

# St. Paul

## Kids Connection Handbook



**St. Paul School  
811 E. Oliver St.  
Owosso, MI 48867  
989-725-7766  
ext 1214**

Revised 8/2020

## Welcome to St. Paul Kids Connection!

Thank you for choosing St. Paul Kids Connection Program. We feel it is a great honor that you have chosen our center for the care of your child. We hope that you find this handbook helpful and informative. Should you have any questions or concerns, please feel free to contact us at 725-7766 ext 1214. or by email at [ljones@spsowosso.org](mailto:ljones@spsowosso.org).

Thank you,  
Lisa Jones  
St. Paul Childcare Director

### Admission Policy:

St. Paul Kids Connection Program is open to school aged children, Kindergarten through 8th grade.

The St. Paul Kids Connection director reserves the right to decline admission of children/families based on space available, assessment of the child(ren) and family in question, and/or misconduct displayed toward or in the presence of staff, students, and/or other participating families.

The following guidelines must be met before admission to St. Paul Kids Connection:

- Registration fee of \$10.00 per family (non-refundable)
- All outstanding St. Paul Kids Connection fees paid in full
- Registration form
- Emergency Card
- Children must be potty trained

### Hours of Operation and Schedule

#### Hours of Operation:

Monday—Friday 7:00 am to 8:30 am and 3:30pm-6:00pm

### Severe and Inclement Weather Policy

#### Power Outage:

St. Paul Kids Connection will be CLOSED if Owosso Public Schools/St. Paul School are closed or delayed due to **Power Outage**. **Billing rates will be adjusted accordingly to times of closure/pickup.**

#### Weather Delays:

St. Paul Kids Connection will be CLOSED if Owosso Public Schools and St. Paul School are delayed due to inclement weather.

#### Snow Days/Weather Cancellations:

When Owosso Public Schools and St. Paul School are closed on Snow Days/Weather Cancellation Days, Kids Connection is CLOSED.

#### Tornado:

If Shiawassee County is under a *Tornado Watch*, we will continue on with normal schedule, but keep notice of sky and weather. If it is a *Tornado Warning* the staff and children are to take shelter in the following manner:

1. Staff will take the children to interior hallway.
2. Children are to sit facing the interior wall and place their hands over their heads.
3. Staff should remain with children to help them keep calm. If possible distribute books, sing songs and talk with children.
4. Staff and children are to stay in this procedure until danger passes.

## St. Paul Childcare Program Daily Schedule

7:00 am	Childcare is open
7:00-7:45	Children arrive, Free Choice Play with Centers
7:45-7:50	Children wash hands/bathroom break
8:00-8:30	Free Choice Play
8:25-8:30	Clean-up time, gather coats and backpacks. children line up and go to school
3:30	Children arrive. Snack time, bathroom breaks, children prepare to go outside
3:45-4:30	Outside Play (if wind-chill is below zero degrees Fahrenheit we will stay inside)
4:30-5:15	Homework/ Quiet Activity Time
5:15-6:00	Free Choice
6:00	Closing

### Note:

This daily schedule is tentative and subject to change based on weather, moods of children, staffing, school functions and holiday activities, etc. If the outside temperature or wind chill is at or below zero degrees children will remain indoors.

## Childcare Policies and Guidelines

### Arrival and Dismissal:

Kids Connection doors open at 7:00am. It is extremely important that parents/guardians sign children in when they arrive in morning to make certain that an adult is present. Parents/guardians must also sign children out when picking up. Children will only be released to the persons specified on their emergency card. If the staff is not familiar with the person picking up the child, the staff will ask for pictured identification and will compare the name with those listed on the child's emergency card. Parent/guardians must notify the Kids Connection in writing if the child is going to be released to someone other than those listed on the child's emergency card.

### Attendance:

- If your child is going to be absent from childcare please contact Kids Connection as soon as possible at 725-7766 ext 1214.
- If you pick up your child from school early please notify the school secretary or notify childcare by calling from the school office phone.

### Late Pick Up:

St. Paul Kids Connection closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of \$5.00 for every 5 minutes or fraction of 5 minutes after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed on the Emergency Card and ask emergency contacts to make arrangements to pick up the child.

### Food/Other Allergies:

Please notify the childcare director in advance or as soon as possible to any allergies your child may have.

