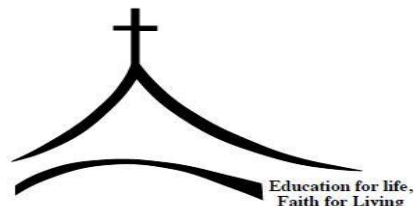


Preschool Parent-Student Handbook 2022-23



St. Mary School

NATIVITY
OF THE LORD 

220 W. Downie St., Alma, Michigan 48801
(989) 463-4579 www.nativityparish.net/school

ST. MARY PRESCHOOL HANDBOOK

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PURPOSE

The purpose of our preschool program is to enhance each child's social, emotional, physical, and mental growth. The early childhood years are formative. The child's belief in self, ability to act responsibly and independently, values, attitudes toward life, learning and others, all have their roots in these early years. Our program provides a loving, supportive, well-planned preschool experience to foster positive qualities. Children are encouraged to explore, experiment, create and express themselves. The teachers facilitate learning, guides the children when needed, and offers comfort, encouragement, advice, and knowledge. They let all the children know they are special people and are loved just for being themselves.

SCHEDULE OF OPERATION

Three Year Olds

Days	Tuesday & Thursday
Times	7:45 – 10:45 a.m.

Four Year Olds

Days	All day Monday – Thursday, 1/2 day Fri.
Times	7:45 a.m. – 3:45 p.m. / 7:45 a.m. – 10:45 a.m.
	Monday – Wednesday – Friday AM
	7:45 a.m. – 10: 45 a.m.
	Monday – Thursday PM
	12:00 p.m. – 3:00 pm

Times may vary by 5 minutes or so. If there is a change in the above schedule, it will be announced in the fall.

Our preschool will be in operation during the regular school year. It will follow all regular breaks and no classes will be held when St. Mary's School close due to inclement weather. On days when St. Mary's School delay, there will be no morning preschool classes.

We ask that children are promptly picked up by dismissal time. If not, parents will be contacted by either the teacher or administrator and a late fee may be charged.

REGISTRATION & FEES

Registration for St. Mary Preschool will always be held the end of February/March. Existing families, preschool through 6th grade, will have a two-week closed registration period. During the second week of the closed registration, it will be opened to Nativity of the Lord Parish families. Public registration will begin on a first come, first serve basis after the two-week period. A **\$35.00 non-refundable registration fee** and a **\$100 non-refundable deposit** is required to insure placement in the program. The \$100 will come off your final tuition amount.

All children must be toilet trained and in good physical health. Health forms (effective for 2 years) will be available in the registration packet as well as online on our school website. Other forms including Child Information Record will be provided in the registration packet.

TUITION

Three Year Olds

Cost **\$886.00** Tuition for school year

Four Year Olds

Cost **\$1,233** Tuition for school year (M-W-F am)
 \$1,644 Tuition for school year (M-TH pm)
 \$ 4,722 Tuition for school year (M-Th all day, ½ day Fri.)

St. Mary Preschool is a tuition-based school. Each year the principal in consultation with the parish business manager and parish life director determine the actual per pupil cost of education at St. Mary's. A Parent-School Contract which states your annual tuition and fees needs to be signed by each family every year. Tuition is paid one of two ways: prepaid in full or through FACTS Management. Prepaying for tuition can be done by cash or check on or before the first day of the school year. If a Non-Sufficient Fund (NSF) is received, the business manager or principal will contact you. It is the expectation of Nativity of the Lord Parish that you pay the full cost of your child's education. Any deviation from this must be approved by the parish life director. **If you withdraw your child for any reason from Preschool, you will be responsible for paying the current month plus the following month's tuition and a pro-rated amount of your Fundraising requirement (Emergency situations will be reviewed on an individual basis).**

If parents do not prepay, they are required to have a FACTS payment account set up. To create a FACTS account, go to www.factsmgt.com. If a payment is not made via FACTS, the business manager, principal, or parish life director will contact the family regarding financial issues immediately. A decision will be made concerning tuition payments for the rest of the school year. Any deviation from the above must be approved by the parish life director.

