is suitable for school-age children, not necessarily daycare or preschool age children. (Ages 0 – 5)

Arrival and Dismissal

Preschool: Children are dropped off at the entrance to the school at the glass double-doors on the Benton Street side of the building. The door is marked by an orange star for easy identification. Children must be escorted to the doors by a parent and released to a staff member. Children are dismissed by the preschool teacher or teacher assistant at the Benton Street doors at 11:00 am for morning session dismissal and again at 2:00 pm for full-day session dismissal. You may need to ring the doorbell to notify staff of your arrival.

After School Care: Students are signed into the after school care program by a child care staff member. Pick-up from After School Care is at the Benton Street double-doors marked with an orange star. Parents ring a doorbell when they arrive to pick-up their child. No student entering or exiting the after school care classroom is unsupervised. Parents will need to sign their child out of After School Care before their child will be released from the After School Care room.

Children will only be released to parents or persons designated on the child's information form. Please have identification ready to show at pick-up time until faces become familiar to staff. ID's will be verified if a person is unfamiliar to Preschool/After School Care Staff. **Children will not be released to anyone under the age of 16 years old.**

Daily preschool schedule

7:30 - Morning prayer

7:40 - Classroom play

8:30 - Bathroom break

8:40 - Snack

9:00 - Large group

9:30 - Small group

10:15 - Outside play

11:00 - Class prayer

11:10 - Classroom Play

12:00 - Bathroom break

12:30 - Large group

1:00 - Small group

1:30 - Outside play

2:00 - Preschool ends

Daily after school care schedule

2:15 – Meet in daycare; use restroom; snack time

2:30 - Outside recess or gym time for exercise

3:00 – Homework time/read time/rest time

3:30 - Game time, coloring, arts/crafts

4:15 – Recess or free time

5:30 – Daycare ends

Snack

We ask that you provide a daily snack for your child. (This includes after school care.)

Snacks should be nutritionally appropriate. Please refrain from sending sugary treats for snack time. Some snack suggestions are: cheese, crackers, yogurt, applesauce, fresh fruit slices, chopped vegetables.

If your child has a food allergy, please let the teachers know so that reasonable accommodations can be made for your child's safety.

All food allergies must have a written doctor's statement of the allergy, as noted on the green health appraisal sheet.

Lunch

All preschool students must have their own lunch. Lunch boxes will be clearly marked with the date and first and last name of each child. Lunch should be nutritionally appropriate.

Clothing

Preschool parents, please dress your child in comfortable clothes for play, both inside and outside. We provide paint shirts for our painting projects. Choose clothing that your child can manage by themselves when using the bathroom. Also, we request that an extra change of clothes be sent to school for your child in case of an accident. Please put them in a Ziploc bag and label the bag with your child's name.

Potty training policy

Our licensing requires that your child is potty trained. While there are many indicators of readiness for preschool, this is a key factor. We do understand that accidents do happen, but we are not equipped for more than occasional mishaps. Please feel free to send in additional clothing in case an accident does happen.

Outdoor time

Outdoor time is considered an integral part of our program. All children will be expected to go outside daily. Extreme temperatures may determine limited play. We will go outside unless the temperature is a “feels like” of 10 degrees or below including wind chill. However, we may keep students in if it is warmer, depending on the wind speed. If it is raining, or if the temperature is 95 degrees or higher, outdoor time will be limited. It is assumed that if the child is well enough to attend school, he/she is well enough to go outside.

Preschool birthdays

Birthdays are very special, and we do encourage you to send a treat for the class on or near your child’s birthday. Summer birthdays can be celebrated on the day of your choice during the school year. Due to licensing requirements, treats must be prepackaged (nothing homemade or home canned). Non-food items, such as stickers or pencils, are good options as well.

Preschool Communication

The school office is open from 7:00 a.m. until 3:00 daily. Your verbal and written messages are welcome. If you need to speak with the director, please call the school office at 754-3416.

A fall questionnaire is sent home to parents at the beginning of the school year. The preschool teacher wants to know how their child is adjusting to school.

A newsletter is sent home every week with important dates and information for the upcoming week. Notes concerning updates, permission slips and reminders are sent home as needed.

If a difference of opinion occurs between a parent and the teacher or director, a conference will be held. The school principal will meet with all concerned persons if necessary.

Each child is asked to carry a bookbag or backpack for important papers and projects. Please check the bag daily for important communications from the school.

Assessment for Preschool children:

A fall questionnaire will be completed by parents in October.

A progress report is sent home in November.

