



SAINT MARY CATHOLIC SCHOOL KIDS' CLUB HANDBOOK 2021.2022

STATEMENT OF PURPOSE

Saint Mary Catholic School's Before and After School Care Program (Kids' Club) allows students to be in a safe, loving environment before and after school hours when parents need extended care.

ATTENDANCE

Because staffing for our Kids' Club is based on attendance, it is imperative that we know as soon as possible, but not later than 11 AM, whether or not your child is attending that day.

If Saint Mary Catholic School is closed either for inclement weather or for a school holiday, we will not have Kids' Club; however, it is available on half days unless notified in advance.

DAILY SCHEDULE

7:00 AM – 8:15 AM	Sign in and free play
8:15 AM	Released to classroom
3: 25 PM	Sign in
3:30 PM - 4:00 PM	Homework/activity time/Snack
4:00 PM – 4:45 PM	Outdoor play (weather permitting)
4:45 PM – 5:45 PM	Free Play
5:45 PM – 6:00 PM	Clean Up

DISCIPLINE

All members of the Saint Mary Catholic School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

Our discipline policy centers around helping the child maintain self-control and preserve his or her dignity. We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises, and we stay in close contact with parents, communicating the good and the bad. When necessary, time outs are used as an opportunity for a child to calm down and regain control.

The following rules are in place about respecting adults, other children, and property:

A. RESPECT FOR ADULTS

- Refer to an adult by his or her last name prefaced by the appropriate title.
- Use a moderate tone of voice when addressing an adult.
- Listen and answer respectfully.

- Follow directions promptly.
- Always ask before leaving the classroom so that the supervisor knows where you are at all times.
- Upon entering the classroom after school, sit quietly on the floor until attendance is taken.

B. RESPECT FOR OTHER STUDENTS

- Keep hands to yourself, do not shove or hit others.
- Speak courteously and without interrupting one another.
- Help each other and be kind to one another.
- NEVER use foul language.

C. RESPECT FOR PROPERTY

- Be responsible for any books, desk, toys, computer or other equipment used by you. The COST of school property is the responsibility of the student.
- Use restrooms, classrooms, hallways, and the playground with care.

Consequences for inappropriate behavior:

- First referral will result in temporary isolation from other students with restriction of activity (time out).
- Second referral will result in temporary isolation from other students with restriction of activity (time out), discussion with the principal, and a phone call to parents.
- Third referral could result in suspension from the BASC program with reinstatement only following a conference with parents, student, supervisor and principal.
- Our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination, unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

EMERGENCY CLOSINGS

Snow, bad weather, and other emergencies will be announced on local stations, such WWMT-TV & WOOD-TV in Kalamazoo. If Paw Paw Public Schools close due to inclement weather, Saint Mary Catholic School will be closed. No BASC services are available when the school is closed.

Saint Mary Catholic School follows the public school policy on dismissal regarding severe weather or other disasters where the building is deemed unsafe for children. When weather emergencies arise while students are in the building, and time does not permit for a safe dismissal, students will be sheltered at school. In the event of a public emergency, please do not call the school, but listen to the radio or television stations mentioned above for school information.

ENROLLMENT POLICY

The following forms MUST be submitted before a child may attend the program:

- Completed Child Information Record
- Signed Physical Health Form
- Signed Parental Agreement Form which includes parent provided food, child protection law statement, acknowledgement and agreement of policies and rules, playground equipment statement, and awareness of our licensing notebook.
- Completed BASC registration and anticipated schedule form.

FEES

Registration Fee:	\$25 per family - nonrefundable
Hourly Fee:	\$4.50 per hour, per child
Late Fee:	\$5.00 for every five minutes after 6 PM

FOOD, SNACKS, AND NUTRITION

Parents are to provide an appropriate, healthy snack and/or lunch for your child each day he or she attends every morning and afternoon. A drink of some sort is recommended as well. All foods must be labeled with the student's first name, last name, and date.