Tuition Payment Preference

- Option 1** ***Full tuition payment due by the first day of school. Payment will be made directly to the school office or NOTL-Business Office. No FACTS fee will be assessed. Failure to pay by the first day of school (TBD) will result in assignment to FACTS.***
- Option 2** ***Semester payments. Payments are made through FACTS due September and January on the 5th or 20th of the month by automated payment process. The FACTS enrollment fee is \$10.***
- Option 3** ***Quarterly payments. Payments are made through FACTS due August, October, January, and March on the 5th or 20th of the month by automated payment process. FACTS enrollment fee is \$45.***
- Option 4** ***10 monthly payments. Payments are made through FACTS August through May on the 5th or 20th of the month by automated payment process. The FACTS enrollment fee is \$45.***
- Option 5** ***12 monthly payments. Payments are made through FACTS July through June on the 5th or 20th of the month by automated payment process. The FACTS enrollment fee is \$45. *Only available if you are signed up in FACTS by June 5, 2022.***

Fifty percent OF ALL SCRIP profits go towards your Parent-School Contract Total Fees and Tuition Balance. The 50% Scrip earnings will be applied to your FACTS account on a quarterly basis. Parents that have paid in full and choose to receive credit back by check, will receive their credit at the end of the school year. Twenty-five percent of Mardi Gras Auction bid items will go towards your Parent-School Contract Total Fees and Tuition Balance; however, not to exceed your fundraising requirement.

Every family is responsible for the fundraising \$100 requirement which is set at the beginning of the year and included in your Parent-School Contract.

COMMUNICATION

Weekly notes and remind are used by teachers to communicate with parents. Communication with teachers or students during the school day may be made through the parish office so that classroom activities are not disturbed. Important messages will be delivered by the parish office in a timely manner. Do not text teachers with doctor's appointments, transportation changes, etc. Please call the parish office, 989-463-5370 and either ask for Preschool or leave a message.

Parents may call or email to make an appointment to see a teacher anytime they have a concern or want information about their child's progress. Teachers will use the same procedure to contact parents when they have a concern. The key to a successful school year is good communication! In keeping with the church's principle of subsidiarity, problems should be solved at the lowest level when possible. Thus, it would seem advisable that persons having a problem with another individual go directly to that person before going to that person's superior. If a parent has a complaint about a teacher, it seems only just that the parent discusses the difficulty first with the teacher. If a parent is reluctant to confront a teacher alone, the administrator may be asked to be present at a conference. Attempting to work out differences mutually is certainly consistent with the demands of the Gospel. We expect communication to be done via email, phone, in-person, or a school approved way. Using social media to discuss concerns is prohibited.

ACCIDENT/INJURY

Should a student be involved in an accident at school, these procedures will be followed:

1. Common sense first aid.
2. The principal will be notified.
3. The parents or authorized person will be notified.
4. The parents will decide if the child should stay in school, go home, go to the hospital (doctor's office) and parents will make the necessary arrangements.
5. A report will be made noting the circumstances of the accident and filed in the student's file.
6. Corporal punishment will never be used.
7. Per rule R400.81440(2)(a-g) in Licensing Rules For Child Care Centers: Time out will not be used for children under three years of age.

SERIOUS ACCIDENT/INJURY

Should a student be involved in a serious accident at school, these procedures will be followed:

1. Common sense first aid.
2. The parents will be notified and decide if the child should stay in school, go home, go to the hospital (doctor's office) and parents will make the necessary arrangements.
3. In the event parents cannot be reached right away, the principal will follow the instructions on the student's emergency card as to where the child will be taken (hospital or doctor's office).
4. A report will be made noting the circumstances of the accident and filed in the student's file.

SERIOUS INCIDENT

If a serious incident were to occur, parents will be notified immediately and we will make a verbal report to the department of licensing and regulatory affairs within 24 hours. We will also submit a written report to the licensing department within 72 hours of the verbal report and keep a copy of the report on file.

MEDICATION

If your child is taking prescription medication and he/she needs it while at school, you must take the following steps:

1. Obtain a **MEDICATION PERMISSION FORM** from the school office.
2. Bring the medication in the original container prescribed by your doctor.

All medication is kept in the teacher's office. We cannot give the medication to your child unless these steps are followed. (This includes cough drops and throat lozenges.)

COMMUNICABLE DISEASES

Communicable Diseases

- A. Plan for evacuation:
 - If the child becomes seriously ill or has an serious injury,
One teacher will immediately take the sick child into the "quarantine room."
- B. One teacher contacts the main office to sit with the sick child.
- C. **Plan for contacting families and reuniting families.**
 - Common sense first aid.