### Emergency Cards:

At the beginning of each school year, families are required to complete a new Emergency Card for each child that will be enrolled in St. Paul Kids Connection Program. In addition, it is very important that should you make any changes to your address, place of employment, phone numbers or emergency contacts, you notify Kids Connection. We are **NOT** notified by St. Paul School office of changes. Emergency cards will be accepted only if **EACH FIELD IS FILLED OUT ENTIRELY. Your child cannot attend St. Paul Kids Connection until the emergency card is filled out completely.** If your child has no allergies, no special instructions for care, and/or no special needs please write the phrase, "none known" in those fields. The abbreviation "N/A" is not accepted and is against licensing regulations. If the phrase "N/A" is present on your white emergency card it will be considered incomplete and will not be accepted.

**Health Statement/Forms:**

As a Childcare Center licensed by the State of Michigan, we are required to have a statement signed by parents/guardians with the following information:

- My child is in good health with activity restrictions noted.
- My child's immunizations are up to date.
- The immunization records or appropriate waiver is on file with the school.

By signing the enrollment form you are stating the above to be true regarding your child.

**Medication:**

If medication is to be administered during childcare hours, the following conditions must be met:

- All medication must come in original containers.
- Child's name must be on the container.
- Child's parent/guardian must complete a Medication Permission form provided by the staff of the childcare.
- The childcare staff will administer the medication as specified on the medication.
- Permission form and will keep a record of dates, time, amount and who gave the medicine.

**Sick Children:**

Sick children must remain at home. When your child shows signs of illness at home, please do not bring them to Kids Connection. Children showing the following symptoms (but not limited to) should be kept home:

- Fever, Vomiting, Diarrhea, Eye Discharge, Excessive Cough, Rash, Excessive Nasal Discharge, Chicken Pox, Strep Throat, Pink Eye, Head Lice, Flu.

If symptoms occur during childcare hours, parents will be contacted to pick up their child. If we are unable to contact you, we will then contact emergency contacts listed on the Emergency Card. If a child is sent home with a fever at or over 99.1 degrees, the child may return to childcare when the child is fever free for a minimum of 24 hours without the aid of fever reducing medication.

**Injury/Accident:**

A Minor Injury is considered a cut, scrape, or a bump/bruise.

If a child receives a minor injury during childcare, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed. First Aid will be administered as needed.
- An accident form will be completed if necessary. Parents and staff will sign the form and a copy will be kept in the child's file.

A Serious Injury is considered a head injury, broken bones, internal injuries, dislocations, dental injuries, poisoning, burn, choking, or suffocation.

If a child receives a serious injury during childcare, the staff will do the following:

- Attend to the child's need and determine whether injury is minor or serious and if emergency help is needed.
- A lead staff member will remain with the child while 911 is being called by another staff member.
- A lead staff member will administer CPR and/or First Aid if necessary.
- If emergency help is deemed necessary, we will contact emergency help before parents. If parents cannot be reached, emergency contacts will be called.
- An accident form will be completed for all serious injuries. Parents and staff will sign the form and a copy will be kept in the child's file.
- Licensing will be contacted if necessary.

**Safety Procedures:**

- Fire: The State of Michigan requires that a licensed childcare center conduct a fire drill at least once every quarter. Our planned fire drills will be March, June, September and December.
- Children are trained to leave the building as quickly as possible and to meet in a designated place. Records of fire drills are kept in the director's office.
- Tornado: The State of Michigan requires that a licensed childcare center conduct tornado drills at least twice during the months of April through October. Ours will be scheduled for April and

September. Children are trained to sit facing the interior wall while covering their head. Records of tornado drills are kept in the director's office.

- Crisis Management: This includes, but is not limited to, intruders and bomb threats. A lock-down plan will be put into place. No child will be allowed to be dropped off or picked up during this time, to assure the safety of all children and families.

### **Playground:**

As a childcare center licensed by the State of Michigan, we are required to inform families that we will be using St. Paul School Playground for our outdoor play space. The playground is the same playground that your children use during school hours. We are also required to inform you that a school playground is not required to meet the same playground safety regulations that other licensed centers are required to meet. By signing the enrollment form you are stating you have read & understand our playground policy.

St. Paul Kids Connection strives to provide a safe, healthy, and happy environment for your children while in our care. It is our procedure to survey the playground each time we go out and, should we find something unsafe or questionable, that area will be off limits.

