

2021-2022
ST. GERARD CHILD CARE
517-853-0744



Focus on developing the whole child spiritually, socially, physically, cognitively, creatively, and emotionally to gain and build on new experiences and skills. Facilitate a balance between child directed and teacher supported interactions where children can explore their interests and engage with their peers.

ENTRANCE AGE: 3 years by September 1. **FULL DAY CARE:** 7:00 a.m. to 6:00 p.m.

THE SCHOOL: Experience the joy of Child Care in a Catholic Environment.

THE ENVIRONMENT: Provide an environment that is safe and caring. Provide age and individual developmentally appropriate early childhood experiences.

THE FAMILIES: Maintain and encourage open communication with families to provide consistent care between home and Child Care.

THE STAFF: Students are kept to a low student-teacher ratio with caring, dedicated, and experienced staff.

Students currently receiving care and those enrolling in Preschool will be given priority for placement in the program until **May 1st**. At that time, **available spaces will be given to new child care families**. Child Care applications for **new** students will not be accepted until you receive notice of acceptance into St. Gerard School.

PLEASE NOTE: Our Child Care facility fills quickly. Please return this paperwork in a timely manner.

Please complete and sign the enclosed registration form and emergency form for each child and return to the school office. The \$25 enrollment fee per child will be billed via your Smart Tuition account.

PRESCHOOL REST TIME: A cot and bed roll is issued to each child for rest. Families are required to provide a fitted crib sheet and small blanket.

SNACK: Snack is provided by the Child Care. We provide the children with nutritious snacks including, but not limited to, milk, vegetables, fruits, whole grains, and reduced sugar foods.

LUNCH: Parents have the option to enroll their children in the hot lunch program or provide a cold lunch.

SUMMER PROGRAM: As soon as your child is accepted into the Preschool Program, preschoolers are more than welcome to enroll in our Summer Child Care Program. Children must be 3 years of age and potty trained prior to their first day of Summer Care. This may help with the transition to St. Gerard School and Child Care.

Children enrolled in St. Gerard Child Care during the 2021-2022 school year are automatically enrolled in child care for the summer of 2022. Summer care information will be provided in the early spring. Families will be contacted in the spring to determine whether their child(ren) will attend Summer Care. The cost of Summer Care is not included in the school year payment plan.

PAYMENT AGREEMENT

Fees are based on enrollment, not attendance. There is no adjustment for absences. If you decide to make a change in your child's enrollment, or withdraw from the program, written notice must be received in our office **two weeks** prior to any changes.

Vacation days, release days, and half days are not calculated into the monthly fee. You must pay an additional fee to receive Child Care on any of these days. You will be notified in advance and given the opportunity to sign up for these special days. **X** _____

SIGNATURE - I have read the enrollment/vacation policy.

SNOW DAY POLICY - *If school is closed, Child Care is closed.*

- 1. Credit will not be issued for snow days. Note:** (These days are offset in that we do not charge a monthly fee for the first 2 weeks of June Child Care.)
- 2. Extreme snow closure:** In the event that Child Care is closed for more than 5 days, we will offer a 20% discount for the month of March Child Care. This will take effect if there are 6 snow days in any given school year.

Fees are charged based on nine months of service, September through May. Billings occur August 15-April 15. Fees are due monthly and in **advance of service**. All payments should be paid through Smart Tuition. Smart Tuition Fees are due on the 15th day of each month. If fees are not received, a **\$25.00** late fee will be assessed. If fees are not received by the 25th day of the month, the child will be not be allowed to attend the Child Care program until the fees become current. When a payment is late for more than two consecutive months, the child's status in the program will be re-evaluated. If a check is returned for insufficient funds, there will be a \$30.00 service fee.

Payments made directly to the parish will typically take at least 3 weeks to be posted and cashed. For families who need or want a quick turn around on posting and processing of checks, they should use their payment coupon and mail payment directly to Smart. Typically Smart will process within 3 days.

Serious Behavior Problems will not be tolerated in the Child Care Program. Our program subscribes to a behavior policy built on mutual trust, with caregivers and children working together in a Christ like manner to help children grow and mature. Repeated problems will be cause for dismissal from the program, and any fees paid for the month in which the dismissal occurs will not be refunded.

Your signed agreement indicates that you have read and approved this agreement and the policy handbook of the St. Gerard Child Care Program. St. Gerard reserves the right to make changes in its program, or its fee structure, without advance notice.

Late Pick Up — Our Child Care closes at 6:00 pm.

Pick up between 6:00 pm - 6:15 pm will result in a \$25.00 fee per occurrence.

Pick up between 6:15 pm - 6:30 pm will result in a \$50.00 fee per occurrence.

Extended Child Care — Additional days the child care is open for operation when the school is closed full or half day. Extended days have not been factored into the monthly child care payment and therefore require an additional fee. Note: Extended Days are listed on the SMART website under the **Shopping Cart feature**. Extended care schedules are due 15 days prior to the extended care date or group of dates. Late schedules may be submitted if space allows and at an additional cost of \$5 per day.

Preschool Full-time 7am-6pm — Extended child care ***IS*** included in the monthly fee for Preschool Full-time and Full Day 4 year old 7am-6pm students ***only!!******

All other Preschool-Age Child Care students - will follow the schedule originally signed up for. Extended Child Care during Christmas Break is only included for Preschool Full-Day Full Time Students, regardless of plan signed up for.