-The parents will be notified by phone and decide if the child should stay in school, go home, go to the hospital (doctor's office) and parents will make the necessary arrangements.

-In the event parents cannot be reached right away, the principal will follow the instructions on the student's emergency card as to where the child will be taken (hospital or doctor's office).

-A report will be made noting the circumstances of the accident and filed in the student's file.

D. A plan for special needs child or chronic medical conditions

-Currently we do not have a special needs student, if we enroll a special needs student, we will develop an individualized plan specifically for him/her.

The following is a practical guide to follow for the common communicable diseases. This is based on the ruling of the Health Department.

1. The principal may exclude and readmit children under these recommendations.
2. Children may be admitted to the school earlier with written approval from the family physician.
3. Contacts without symptoms should be excluded until medical clearance is obtained.
4. **Please see Appendix A for detailed information on specific communicable diseases provided by the Mid-Michigan District Health Department Revised 2014. **School policy on fever (without specific diagnosis): Child must be fever free for 24 hours without the use of fever reducing medication to return to school. ****

It should be noted that these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, or direct transfer. Books, papers, and other school equipment usually do not act as vehicles for transmission of diseases.

Cases of Diphtheria, Polio, Smallpox, Tuberculosis and other dangerous communicable diseases will be admitted only on recommendation of the Health Department. Contacts of these are investigated by the Health Department and may remain in school unless advised otherwise.

Parents are to call the school office to report any of the above conditions.

"Procedural Guidelines Regarding HIV/AIDS and Other Communicable Diseases For Schools, Religious Education and Youth Ministry Programs" were adopted August 1, 1992 by the Diocese of Saginaw. A copy is available in the school office.

DISEASE GUIDELINE POLICY FOR CHILDREN, STAFF, AND VOLUNTEERS

Children, Staff, and Volunteers can return to school after 24 hours of being fever free without fever reducing medication or 24 hours after beginning an antibiotic.

DISCIPLINE

The staff of St. Mary Preschool is experienced in dealing with children of different temperaments and background. We genuinely "love" children, however, we also know that love is not enough in meeting the daily needs and problems of preschoolers. We believe that a firm, kind, positive atmosphere with simple rules gives us a pleasant environment in which to grow and develop. Mutual respect is emphasized, and we strive for individual self discipline and independence. If you notice a change in behavior of your child, or have another concern, please discuss it with the teacher. Communication is imperative at all levels of education.

Intervention in problem situations will occur in one of the following ways:

1. Help the child find other ways to handle the problem.
2. Redirect the child to another activity.
3. Have the teacher join the child in a one-to-one activity.
4. Restrain an aggressive act with a big "hug" to prevent the action and distract the child into a warm situation.
5. Require the child to sit away from the activity temporarily and in the company of a teacher and think about how they can change their behavior to become a helpful member of the class.
6. Corporal punishment will never be used. **R400.8140 Discipline**

SNACKS

Parents are to provide a nutritional snack along with cups and napkins daily. Parents are asked to bring in a pre-packaged snack which the teacher will specify at the beginning of each month. **All day students must provide lunch from home.**

BIRTHDAYS

Birthdays will be celebrated at St. Mary's! Students will receive a birthday crown to wear for the day and a birthday card. Families can send in a pre-packaged snack- we will do the rest!

Birthday parties: When you are having a birthday party for your child and you are inviting **all** the girls or **all** the boys in the class or the **entire** class, birthday invitations may be distributed at school. When you are inviting only a few children from the class, invitations are not to be brought to school.

SHOW & TELL

On your child's star day, they put a special treasure in a bag so that it can be a surprise and parents help them write three clues about the special treasure. At Sharing Time, the child will share the clues and the other children will try to guess what is in the box. This is a very positive opportunity for verbal communication for even the quietest child. The treasure will remain in the child's school bag until Sharing Time. Please send only one show & tell item as your child will be asked to choose only one to share.

PROGRAM PLAN

The program consists of both organized activities and periods during which the child is free to engage in activities of his/her own selection.

Group activities will be in relation to the weekly theme. They will include songs, finger plays, dramatic play, storytelling, dancing, sharing, and field trips.

Individual activities will include free play, art activities, manipulative activities, math, science, language arts, and gross motor activities.