HEALTH CARE PLAN

The preschool's complete Health Care Plan is available in the Preschool/BASC Licensing Binder. Copies are also available upon request. Listed below are the topics listed in the plan:

- Hand washing policies and procedures
- Handling of Bodily Fluids policies and procedures
- Cleaning and Sanitizing policies and procedures
- Controlling Infection - Universal Precautions
- Illness and Criteria for Keeping your Child Home
- Health Resources

ILLNESS AND CRITERIA FOR NOT SENDING CHILDREN TO BASC

If a child, volunteer or staff member has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the school, until symptom-free without the aid of medication for 24 hours.

- Diarrhea or vomiting
- Oral temperature above 100 degrees
- Consistent cough or runny nose
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- Chicken Pox, Mumps, or Measles
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

For communicable diseases, a child, volunteer or staff member must be on prescription medication for 24 hours before returning to school.

Parents are asked to notify the school (657-3750) if a child will not be attending preschool for any reason. If a child is not attending preschool due to illness, parents are asked to be specific in reporting the illness, for record keeping purposes. (If an illness becomes common throughout the school, parents will be alerted. Therefore, specific symptoms or diagnoses are appreciated.)

ILLNESS, ACCIDENT, OR INCIDENT DURING BEFORE AND AFTER SCHOOL CARE

If your child becomes ill while in BASC, you will be notified by phone and will be expected to pick him/her up as soon as possible. Medications cannot be administered unless a doctor fills out the proper form. In the event of an emergency, first aid will be administered and the school will attempt to notify the parent by phone immediately. If a minor accident occurs at school, then parents will be notified at pick-up time.

The school must be notified if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

If a staff member or volunteer has a serious illness, accident, or incidents unrelated to illness or injury during BASC, a family member will be notified by phone immediately.

LICENSING NOTEBOOK

Saint Mary Catholic School has a licensing notebook contains all licensing inspection reports, special investigation reports, and all related corrective action plans from May 28, 2010 to present. The notebook is available to parents for review during regular school hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

MEDICATION POLICY

The medication policy will be in accordance with the policy of Saint Mary Catholic School as outlined by the Diocese of Kalamazoo.

We will only keep onsite and dispense medications for chronic and serious medical conditions such as asthma, diabetes, hyperactivity and life-threatening allergic reactions. All prescription and non-prescription medications that students bring to school must be in the original container, and be accompanied by an ***“Authorization for Administration of Medications by School Personnel”*** form which has been signed by your child’s physician.

If your child only needs medicine occasionally (cough drops, pain relievers, and topical ointments, etc.), we ask that you bring the medicine to school and give it to your child personally. **Under no circumstances may a child bring medications to school (including cough drops) and self-medicate.** Such medications will be taken away and stored immediately and parents will be notified. In the event that a child exhibits symptoms that could be relieved by over-the-counter medications, parents will be notified.

Whenever possible, for short-term prescription drugs such as antibiotics, we ask that your doctor dose the medication so your child can take it before or after the school day.

NON-DISCRIMINATION POLICY

Saint Mary Catholic School Before and After School Care Program admits children of any race, nationality, or ethnic origin.

PICK UP

A parent or “authorized” adult must pick up BASC students. Children will only be released to an adult who is listed on the Child Information Record and on the student transportation form maintained in our student information system online. If you will not be picking up your child, please send in a note stating the name of the adult who will be picking him or her up. Please verify ahead of time that the adult you have designated is listed on your child’s form.

PLAYGROUND EQUIPMENT

The elementary school playground equipment is not under the purview of the preschool playground inspection. BASC uses the elementary equipment during outdoor play.

