

Covid-19

The Michigan Department of Licensing and Regulatory Affairs (LARA) has mandated that every child care facility develops a COVID-19 Preparedness and Response Plan in order to reopen. The St. Thecla ESP (Extended School Program) falls under this category and we are governed by the State of Michigan Child Care Licensing Rules. A written response plan will be given to each family as they register for the 2020-2021 school year.

Program Schedule

St. Thecla ESP will be open on all school days. This includes all early dismissal days. ESP will not be open when school is closed due to weather conditions.

Hours of operation are 6:30 A.M. until the first bell and from the dismissal bell until 6:00 P.M. on all school days. On the days when students have an early dismissal from school ESP will operate from 6:30 A.M. until the first bell and from the early dismissal bell until 6:00 P.M.

Admission Policy

Every child must register to be a part of the program. The registration fee is \$20 per family and is non-refundable. This fee covers the current school year and is not applied toward payment for care.

Withdrawals and readmissions should be taken care of through written notification to the ESP Director.

The Director may need to refuse admittance to the program due to capacity limitations, past history of behavior problems, and truant payments.

Each school year the first opportunity for registration will be given to families already using ESP. If there are no spots

available families will be placed on a waiting list and contacted as openings occur.

The following must be completed before a child is accepted into ESP:

- Enrollment in St. Thecla School - Child Information Record - Emergency Care Release form - Physician information form - Food and Nutrition form - Child Health form - Outdoor Play Area form
- Registration fee paid

Withdrawal Policy

Students are automatically withdrawn from the program when the child is no longer enrolled in St. Thecla School. If you plan to withdraw your student from the program, please notify the director in writing as soon as possible. If a staff member feels that a student should be withdrawn from the program the following steps will be taken:

- Staff will meet and discuss the reasons why they feel the student should be withdrawn.
- A meeting of the parents and the staff will be held to discuss the reasons for this action.
- The parents and the Director will decide on an action that would be most beneficial for the student.
- Should a student have trouble adjusting to ESP after everything has been done to correct the situation, the parent will be given written notice for withdrawal. A student may also be withdrawn from the program by the director for the following reasons:
 - Parent's failure to pay fees
 - Parent's failure to complete and return forms in a timely manner.
 - Parent's failure to observe rules concerning payment and drop-off/pick-up times.

Checking In/Out Procedure

It is mandatory that parents walk their child in/out for both morning and afternoon sessions. This procedure cannot be omitted. It is equally important for the parents to assume the serious

obligation of signing their child in/out before leaving the building. No minor (under 16 years of age) may sign a child out. Your cooperation in this area of concern is most necessary for the protection of your child. Parents should enter the Activities Center through the main doors to the Activities Center unless otherwise notified. Your child's participation in St. Thecla School extra-curricular activities should be noted on the weekly schedule if your child will be going to or coming from that activity while in the care of the ESP staff.

Discipline Policy

The following rules are in effect at St. Thecla ESP:

- Walk in the building - Keep your hands and feet on your own body at all times. (No hitting, kicking, fighting, etc.)
- Leave the area only with permission of a staff member.
- Be courteous and show respect to all adults and children.
- Always clean up an area before you leave it.

Most discipline problems are handled by the staff when the problem occurs. When a child is behaving in an unacceptable manner, the staff will help the child identify the appropriate action, give the child the opportunity to change behavior, and if the unacceptable behavior persists, direct the child to another activity or have the child sit out in order to calm down and think about the appropriate behavior. When the problem has been resolved, the child is allowed to continue in the activity or be directed to another. The staff will never use any form of corporeal, mental, or emotional punishment or deprive a child of snack or necessary toilet use, or confine a child in a small enclosed space.

Corrective strategies used with each child will be selected on an individual basis, recognizing each child's uniqueness of temperament and age. The child's actions only will be corrected, helping the child to understand he/she is liked, but his/her actions at the time were not.