Specific daily activities will include:

Physical activities: balancing, running, jumping, skipping, bouncing, dancing, exercises, and stretches.

Social activities: circle time - games, stories, sharing, music, and creative dramatics.

Emotional: in all activities the child will build a strong self-concept. The goal being a child with an "I can do that" attitude.

Intellectual: rhyming and sound games, pre-reading skills - sequencing, pattern matching, etc., sorting, classifying and ordering, number recognition, counting, listening, and the five senses.

DAILY SCHEDULE

Our daily schedule will be flexible to respond to the development needs, readiness, and interests of the children.

Opening (15 minutes)

- A. Greet children/Table Activities
- B. Attendance

Circle time (15 minutes)

- A. Calendar (Including weather, pledge, prayer)
- B. Discussion of theme
- C. Explanation of activity centers

Free Exploration - Learning Centers (55 minutes)

- A. Housekeeping and dramatic play
 - 1. dress-up
 - 2. dish washing
 - 3. infant care
 - 4. cooking

- B. Large Muscle
 - 1. blocks (building)
 - 2. sensory table

- C. Quiet Area
 - 1. reading books

- D. Table Activities
 - 1. games
 - 2. puzzles
 - 3. exploring (science table)
 - 4. playdough
 - 5. coloring

- E. Art
 - 1. pasting
 - 2. cutting
 - 3. easel painting/coloring
 - 4. painting

- F. Readiness Skills and Games
 - 1. colors
 - 2. shapes
 - 3. sizes
 - 4. rhymes
 - 5. opposites
 - 6. sequences
 - 7. classification

- G. Computers
 - 1. Reading skills
 - 2. Math skills (shapes, sequencing, classification)
 - 3. Colors

- H. Listening Center

1. Reading with the aid of audio equipment

I. Theme Related Centers

1. Grocery Store
2. Post Office
3. McDonald's
4. Hair Salon

(Varies from theme to theme)

Language Arts (15 minutes)

- A. Stories
- B. Movies
- C. Songs – finger plays
- D. Puppets

Large Muscle Time (25 minutes)

- A. Free Choice Activity
 1. Playground (weather permitting)
 2. Centers in parish hall
- B. Organized Activity
 1. Dancing
 2. Circle Games
 3. Obstacle Course
 4. Relays
 5. Team game

Show and Tell (5 minutes)

- A. Show one special item from home
- B. Children ask questions about the item/child's experience.

Story (10 minutes)

Snack/Bathroom Break (15 minutes)

- A. Prayer
- B. Washing Hands
- C. Whole group snack

Music (10 minutes)

Closing (5 minutes)

PRESCHOOL T/TH A.M. SCHEDULE

7:45	Doors Open
8:05-8:20	School Begins (Calendar, Prayer, Pledge)
8:20-9:10	Open Play
9-10-9:20	Clean Up
9:30-10:00	Outside Time / Gym
10:05-10:10	Question Box
10:10-10:30	Wash Hands / Snack
10:30-10:40	Group Time / Story
10:40 – 11:00	Music / Dismissal
10:45	Doors Open for pickup

PRESCHOOL MWF A.M. SCHEDULE

7:45	Doors Open
8:05-8:20	School Begins (Calendar, Prayer, Pledge)
8:20-8:35	Writing Center
8:40-9:10	Outside Play / Gym
9:15-9:20	Question Box
9:20-9:40	Wash Hands / Snack
9:40-9:50	Group Time / Story
9:50-10:35	Open Play
10:35-10:45	Clean Up
10:45-11:00	Music / Dismissal
10:45	Doors Open for pickup

PRESCHOOL M-TH All day, ½ day FRI. SCHEDULE

7:45	Doors Open
8:05 - 8:20	School begins (Calendar, Pledge, Prayer)
8:20 – 8:35	Writing Center (Write First Name)
8:40 – 9:10	Outside Play / Gym
9:15 – 9:20	Question Box
9:20 – 9:40	Wash Hands / Snack
9:40 – 9:50	Group Time / Story
9:50 – 10:35	Open Play / Art
10:35 – 10:45	Clean up
10:45 – 11:00	Music
11:00 – 11:30	Lunch
11:30 – 12:00	Rest Time
12:10 – 12:25	Calendar, Pledge, Prayer
12:25 – 12:40	Writing Center (Write Last Name)
12:40 – 1:10	Outside Play / Gym
1:15 – 1:20	Question Box
1:20 – 1:40	Wash Hands / Snack
1:40 – 1:50	Group Time / Story
1:50 – 2:35	Open Play / Art
2:35 – 2:45	Clean up
2:45 – 3:00	Music
3:00 – 3:30	Enrichment Kindergarten Activities
3:30 – 3:45	Pick up