### **Outdoor Play:**

The students of St. Paul Kids Connection have the opportunity to have outdoor play time every day. Please remember to send your children with weather appropriate clothing each and every day. We recommend sending your children with sweaters, hats, gloves/mittens, scarves, shoes, boots, snow pants and coats that are insulated in accordance with the current season. Please remember to write your child's first and last name, in permanent ink, on each of those items to prevent any ownership confusion.

We will remain indoors when weather conditions consist of lightening, thunder, severe weather warnings, or when the wind-chill is at or below zero degrees Fahrenheit.

### **Discipline:**

The discipline, language, and harassment policies that are contained in St Paul Parish School Handbook will be followed in Kids Connection. It is the understanding of the Childcare staff that many factors enter into the disciplinary process, including providing a caring, nurturing staff who encourage children at their level of understanding. It is our hope that by making the child feel comfortable and accepted, the appropriate behavior will be encouraged. Proper physical environment also lends support to appropriate behavior. The following practices will be in use:

- Rules and expectations will be clearly communicated
- Inappropriate behavior will be dealt with on a nonthreatening individual basis. Helping child to understand the inappropriateness of his/her actions and giving the child the opportunity to correct his/her behavior will be emphasized.
- The staff will redirect when necessary. Separated time-out will be used only when absolutely necessary. During this time the child will be removed from the group and asked to think of a more appropriate way to act. At the end of the time out the child and caregiver will process how the problem could have been avoided. When the child is able to articulate a positive alternative to the problem, he/she will return to the group.
- Parents will be notified of any ongoing issues, so the staff and parent may work together to remedy problems.
- The director of the Kids Connection reserves the right to terminate the services of the center to families due to child and/or parent behavioral issues.

### **Toy/Items From Home:**

St. Paul Kids Connection takes no responsibility of lost, stolen or broken items brought from home. All items brought from home must remain in the child's backpack during childcare hours of operation.

### **Non-Smoking Policy:**

During the hours of 7:00 am-6:00 pm, when St. Paul Kids Connection is in operation, smoking is not allowed in our facility. During these hours, all persons are prohibited to smoke within a 25 foot perimeter of the school. Thank you for your cooperation.

**Staff & Volunteer Screening/Training:**

All staff must go through the following screening/training in order to be employed at St. Paul Kids Connection:

- Interview with Childcare Director
- Clearance through State of Michigan fingerprinting
- Satisfactory completion of the Abuse/Neglect Statement
- CPR and First Aid training and Blood-Borne Pathogen training
- Twelve hours of training pertaining to child development annually
- VIRTUS training as directed by the Diocese of Lansing

Volunteers must meet Lansing Diocese requirement and State of Michigan requirement. Please see Childcare/Preschool Director for more information.

**Confidentiality Policy and Nondiscrimination Policy:**

- St Paul Kids Connection takes great care to ensure that all information regarding any child enrolled in our program will remain confidential.
- St Paul Kids Connection is open to all families, regardless of race, creed, religious, ethnic, or cultural background.
- St. Paul Kids Connection director reserves the right to decline admission of children/ families based on space available, assessment of the child(ren) and family in question, and/or misconduct displayed toward or in the presence of staff, students, and/or other participating families.

**Communication:**

Communication between our teachers/directors and the parents of the children attending our childcare is of great importance to us at the center. We feel communication is vital when providing high quality childcare for your family and is key to a successful experience in our program. We encourage daily rapport between parents and workers at drop-off and pick-up times. We also welcome you, as parents, to email, call, or make appointments with us at any time.

**Child Protection Law**

Under the Child Protection Law, 1975 PA238, all staff and volunteers are mandated to immediately report any instance where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. The verbal report must be made to the local Department of Human Services (DHS) office in the county where the child currently resides. A written report must be submitted within 72 hours.