Parents: Keep this portion and return the attached form.

ST. GERARD PRESCHOOL and K-6 Child Care REGISTRATION FORM 2021/2022

Please return this form for acceptance into the 2021/2022 Child Care program.

- Fees: Will be paid through Smart Tuition, including the enrollment fee.
- You must enroll for *school registration first, through Smart Tuition*.
- Once you are enrolled in Smart Tuition, your **Child Care enrollment fee (\$25/student)** will be applied and is due by July 15 to reserve your space. Your regular Child Care payments will then be applied over a 9 month period beginning August 15.

CHILD'S NAME LAST FIRST BIRTHDATE GRADE 21/22

PARENT'S NAME LAST FIRST PHONE

ADDRESS

****REQUIRED**** EMAIL ADDRESS YOU WILL BE USING FOR YOUR **SMART TUITION** ACCOUNT

Please use one agreement **per child**, and check the days you will need Child Care. Please read the attached payment agreement, and sign below indicating your agreement to the terms of this contract.

PRESCHOOL ONLY - BILLED AUGUST THROUGH APRIL

FEES ARE BASED ON A YEARLY PROGRAM BILLED OVER 9 MONTHS!!!

	Anytime not in Preschool Class		Anytime not in Preschool Class	
	7:00 am-6:00 pm		7:50 am-2:45 pm	
Includes	_____ Full Time	\$500/month**	_____ Full Time	\$250/month
Extended	_____ 4 days/week	\$400/month	_____ 4 days/week	\$225/month
	_____ 3 days/week	\$320/month	_____ 3 days/week	\$175/month
	_____ 2 days/week	\$220/month	_____ 2 days/week	\$120/month
	_____ 1 day/week	\$120/month	_____ 1 day/week	\$80/month

Mark days attending:

Mon Tues Wed Thurs Fri

GRADES K-6 - BILLED AUGUST THROUGH APRIL

FEES ARE BASED ON A YEARLY PROGRAM BILLED OVER 9 MONTHS!!!

	Before School, 7:00 am-7:50 am		After School, 2:45 pm-6:00 pm	
_____	Full Time	\$85/month	_____ Full Time	\$250/month
_____	4 days/week	\$75/month	_____ 4 days/week	\$225/month
_____	3 days/week	\$65/month	_____ 3 days/week	\$175/month
_____	2 days/week	\$50/month	_____ 2 days/week	\$120/month
_____	1 day/week	\$39/month	_____ 1 day/week	\$80/month

Mark days attending:

BEFORE SCHOOL Mon Tues Wed Thurs Fri
AFTER SCHOOL Mon Tues Wed Thurs Fri

I have read and agree to the terms of the Payment Agreement. _____

SIGNATURE

DID YOU FILL OUT THE BACK SIDE AND THE PAYMENT AGREEMENT BOX ON THE PREVIOUS PAGE: YES

Statement of Good Health-Michigan Licensing Rules for Child Care Centers: R 400.8143(8)

All child care centers must obtain, upon enrollment and annually thereafter, a signed health statement from a child's parents/guardians. **Please "✓" all boxes that apply.**

My child, _____, is in good health with any medical concerns or activity restrictions noted here **(If no restrictions, note "none" or "unknown")**:

My child's immunizations are up-to-date and on file in the school office.

I have an immunization waiver on file in the school office.

Written Information Packet-Michigan Licensing Rules for Child Care Centers: R 400.8146

As a licensed preschool and child care center, St. Gerard School is required to provide a written information packet that includes at least the following to parents/guardians at enrollment:

- Criteria for admission and withdrawal
- Fee policy
- Program philosophy
- Typical daily routine
- Food service policy
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided
- Parent notification plan for accidents, injuries, incidents and illnesses
- Notice of the availability of the center's licensing notebook
- Exclusion policy for child illnesses
- Medication policy
- Transportation policy, if applicable
- Notice of licensing notebook

This information is provided by St. Gerard Child School prior to the beginning of the school year or at enrollment. This information is provided through a combination of enrollment documents, calendars and the preschool/child care handbook. The handbook is available on the St. Gerard School website at **www.stgerardlansing.org** and in hard copy format by request.

Parent Notification of Licensing Notebook-Child Care Organizations Act, 1973 Public Act 116

The Child Care Organizations Act, 1973 Public Act 116, mandates that preschool and child care centers must maintain a licensing notebook which includes all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Michigan Department of Licensing and Regulatory Affairs website at **www.michigan.gov/michildcare**.

St. Gerard's Child Care and Preschool Licensing Notebook is located in the child care hallway (on the parent/guardian information table) and is available to parents/guardians for review during regular business hours.

I certify that the health information for my child indicated above is correct. In the event that any of this information changes, I will inform the child care center in writing immediately. I also certify that I have received the written information packet documentation and that I have been made aware of the availability of the Licensing Notebook.

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

SEND TO CHILD CARE

_____ Date _____ Are Spots Available _____ Director Signature

SEND TO PARISH OFFICE

_____ Loaded in Smart _____ Copy for Parish _____ Original Return to Child Care