PRESCHOOL M-Th P.M. SCHEDULE

12:00	Doors Open
12:10-12:25	School Begins (Calendar, Prayer, Pledge)
12:25-12:40	Writing Center
12:40-1:10	Outside Play / Gym
1:15-1:20	Question Box
1:20-1:40	Wash Hands / Snack
1:40-1:50	Group Time / Story
1:50-2:35	Open Play
2:35-2:45	Clean Up
2:45-3:00	Music / Dismissal
2:45	Doors Open for pickup

RELIGIOUS EDUCATION

An integral part of St. Mary Preschool is Religious Education. The program follows the theme for the week and adds the dimension that everything is a gift from God. Stories are read from the Children's Bible and specific materials are used to enhance the child's understanding of the love God has for each of them and the world in which they live. A short prayer is said at the beginning of each class and before snack.

EMERGENCY PROCEDURES

Fire

1. Signal will sound throughout the building.
2. Teacher and aide will organize the children at the classroom door.
3. The aide will lead the children in an orderly manner along the fire route to the corner of Downie and State St.
4. Children will not stop to put on outdoor clothing.
5. Teacher will:
 - a. close windows
 - b. turn out lights
 - c. bring attendance book
 - d. check bathrooms
 - e. close bathroom door
 - f. take attendance to account for all the children
6. Class will remain together at the corner.
7. Class will return to the building only when the recall bell is sounded.
8. Ten fire drills will be held each year.

Tornado

In the event of a tornado watch, the children will remain in school, and the weather reports monitored. In the case of severe weather development, the procedure for a warning is to take cover. The students will take cover in the basement. Two tornado drills will be held each year.

WHAT TO BRING TO SCHOOL

Each child will need a school bag, preferably one with an open top with no snaps or buckles. Please put your child's name in large letters on the outside of the bag. Your child should bring it every day to carry home art work and/or notices from the school. You will also be receiving the regular school newsletters. Any changes in this handbook will be made by the principal and noted in the regular newsletter. Please send in a photo or snapshot of your family to display on the family board.

ST. MARY PRESCHOOL SUPPLY LIST

T-TH am

- 1 complete set of clothes in a labeled bag
- 1 normal sized school backpack with your child's name on it
- 1 package of play dough
- 1 roll of paper towels

M-W-F am

- 1 complete set of clothes in a labeled bag
- 1 normal sized school backpack with your child's name on it
- 1 roll of paper towels
- 1 package of glue sticks of 4 or more
- 1 **spiral** notebook- 1 subject, wide rule
- 1 pack of 8 ct. crayons (**classic colors only**)

M-Th all day, 1/2 day F

- 1 complete set of clothes in a labeled bag
- 1 normal sized school backpack with your child's name on it
- 1 lunch box with your child's name on it **please pack an ice pack if necessary*
- 1 nap mat with your child's name on it **must go home at the end of each week to be washed, pillow & blanket okay*
- 1 roll of paper towels
- 1 package of yellow highlighters
- 1 **spiral** notebook, 1 subject, wide ruled
- 1 pack of 8 ct. crayons (**classic colors only**)

M-TH pm

- 1 complete set of clothes in a labeled bag
- 1 good sized school bag with your child's name on it
- 1 roll of paper towels
- 1 package of **SMALL** paper plates (*5 1/4" or similar with no design preferred*)
- 1 package of large paper plates
- 1 **spiral** notebook- 1 subject, wide rule
- 1 pack of 8 ct. crayons (**classic colors only**)

DRESS

Dress your child in comfortable play clothes. He/she will be engaging in very active and sometimes messy play and should be comfortable. Dress appropriately for outside play. Recess time is indoors if raining and during winter months.

Please label **ALL** outerwear clothing (including hats, coats, boots, and mittens) and **bookbags!** Also, please label your child's bag of extra clothing.

ARRIVAL AND DEPARTURE

Please use the east door of the entire building. Park your vehicle on the east side of the building in the east parking lot. Parents are expected to accompany their child to and from the building and classroom. Your child will not be allowed to leave the classroom alone.