Parent teacher conferences are held in January/February.

Report cards are completed two times per year for preschool children.

Preschool Conferences

We encourage on-going communication between home and school. We welcome calls or emails throughout the school year as the need arises. However, formal conferences are held in the fall and winter, and at any time during the school year that the parent or teacher requests.

Discipline

Positive methods of discipline shall be used to help children gain self-control. The purpose of discipline at Preschool and After School Care is to help children develop self-control and to become responsible for their own behavior. We are always guiding and directing children toward acceptable behavior by offering them choices and opportunities to make decisions.

We use preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the classroom. The best motivation for encouraging positive behavior is modeling appropriate conduct, stating expectations, and the child's own inner satisfaction.

Adults involve children in resolving conflicts. Adults treat conflict situations with children matter of factly.

Adults defuse the conflict situation before moving into problem solving and approach children calmly, stop any hurtful actions, and acknowledge children's feelings.

Adults involve children in identifying the problem--gathering information from the children and restate the problem.

Adults involve children in the process of finding and choosing a solution for a problem. Ask children for solutions and encourage them to choose one together and be prepared to give follow up support when children act on their decisions.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate positive behavior management strategies, the teacher will discuss the situation with the parent to develop an action plan. All reasonable attempts will be made to work with the child and the family to resolve the behavior issue. Staff will keep parents informed of the progress made. Referrals to community resources may be suggested when appropriate.

The Preschool and After School Care programs will use a successful discipline rubric that is used in the school. Employees will not engage in hitting, spanking, shaking or inflicting other forms of corporal punishment.

Absence

Please notify the school office if your child will be absent the day of scheduled class. When you leave a message, please leave the name of the student, date, specific reason for absence, and a description of the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.) and/or report the type of disease if known and who diagnosed the illness. Let us know if the child will be absent longer than one session no matter what the reason.

Communicable Diseases

If you notice that your child is having symptoms or signs of one or more of the following communicable diseases, he/she may not come to school. Contact your doctor and report the illness to us. We will then report to the other parents in the after school care program that their child may have been exposed to a communicable disease.

- Chicken Pox
- Measles
- Conjunctivitis
- Scabies
- Whooping Cough
- Mumps
- Head Lice
- Rubella
- Scarlet Fever
- COVID-19

Once the child is symptom free, or has a doctor's note stating that the child no longer poses a serious health risk to himself/herself or others, he/she may return to the program. **We are required by the State of Michigan to report the possible occurrence of any communicable disease to the local public health department on a weekly basis.**

Illness

Please watch your child closely and keep him or her home if he or she seems ill or very tired. A child who is well enough to be in school is well enough to take part in all activities, including outside play.

It is the policy of St. Charles Preschool and After School Care Programs to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. St. Charles School follows the guidelines as stated by the Mid-Michigan Health Department.

When to Keep Your Child at Home:

- Fever of 101 degrees or higher
- Rash with fever
- Vomiting
- Diarrhea
- Sore throat with fever and/or swollen glands
- Runny nose with green or yellow mucus
- Eye discharge
- Breathing difficulties or persistent cough

When a Child May Return:

- The child's temperature has been below 101 degrees for 24 hours without Tylenol or aspirin.
- The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea without medication.
- Nasal discharge is not thick, yellow or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or the physician has determined that the rash is not contagious.

Medications

All medication, including ointment, sunscreen, bug spray, aspirins, dietary supplements or individual special medical procedures will be administered to the child only with prior written permission from the parent. All medication must be in the original container. If medication is prescribed, a Medication Admission Release Form must be filled out. Medication must have the pharmacy label indicating the physician's name, instructions, and name and strength of the medication. This medication will be given in accordance with those instructions. St. Charles School will maintain a written record of the time and amount given, who administered the medication, and the child receiving it for all medications.

Medications must be handed to the teacher or administrative assistant. For the safety of all children, medicine may not be transported in backpacks. This includes cough drops.

Strategies to protect children from infection

Part of preschool is helping your child become more independent. Please help us encourage your child to use these healthy habits.

We teach the children to use the following steps when washing their hands:

- Turn on warm water to a comfortable temperature.
- Wet hands and apply liquid soap.
- Rub hands together vigorously for no less than 15 seconds covering all of the areas of hands and wrists.
- Rinse hands under warm water until soap and dirt have rinsed away. Leave the water running while you dry your hands.
- Dry hands with a disposable paper towel.
- Turn water off using a paper towel.