Repeated problems will be documented and brought to the attention of the Director and parents. Students who consistently disregard the rules will be permanently dismissed from the program. Unacceptable behaviors include, but are not limited to, the following:

- disrespect toward the ESP staff swearing, sassiness, and verbal actions, rowdiness and roughhousing - destruction of ESP or St. Thecla property - leaving the area without permission.

Fee Schedule

The following rates will be in effect for this school year:

Registration fee - \$20 per family per year

Schedule day (at least 24 hours verbal/written notice) - \$5 per hour per child

The hourly rate will be charged per the parent sign in/sign out record. It is very important that each child be signed in in the A.M. and signed out in the P.M.

An EMERGENCY fee of \$5 per quarter hour will be charged for students not registered in the program. This may be used three times before registering for ESP will be necessary.

There will be a \$1 per minute per child LATE PICK-UP FEE charged when a child is not picked up by 6:00 P.M. closing time. If a child is picked up after the 6:00 closing time, please be sure to sign them out at the exact time they are picked up according to the clock on the clipboard. Although phone calls make us aware of your delay, this does not eliminate the late fee as our staff is still caring for your child(ren). Please let us know if you anticipate being late since this helps to relieve your child's anxiety when the other children are all picked up. Please realize that frequent late pick-ups may result in termination of usage of the program. Weather forecasting on radio/TV usually predicts in advance the forthcoming inclement weather. We would appreciate your efforts to arrive on time to pick up your child.

The billing period will be from Monday through Friday (bi weekly). Invoices will be ready for parent pickup on Monday and payments are due by Friday of the first week. If your child will not be attending ESP on Monday, the ESP Communication Envelope will be sent home with your child. Please be sure to ask him/her for it. A late fee of \$5 per week will be added to your bill if the payment is not received by the due date. Delinquent accounts will result in termination of usage of the program. Payments are to be returned in the ESP Communication Envelope directly to the ESP staff or to the

school office. Do not seal the envelope; it will be used for the entire school year.

Scheduling is crucial to making ESP run smoothly. Schedules for attendance for the following two weeks must be included with your payment. Please be sure to let us know if your child will not be attending as they were scheduled, especially in the afternoon. When your child is scheduled to attend ESP after school, staff members will attempt to locate your child if they do not come to ESP as expected. This wastes staff time as well as makes all the other children wait in the hallway. So, please be considerate of the staff and other children and let ESP know of schedule changes.

ESP may be notified of schedule changes by calling the Activity Center and leaving a message. Please call 586-791-2170 then press number 2. The answering machine will be checked for messages at 6:30 A.M. and 3:00 P.M. as well as other times throughout ESP operating hours.

Daily Schedule

A.M.

Session

Quiet activities as the students arrive. Students may bring breakfast to eat when they first arrive. The following will be available:

Table top games Art activities Puzzles Homework area
Drama activities Building toys Books/Magazine

At 8 A.M. we will walk over to the Kindergarten hallway to wait for the school bell to ring. If you arrive after 8, please come right to the hallway to sign your child in.

P.M.

Session

Upon arrival, attendance is taken, clothing is changed if

necessary, snack is eaten, and all personal items are neatly stored. All students attending P.M. ESP must bring a nutritious snack each day in a bag/box that is separate from their school lunch and labeled with their name, the day, and ESP. It is also urged that play clothes be kept in a separate bag from their school bag. Please remember to label all clothing -- uniform and play, including shoes. If your child also attends A.M. ESP, their afternoon snack and clothing may be stored in the ESP closet during the school day.

A 20 minute period (minimum) of outdoor play will take place, weather permitting. All students will be required to dress appropriately for the weather. We will go outdoors in the snow, so make sure your child is prepared. If your child is too ill to go outdoors, then perhaps he/she should remain at home. No exceptions will be made. We will not go outdoors when it is raining, snowing a wet snow, or the actual temperature is below 20 degrees.

Upon coming indoors, the students will have their choice of the following:

Table top games Art activities Puzzles Homework area Drama activities Building toys Books/Magazines Before leaving ESP for the day, the child is required to clean up the area in which they are playing. Staff and parents are expected to enforce this policy.