Children are expected to arrive **no** earlier than 7:45 a.m. and 12:00 p.m. Students are expected to be picked up promptly. *We ask that children are promptly picked up by dismissal time. If not, parents will be contacted by either the teacher or administrator and a late fee may be charged.*

Please call the office, 989-463-5370 ask for preschool or leave a message if your child will not be attending on their preschool day. We worry when your children do not attend preschool and need to report student illnesses to the Health Dept. each week. If someone else is picking your child up from preschool, please call and inform us so that we will know who to release your child to.

TRANSPORTATION

The center does not provide transportation; however, dial-a-ride is available. Parents must arrange services.

RECESS

All students will go outside during the recess period, weather permitting. If a child is too ill to go outside for recess, they are too ill to be in preschool and should be home recuperating. A current doctor note is required for a student to stay inside during recess. Students will not go outside when the temperature is zero degrees or below, when the wind chill would bring the temperature to zero or below, when it is raining, or when there is severe snowstorm. Please remember to have children dress appropriately for the weather.

FIELD TRIPS

St. Mary's Preschool four year olds will have the opportunity to participate in field trips. We feel that varied experiences outside the classroom are advantageous to a child's growth and development. Due to the need for security in their environment, the three year olds will usually stay in the school complex and we will attempt to bring new and interesting experiences to them. They may participate in a field trip or two during the year.

When available, we will use public school bus transportation or Dial-A-Ride for our field trips.

If the school bus is not available, we will use parent volunteer transportation. (NOTE: ALL PRESCHOOLERS ARE REQUIRED (BY LAW) TO RIDE IN CHILD

RESTRAINT SEATS). Our procedures for volunteer transportation outside the school must stay within the rules outlined by the State Department of Social Services. To comply each parent volunteer must certify in writing the following:

1. That he/she holds a valid driver's license
2. That he/she has fewer than 6 points on his/her record
3. That his/her vehicle is in good operating condition
4. That he/she has a certificate of no-fault insurance in his/her possession
5. That he/she has a seat belt in working order for the driver and each passenger in his/her car
6. Attend a VIRTUS training class

You will always be notified prior to an outing. A signed parent permission slip will be required before a child may go on a field trip.

GRIEVANCE PROCEDURE

As in all human relations, occasions will arise when, due to a lack of communication, some difference of opinion may come into being between parent and teacher. It is the school policy that any such occasion must first be dealt with in a meeting between parent and teacher. The principal will not meet with parents unless a prior parent-teacher contact has been made and has proven unsatisfactory.

WITHDRAWAL

Withdrawal can be made at the request of the teacher or the parent if there is unsatisfactory adjustment by the child. Usually within the first few weeks of school the children become comfortable with the preschool program. If your child has a problem, the teacher will work with you to remedy the situation. However, if your child is truly unhappy, the teacher might recommend withdrawal. The teacher will also consult the parents concerning negative behavior on the part of the child. If it is persistent and continuous, the teacher might ask for the child to be withdrawn. Problems such as these are highly unlikely.

Non-payment of tuition is cause for withdrawal.

In cases of withdrawal, tuition refunds will be determined by the parish life director and principal of the school. It is a general policy of the school not to refund tuition, however, each case will be considered individually. Registration fees are non-refundable.

If you withdraw your child for any reason from Preschool, you will be responsible for paying the current month plus the following month's tuition and a pro-rated amount of your Fundraising requirement (Emergency situations will be reviewed on an individual basis).

A WORD TO THE WISE

Some children are apprehensive about separating from their parent during the first few days of school. We ask that you discuss school in a positive way with your child before he/she comes. On the first day of school, you may arrive with your child a few minutes early and help familiarize him/her with the room. We then ask that you give your child a reassuring hug and kiss and tell him/her that you will be back to pick him/her up. Then leave promptly! We can assure you that most children stop crying as soon as you are out of sight.

VOLUNTEERS

St. Mary Preschool Volunteers

Parents are very active at St. Mary's Preschool. Parents that volunteer **must** attend a VIRTUS training through the Saginaw Diocese. Volunteers that are regularly in the classroom must be fingerprinted. A session is usually scheduled at the beginning of the year at St. Mary School. However many trainings are offered at various times throughout the Diocese. Please plan on coming to this very important training.