SCHEDULE OF OPERATION

7:00 AM – 9:00 AM
2:45 PM – 6:00 PM

SCHOOL CALENDAR FOR 2021.2022

School Day - 8:25 AM to 3:25 PM

Aug. 22	Sun	Ice Cream Social, 12 noon
Aug. 24	Tue	Faculty Mtg, 9 am
Aug. 25	Wed	First Day of School, Full day
Aug. 30	Wed	MAP Window Opens

Sep. 3	Fri	No School - Labor Day
Sep. 6	Mon	No School - Labor Day
Sep. 7	Tue	Preschool's First Day
Sep. 17	Fri	Official Count Day/Constitution Day
Sep. 19	Sun	Catecathical Sunday, 11 am Mass
Sep. 24	Fri	MAP Window Closes
Oct. 11	Mon	Picture Day
Oct. 12	Tue	Picture Day
Oct. 21	Thu	1/2 Day - Afternoon Conferences
Oct. 22	Fri	PD @ Hackett (Students do not Report)
Oct. 29	Fri	End of 1st Quarter/Halloween Parties
Nov. 1	Mon	All Saints Day - Mass time pending
Nov. 5	Fri	Grades Due in RenWeb/FACTS
Nov. 12	Fri	Report Cards emailed
Nov. 15	Tue	Picture Retakes
Nov. 24	Wed	No School - Thanksgiving Break
Nov. 29	Mon	School Resumes
Dec. 6	Mon	St. Nicholas Day
Dec. 8	Wed	Feast of the Immaculate Conception (Mass time pending)
Dec. 20	Mon	Christmas break begins
Jan. 3	Mon	School Resumes/Blessing of the Doors
Jan. 5	Wed	MAP Window Opens
Jan. 14	Fri	End of 2nd Quarter
Jan. 21	Fri	Grades Due in RenWeb/FACTS
Jan. 28	Fri	Report Cards emailed
Jan. 30	Sun	Catholic Schools Week Begins
Feb. 2	Wed	MAP Window Closes
Feb. 3	Thu	Feast of St. Blaise (Blessing of the Throats)
Feb. 10	Thu	1/2 Day - Afternoon Conferences
Feb. 11	Fri	Mid-Winter Break
Feb. 14	Mon	Mid-Winter Break
Mar. 1	Tue	Mardi Gras/Fat Tuesday
Mar. 2	Wed	Ash Wednesday (Mass time pending)
Mar. 4	Fri	Stations of the Cross
Mar. 11	Fri	Stations of the Cross
Mar. 18	Fri	PD - No Students Report/End of 3rd Quarter
Mar. 25	Fri	Stations of the Cross/Grades Due in RenWeb/FACTS
Apr. 1	Fri	Stations of the Cross/Report Cards emailed
Apr. 4	Mon	Spring Break Begins
Apr. 11	Mon	School Resumes
Apr. 15	Fri	Good Friday - No School
Apr. 17	Sun	Easter
Apr. 25	Mon	MAP Window Opens
May. 13	Fri	MAP Window Closes
May. 25	Wed	Grades Due in RenWeb/FACTS
May. 30	Mon	Memorial Day - No School
June. 3	Fri	Graduation Mass
June. 6	Mon	Report Cards Run
June. 7	Tue	Last Day - 11:30 dismissal

STAFFING AND TRAINING

Saint Mary Catholic School adheres to the rules and regulations of the State of Michigan when staffing the preschool and BASC programs. Saint Mary Catholic School has criminal history background screenings and child protection registry

checks done on all staff. Staff receive yearly training in blood-borne pathogens, and CPR and First Aid training is done every two years. Other training includes, but is not limited to, child abuse and neglect, emergency evacuation procedures, health care services plan, diocesan wide in-service trainings, and the Saint Mary policy regarding the release of children, administration of medications, supervision, and communication with parents. In addition, each member of the BASC staff is required to complete 16 hours of professional development annually in early childhood curriculum, health and safety, or other relevant topics.

TERMINATION OR EARLY WITHDRAWAL

As stated under **DISCIPLINE**, our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by staff and parent. Staff and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.