P.M. Session 12:15-6:00 P.M. (on ½ days of school)

Upon arrival, attendance is taken, lunch is eaten, clothing is changed, and all personal items are neatly stored.

A 20 minute period of outdoor time.

A 30 minute period of rest/quiet time will follow.

A 90 minute period of indoor play with free choice activities will be offered.

Snack is eaten and the regular afternoon schedule is followed.

Medication Policy

The ESP staff will not administer any medication (except emergency medications).

Any medications that need to be administered by the school office during the school day should be given to the ESP staff upon arrival. The ESP staff is responsible for taking the medication to the school office or returning it to the parent.

ESP will maintain an "emergency" medication box for registered students requiring immediate care (i.e. inhalers, epi-pens, bee sting kits, etc.) Parents will be required to supply the medication that will be kept on-site and sign a permission form for ESP to administer the medication.

Food Service Plan

St. Thecla ESP will not provide food service to the students. Students attending the A.M. session may bring a snack with them. Students attending the P.M. session are required to bring a nutritious snack with them to the program. On all early dismissal days, students are required to bring a lunch and a snack with them to the program. Parents are required to sign a Food and Nutrition form when they register stating that this policy is understood.

Emergency Procedures

Serious Injury or Accident
Procedure

A staff member will attend to the injured child and administer first aid as necessary. The staff member will determine the seriousness of the injury. Another staff member or adult will notify EMS, parents, and the Director if necessary. A staff member

will remain with the injured child until relieved by other staff, parent, or EMS. Other staff members will direct the other children away from the area, reassure them, and keep them occupied. An accident report will be completed. Minor injuries will be attended to by the following:

- Cuts will be washed and bandaged.
- Ice will be applied to bumps.

Tornad

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During threatening weather, a staff member will listen to the radio, watch TV, or check online for warnings. When a warning is given for our area, the children will be moved to the Kindergarten corridor. They shall remain there in position until an all clear is given on the radio or online. A staff member shall take the attendance record and account for all of the students. Parents are requested not to call the Activities Center in the event of a tornado warning. Telephone lines need to be kept open for emergencies. Procedures for tornado drills will be practiced in the spring.

Fir

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When a fire alarm is sounded, staff members will line up the students and proceed out the exit door to the main parking lot. Students shall walk in silence to the designated safe area near the fence at the east end of the main parking lot. A staff member shall take the attendance record and account for all of the students. Procedures for fire drills will be practiced at least four times per year.

Health Care Plan

Hand Washing The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water

to a comfortable temperature between 60 and 120 degrees. -
Moisten hands with water and apply soap. - Rub areas between
fingers, around nail beds, under fingernails
and jewelry, and back of hands. - Dry hands with a clean,
disposable paper or single use cloth.

Turn off tap with the disposable paper or single service
towel. Hands shall be washed with soap under running water. The
following are not approved substitutes for soap and running water:

- Hand sanitizers, Water Basins, Pre-moistened cleaning wipes

Handling Bodily Fluids ESP will use precautions when handling
bodily fluids as instructed in the blood borne pathogen training.
Steps used will include:

- staff will put on gloves - Clean up bodily fluid. -
Wash the area with soap and water, rinse, and sanitize
the area. - Wash hands of the child. - Take off gloves
and wash hands.

Cleaning and Sanitizing The following steps are to be followed
for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water. - Submerge,
wipe, or spray the article or surface with a sanitizing
solution. Let area/surface air dry.

Sanitizing Solution

- Water and unscented chlorine bleach solution with a
concentrate of 1 tablespoon bleach to 1 gallon water. -
Commercial sanitizers specified on the label to be safe for
food contact surface and used according to the manufacturer's
direction.

Controlling Infections

- Toys that are mouthed will be removed and washed, rinsed,
and
sanitized. Other toys and equipment will be washed immediately
if dirty, or on a daily basis or when dirty. - Children who have
any type of communicable disease/condition will be removed from

care and may return to care only with a doctor's note. -
Children who become ill will be moved away from the children
until they are picked up.