Some warning signs that may be indicators of abuse/neglect of children are:

- Physical abuse: Sores, burns, bruises on body and a reluctance or vagueness about where they originated. Bruises and burns are the most common.
- Neglect: Consistent signs of hunger, inappropriate dress, poor hygiene (unwashed clothes, hair and body odor); regularly displays fatigue or listlessness; unattended medical needs.
- Sexual Abuse: Unusual sexual awareness or behavior. Inappropriate sexual behavior such as attempting to insert tongue in someone's mouth; pain, itching, bleeding, or bruises in the genital area; persistent sexual play with other children, themselves, toys or pets; withdrawal or depression.
- Other signs of possible abuse or neglect include: Extremely aggressive and/or passive behavior;
- delays in development; fear of parents or adults; unusually shy, avoids other children and adults; avoids physical contact; apt to seek affection from any adult; reports of being hurt or abused.

Please be advised that all staff and volunteers of St. Paul Kids Connection comply to each part of this law. If a staff person suspects abuse or neglect of any kind, actions will be taken in accordance to the Child Protection Law discussed above.

**St. Paul Kids Connection Health Plan**

This plan is adopted from A+ Child Development Center Health Care Plan (Administrative Policies and Procedures for Caregivers) Authority: Michigan Department of Human Services Rule 400.5111b(1): Health Care Policies and Resources.

**Public Health Rationale:**

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other environmental surfaces has shown to play a role in the transmission of

disease in childcare settings. Furthermore, people can be carriers of a communicable disease without showing active symptoms. Caregivers need to protect themselves, and the children they serve, by adhering to precautionary measures related to health status and personal hygiene.

### **Children and Staff Hand washing:**

Washing hands will occur before handling or preparing food, beverages, or snacks, after using the toilet room, after sneezing or coughing into one's hands, after handling or cleaning up after bodily fluids or after any unhygienic practice.

Procedure: All hand washing is to be limited to the designated hand sink in the toilet room and kitchen using the following four steps:

1. Wet hands and exposed forearms with warm water
2. Using soap, lather up hands and forearms (scrub for 20 seconds)
3. Rinse hands and forearms with warm water
4. Dry hands and forearms with sanitary paper toweling, turn off the faucet handles with the paper towel used to dry one's hands. Hand sanitizers, water basins and pre-moistened cleansing wipes are not approved substitutes for soap and running water.

### **Handling of Bodily Fluids:**

Saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit:

1. Put rubber gloves on first
2. Assist child
3. Place any soiled clothes in a plastic bag and put child's name on it
4. Throw away any paper product such as paper towel or tissue in a marked plastic bag and dispose in dumpster
5. If bodily fluids have contaminated a table or chair use Sani-Tyze cleaning agent
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Soakit on the site and contact maintenance to let them know we need a wet vac (maintenance will clean the carpet or floor). Keep children away from area by placing orange cones or chairs around space with a note that states "Stay Away", place a fan on the carpet to help it dry

### **Cleaning and Sanitizing:**

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water
3. Submerge, wipe or spray the surface or article with a sanitizing solution
4. Let the article or surface air dry. Cleaning and sanitizing is done: before and after meals for tables; bathroom is cleaned on a nightly basis or as needed; door knobs are cleaned on a nightly basis or as needed; toys are cleaned or rotated as needed. Examples of sanitizing solutions include: water and non-scented chlorine bleach solution (1 tablespoon per gallon of water) or commercial sanitizer specified on label to be safe for food contact surfaces and is used according to manufacturer's direction

### **Infection Control and Precautionary Measures Policy:**

All staff are to be excluded from the child care center when experiencing symptoms of illness that include, but are not limited to, diarrhea, vomiting, fever, jaundice, uncontrolled coughing, open sores (which can't be covered), or have a doctor confirmed infection or communicable disease that can be easily spread from person-to-person.

Procedures:

- All staff experiencing either vomiting or diarrhea are not to return to the child care center until symptoms have subsided for at least 24 hours.
- All returning staff after a diarrheal illness are not to prepare or directly handle any food or food ware for any child for at least 24 hours.
- All staff having a communicable disease are required to have a medical release from a physician before returning to work.

## **Health Related Resources/Online Resources:**

The National Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov). The Michigan Dept. of Community Health: [www.michigan.gov/mdch](http://www.michigan.gov/mdch)

## **Suspension and Termination of Enrollment:**

### **Suspension:**

If child displays behavioral/emotional/social/physical needs beyond what St. Paul Childcare is able to provide for, if child causes harm/displays aggression or is a danger to his/her self/others/ staff during his/her time in Childcare, if child is unable to follow and abide by St. Paul Kids Connection daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc, parents will be notified via phone call immediately.