To safeguard the health of the children, all staff follow these hand washing guidelines:

- Upon arrival to the school
- Before and after snack time and before handling any food
- Before giving medication to a child
- After using the restroom or assisting a child
- After handling garbage
- After handling body fluids from sneezing, coughing, wiping or blowing noses, or from open sores

Children must wash their hands:

- Before snack and lunch time
- After sneezing or coughing into hands
- After playing outside
- After using the restroom

We teach children proper use of a tissue to blow their noses and to cough into the inside of their upper arm. With this simple change of habit, children and caregivers lessen the chance of infecting others with their germs.

Our staff receives bloodborne pathogen training and follows the proper procedures when attending to an injured child or where blood, urine, vomit or stool is present.

When spills of blood or bodily fluids occur, the procedure to clean the area effectively is as follows:

- The staff person handling the situation must first put on gloves.
- Use disposable paper towels to wipe up as much of the visible material as possible, and then place the soiled towels and any other soiled materials in a plastic bag that has been securely tied or sealed. If the spill occurs on a hard surface, the entire area must be disinfected immediately with a solution of ¼ cup bleach to 1 gallon of water.
- If the spill occurs on carpeting, blot the area with paper towels immediately and spot clean the area with a detergent-disinfectant. Additional cleaning with a steam cleaner may be necessary. When the cleaning of the area is completed, put contaminated gloves into a plastic bag and securely tie and discard.

Cleaning and sanitizing of equipment, toys and other surfaces

Tables are cleaned after each using using a three-step process:

- Clean the table with soap and water
- Rinse with clear water
- Follow with a bleach solution and allow to air dry

Toys and equipment are kept clean and in good repair. Cloth toys and dress up clothes are washed by a machine. Others are put through the dishwasher. Some are cleaned and sanitized using a bleach solution. This is done as needed.

Staff Training Plan

Preschool employees and After School Care employees will need to keep current certifications in child and adult CPR and first aid. Employees must complete Bloodborne Pathogen training yearly and complete 16 clock hours of annual training. Emergency plans must be reviewed two times per year. Employees will take the health and safety training offered on MiRegistry.com. New employees will receive an orientation.

Procedure for screening Staff and Volunteers

All staff hired for St. Charles Preschool the After School Care program must be screened and cleared with a Comprehensive Criminal Background Check and fingerprinting using Michigan Child Care Background Check Program before contact with children. This background check will be completed every five years. If a person has resided outside of the state as an adult within the last five years immediately preceding the date of hire, an equivalent background check will be performed and clearance will be requested from all states of previous residency during those five years. Out-of-state requests and responses will be kept on file at the center. Also, to comply with diocesan regulations, employees must attend a Protecting God's Children session providing information about the abuse of minors. Employees must also sign a Standards of Ministerial Behavior form, read and sign The Charter for the Protection of Children and Young People and read and sign the Essential Norms for Diocesan/Eparchial Policies Dealing With Allegations of Sexual Abuse of Minors by Priests or Deacons. Employees and/or volunteers cannot work with children if they have been convicted of the following:

- A listed offense listed in section 2 of the sex offender registration act, 1994 PA 295, MCL 28.722
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within 10 years immediately preceding the date of hire.
- Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care.

No volunteers or parents of children in care will be left unsupervised with children at any given time unless he/she is screened and cleared with a comprehensive criminal background check and fingerprinting using Michigan Child Care Background Check Program before having contact with children in the care of St. Charles Preschool and/or After School Care.

Child Abuse and Neglect Reporting Policy

All employees of the Preschool and After School Care Program are mandated reporters of suspected child abuse and neglect. Calls must be made immediately to the following CPS Central Intake number: 1-855-444-3911. Upon completion of the call, a written report (DHS – 3200) of actual or suspected child abuse or neglect must be submitted to Centralized Intake (State of Michigan DHS), 5321 28th St. Court SE, Grand Rapids, MI 49546. Employees must also notify the program director in charge of the Preschool and After School Care Program of the suspected abuse and neglect that the report has been made with DHS. Employees must also provide a copy of the written report to the Program Director.

Preschool and After School Care - Staff Illness Policy

In the event of an ill preschool employee or after school care staff member, another daycare director or staff member will be required to take over the responsibilities for the day in question. Should a staff member or daycare director fall ill during daycare hours of operation, another staff member or daycare director will be called in to assume responsibility for the students. Should another daycare director be unavailable during an illness, the ill daycare director will remain in the building with another staff member taking over the care of the students. If a volunteer is ill, he/she is excluded from working with children also.

Confidentiality statement

St. Charles School maintains confidentiality and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require parent/guardian consent (except in cases of abuse and/or neglect).