LICENSING NOTEBOOK

The Licensing Notebook is available to Parents during regular business hours.

LICENSING RULES FOR CHILD CARE CENTERS

www.michigan.gov/michildcare

Pest Management
Advisory to Parents
As required by Michigan Department of Agriculture

As part of St. Mary Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice following any such application. If you need prior notification, please complete the information below and submit it to the school.

Student(s) Name: _____ **Classroom:** _____

Parent/person to be notified:

Name: _____

Address: _____

City: _____ Zip: _____

Phone number: _____


If you have any questions regarding this matter please contact the school office 989-463-4579.

APPENDIX A COMMUNICABLE DISEASES

A child's illness is most contagious during the early stages




- Signs of illness to watch for: skin rash, sore throat, flushed skin, vomiting, diarrhea, cough, headache, fever, runny nose, and fatigue.
- Staying home and resting at the first sign of illness will help shorten the length of illness.
- When your child begins to show signs of illness, contact your physician for instructions.
- Cooperate with your school, day care center, and health department by keeping your child at home if they are ill.
- Be sure to notify the school if your child is ill.
- A sick child does not learn well at school and endangers the health of classmates.

Scarlet Fever 2 - 5 days	Droplets from nose, throat and mouth spread virus and bacteria by sneezing, coughing, and speaking.	Begins with fever and sore throat. A bumpy, sunburn-like rash appears and spreads to all parts of the body. Rash can peel like a sunburn. Tongue often has strawberry appearance.	Variable. If not treated, can be contagious for weeks.	When signs of illness are completely gone or on antibiotics for 72 hours.
Strep Throat 2 - 5 days	Droplets from nose, throat and mouth spread bacteria by sneezing, coughing and speaking.	Similar to scarlet fever but without the rash. A fever and sore throat are pronounced.	Variable. If not treated, can be contagious for weeks.	After seen by physician and on antibiotics for 24 hours
Vomiting/ Diarrhea 1 - 3 days	Fecal (stool) - oral contamination of hands, food, and drinks placed in the mouth.	Nausea, vomiting, diarrhea, abdominal pain, occasional fever.	From onset of illness until symptoms subside.	24 hours after last loose stool or vomiting episode.
Whooping Cough (Pertussis) 6 - 20 days Average 7-10 days 	Droplets from nose, throat and mouth spread bacteria by sneezing, coughing and speaking.	Runny nose and sneezing. 1-2 weeks later, spasm of coughing followed by a high pitched gasp for air called a "whoop." Coughing can be associated with difficulty breathing and vomiting.	Early, when patient has common cold-like symptoms, to approximately 3-4 weeks after cough onset.	Upon recovery with a minimum of 21 days after development of cough.





Vaccine preventable disease

COMMUNICABLE DISEASE INFORMATION

Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Mumps 2 - 3 weeks Average 18 days 	Secretions from the nose, throat and mouth through sneezing, coughing or speaking.	Pain or heavy swelling near ears. Fever and swelling of salivary glands.	As long as 7 days prior to swelling and 5 to 7 days after onset.	When swelling and fever subside
Pediculosis (Head Lice) 6 - 10 days	Contact with others, including their belongings.	Itching and burning. Close examination shows nits on or near scalp.	Until eggs and lice are destroyed in hair, on clothing and bedding.	Following treatment and lice-free or nit-free (per school policy).
Pink Eye 6 - 10 days	Direct skin contact with wounds or discharges from an infected person.	Irritation of the eye, tears, swelling of lids, and sticky fluid in the corner of the eye.	During the period of active infection. Some recover in only a few days, but many cases take 2 - 3 weeks.	After 24 hours of starting antibiotic and under direction of physician.
Ringworm Unknown	Contact with others, including their belongings.	Scalp: scaly patches of temporary baldness. Body: flat, spreading ring-shaped lesions. The outside is usually red with a lighter inside .	As long as lesions are present and spores remain on contaminated materials.	As directed by a physician with exclusion from showers, pools and wrestling.
Scabies 4 - 6 weeks	Contact with others, including their belongings.	Pimples and tiny burrows appear as slightly discolored lines. Intense frequent itching.	Until mites are destroyed by treatment.	When cleared by a physician.