Upon phone call, parents will be asked to pick up their child to take him/her home for the remainder of the day. If one or more phone calls are made in one week, the child may be suspended from childcare for one or more days pending the severity and assessment of circumstances.

If child is suspended one or more times, St. Paul Kids Connection director or authority of St. Paul Childcare/School/Parish reserves the right to terminate child's enrollment at St. Paul Kids Connection.

### **Termination:**

The St. Paul Kids Connection director or authority of St. Paul Childcare/School/Parish reserves the right to terminate any family's use of the childcare for noncompliance of guidelines stated in this handbook and/or misconduct displayed by parent/guardian/family member toward or in the presence of staff, students, and/or other families.

The St. Paul Kids Connection director or authority of St. Paul Childcare/School/Parish reserves the right to suspend and/or terminate any family's use of the childcare based on assessment of developmental level and/or behaviors of child in attendance. This includes but is not limited to if child displays behavioral/emotional/social/physical needs beyond what St. Paul Childcare is able to provide for, if child causes harm/displays aggression or is a danger to his/her self/others/staff during his/her time in Childcare, if child is unable to follow and abide by St. Paul Childcare's daily routine and expectations, and/or if child is inhibiting the learning and care environment for other children in our care, etc.

The St. Paul Kids Connection director or authority of St. Paul Childcare/School/Parish reserves the right to make changes to these policies.

### **Licensing Notebook:**

Our center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans in our childcare office. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the bureau of Children and Adult Licensing website

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

All of the items listed above are available for parents to view during our business hours of 7:00 am-8:30am or 3:30pm-6:00 pm.

## **Registration Attendance Agreement**

In order to schedule our staff we are asking that you provide an idea of when your child will be attending Kids Connection. Please see the information on the registration form.

## Childcare Billing Process/Payment Options/Rates

### Billing Statements/E-Mail:

Statements are sent via e-mail. The Diocese of Lansing requires the following statement be stated for e-mail usage: I give permission to St. Paul Childcare to send information, billings and updates to the e-mail address provided. I understand that if this address is part of my employment, it may not be private or secure, and that it is acceptable to send private information to this address. I also accept that this e-mail address is checked on a regular basis and sending billings for Kids Connection is acceptable. By signing the enrollment form you are giving us permission to forward information to you via e-mail.

### Payment Options:

- Cash
- Checks made payable to St. Paul School. Checks that are returned will be charged a \$20.00 NSF fee.
- EFT- sign up to pay by automatic payments from your bank account
- SCRIP Program - Families may also participate in the SCRIP, program which allows parents to earn credit towards their childcare fees. For more information, please contact the Parish office at 723-4277 ext 1102.

### Childcare Billing and Delinquency of Payments Procedures:

Statements for childcare are sent on Tuesday. Payment is due by 6:00pm Monday of the next week (6 days later).

- If payment is not received by Monday of the next week \$10.00 late fee will be assessed.
- If payment is not received within 7 days of the original due date, a second \$10.00 late fee will be applied, a phone call will be made and/or responsible parties will be notified in writing that the account has become delinquent.
- If payment is not received 14 days after the due date, the student will not be allowed to attend the program until payment in full or payment arrangements have been made.

### Additional Fees

#### Registration Fee:

A \$10.00 non refundable registration fee is due with school year registration.

#### Late Pick Up Fee:

St. Paul Kids Connection closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of \$5.00 for every 5 minutes or fraction of 5 minutes after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed on the Emergency Card and ask emergency contacts to make arrangements to pick up the child.

### School Year Attendance Agreement:

The table below is for informational purposes only. When filling out the childcare registration form, you will indicate your Kids Connection attendance. This will help us in scheduling staff.

Program description	
<b>Before School-</b> 7:00am to 8:30am	<b>M T W T H F</b>  1st Child \$4.00/hour 2nd Child or more \$3.50/hour
<b>After School-</b> 3:30pm to 6:00pm	<b>M T W T H F</b>  1st Child \$4.00/hour 2nd Child or more \$3.52/hour

Billing will be to the nearest, later ½ hour. i.e. 45 minutes will be billed 1 hour, 1 hour 10 minutes will be 1.5 hours.

# Notes

St. Paul Kids Connection  
811 E Oliver St  
Owosso, MI 48867 989-  
725-7766