Serious illness, accident or injury

The director will call 911 immediately, followed by a call to the child's parents or the emergency contact person if the child's parents are unavailable. One staff member will remain with the child, providing medical assistance to the child as needed until emergency staff arrives and takes over the child's care. All preschool and after school care staff are trained in CPR and first aid.

Parent notification plan

The school will notify a parent at the time of pick-up for minor injury incidents, such as a scrape on the knee or arm. The staff would have applied first aid, completed an incident report, and provided an injury report to the parents/guardians at pick-up.

Serious injuries/incidents will be reported immediately to parents. These injuries would include head injuries, injuries requiring medical attention, allergic reaction, rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer, etc. Parents will be called. If we are unable to reach the parents, the emergency contact will be contacted. A written inquiring report will also be given to parents when they pick up the child.

Please keep us informed of any changes including phone numbers, allergies, and medications that your child is taking.

Fire and Tornado Emergencies

In the case of a fire or tornado emergency, all children will be brought to the designated safe areas. Teachers will take the sign-in/out and the emergency information with them.

- If a tornado watch is in effect at the regular dismissal times, parents may continue with picking up.
- If a tornado warning is in effect at regular arrival or dismissal times, no children may be picked up or dropped off until the warning has been lifted. At all times, precautions will be taken to secure every child's safety.
- In the event of a fire, the teacher present is responsible for safely leading all the children outside to the designated safe area. Once outside, attendance will be taken to make sure everyone is out of the building.
- Fire drills and tornado drills are practiced throughout the year.

Acts of terrorism, lockdowns or other emergency situations

In the event of an act of terrorism or other event that requires a lockdown, doors will remain locked and the children will be moved to the safest location in the classroom. "The Boot" safety device will be employed. Staff and children will remain in the preschool room as long as necessary. In addition, we will contact parents as soon as possible and will release the children only when it is safe to do so, and only to the parent or contact on the emergency contact list.

In the event of an emergency relocation, parents will be notified via the prior listed communication systems. If relocation is necessary, the children will be evacuated to Flat River Community Library. Students will be escorted to the library, two blocks south of St. Charles School. Staff will carry a list of parent contact information with them to the evacuation site. The program director will make emergency contact as well as do a communication blast regarding the evacuation.

An individual emergency plan will be devised to accommodate any children with special needs. The program director will be responsible for all children with special needs.

Pest Management Plan

St. Charles School has a pest management plan when pesticide applications should occur in the building. The plan includes the following:

- An annual notification will be provided to the parents informing them that they will receive advance notice of pesticide applications.
- The notifications shall specify two methods by which the advance notice of pesticide application will be given (newsletter, sign, preschool website, etc.)
- An advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
- Liquid spray or aerosol insecticide applications may not be performed in a room of St. Charles preschool and after school care unless the room will be unoccupied by children for no less than 4 hours or longer if required by the pesticide label use directions.

Licensing Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective actions for the last 5 calendar years. The licensing notebook is available to parents during regular school business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

St. Charles Preschool and After School Care Program

Sign-off sheet for Parent Handbook

I hereby certify that I have been provided with a copy of the St. Charles Preschool and After School Care Parent Handbook, and that I understand the policies as presented.

I understand that this edition supersedes all previous handbooks.

I understand that the Parent Handbook may be amended or revised at the discretion of St. Charles School.

Parent name (print)

Parent name (signature)

Date

***Please return to St. Charles School

Preschool and After School Care Parent Handbook

St. Charles School is a Catholic community of *faith*,
academics, and *faith* for all.

502 S. Franklin St.
Greenville, MI 48838
616-754-3416

Welcome to St. Charles Catholic School

We are delighted that your child will be attending our Preschool and After School Care program. We look forward to a great year of learning experiences while we work, play, laugh and grow. The relationship we build with your child and the partnership we share with you will help foster the intellectual, social, emotional, physical and creative development of your child.

Our families are very special to us and you are essential to the success of our programs. We invite you to visit often, share your ideas, interests, talents and energy with us. We consider it a privilege to share with you these precious and important years of your child's life.

This handbook has been prepared to introduce each family to St. Charles School and to acquaint you with the program's policies and procedures. Our guidelines have been developed to comply with the state licensing standards. We ask that you read this book carefully and discuss any questions you may have with us.

At St. Charles School, we believe that a parent is a child's first teacher and we want to be partners with you. Thank you for letting us travel on this journey with you and your child!

Sincerely,

Margaret Karpus, Principal