COMMUNICABLE DISEASE INFORMATION

Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Bacterial Meningitis (Meningococcal and Haemophilus) 1 - 10 days Average 2 - 4 days 	Droplets from nose, throat and mouth spread virus and bacteria by sneezing, coughing and speaking.	Sudden onset of high fever, headache and stiff neck. In severe cases, delirium, stupor or coma can occur. Purplish spots on limbs and mucous membranes may be seen with meningococcal meningitis.	When cleared by a physician.	Upon recovery, minimum 7 days.
Chickenpox (Varicella) 10 - 21 days Average 14 - 16 days 	Secretions of the nose, throat and mouth through sneezing, coughing, or speaking. Discharge from skin lesions.	Slight discomfort, mild to high fever, headache, loss of appetite. Lesions appear in bunches mostly on upper body. Face and extremities less affected. Teardrop shaped lesions surrounded by reddened area.	5 days before rash to 5 days after rash starts.	When lesions are dry and crusted, at least 1 week after breakout first appears.
Common Cold 1 1/2 - 3 days	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking.	Coughing, runny nose, irritated nose and/or throat, light chills, rare slight fever.	24 hours before symptoms appear up to 5 days after onset of symptoms.	Minimum 3 days after onset of symptoms.



Vaccine preventable disease

COMMUNICABLE DISEASE INFORMATION

Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Fifth's Disease 4 - 20 days	Secretions from the nose, throat and mouth through sneezing, coughing or speaking.	Rash begins as a solid red area on cheeks, spreading to upper arms, legs, trunk, hands and feet.	Most infectious before the illness. Not likely to infect after rash and other symptoms appear.	Children who feel well need not be excluded from school upon recommendation from their physician.
German Measles (Rubella) 14 - 21 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking.	Rash begins on face and spreads to rest of the body within 24 hours. Swelling of lymph nodes behind ears and base of skull. Mild cold-like symptoms often present.	7 days before to 7 days after rash onset.	Upon recovery with minimum of 4 days.
Hand, Foot & Mouth 3 - 6 days	Direct contact with discharges from tiny blisters of an infected person. Secretions from the nose, throat, and mouth through sneezing, coughing, or speaking	Sudden onset of fever and tiny blisters on extremities, inside mouth and throat. Rash on hands and feet, mostly palms and soles. Symptoms may be present 5 - 7 days.	2 - 3 days before onset and several days after onset.	Upon recovery when cleared by a physician
Hepatitis A 15 - 50 days Average 28 days 	Fecal (stool) - oral contamination of hands, food and drinks placed in the mouth.	Sudden start with loss of appetite, nausea, fever and abdominal pain/discomfort. Within a few days, jaundice occurs with yellowing of eyes and skin and darkening of urine.	1 - 2 weeks before symptom onset to 1 week after jaundice development. Virus shedding may last up to several months.	When cleared by a physician.
Impetigo 4 - 10 days	Direct skin contact with wounds or discharges from an infected person.	Isolated puss filled spots which become crusted and break, releasing a straw colored fluid. Usually occurs in facial region.	As long as puss-filled lesions continue to drain.	Upon satisfactory medical treatment.
Influenza 1 - 3 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking.	Illness starts with chills, fever, headache, muscle pain, and coughing, followed by other cold symptoms.	1 day before onset of symptoms to about 7 days from the first symptom in children	When fully recovered.
Measles 8 - 13 days Average 10 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking.	Fever, runny nose, red eyes, and coughing. Rash around the ears and hairline followed by the face and neck, trunk, and arms.	4 days before rash and up to 4 days after.	Upon recovery, minimum 7 days.
Mononucleosis 4 - 6 weeks	Person to person with contact from their saliva, such as through kissing, sneezing and sharing utensils.	Fever, sore throat, drowsiness, swollen lymph nodes (especially in neck and armpit), swollen spleen. Swollen tonsils develop whitish-yellow covering. Skin rash and muscle aches.	Varies, but while the person has symptoms and for up to two months.	When cleared by physician. Avoid vigorous activities for up to one month to avoid rupture of spleen.
MRSA Varies and can be indefinite	Direct skin contact with wounds or discharges from an infected person.	Bacterial infection (staph) that may be resistant to certain antibiotics. Commonly appears as a skin lesion that looks like a pimple or boil.	As long as lesions can drain or indefinitely in the carrier state (found on the skin or in nose and not causing infection).	When cleared by a physician and able to keep draining wounds covered.



Vaccine preventable disease