



**ESP HANDBOOK
2026-2027**



“We, the community of St. Thecla Catholic School, dedicate ourselves to serving God through our growth in faith, education, and love for one another as members of God’s Family.”

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Program Schedule

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

ESP operates from 6:30 a.m. until the first bell and from the dismissal bell until 6:00 p.m. on all school days. When students are dismissed early from school, ESP operates 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 participate in the program. The registration fee is \$25 per family and is nonrefundable. It covers the current school year and is not applied toward payment for care.

Withdrawals and readmissions should be handled through written notification to the ESP Director.

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

Each school year, the first opportunity for registration will be given to families already using ESP. If no spots are 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 Catholic School
- ❖ Child Information Record
- ❖ Child Health Form
- ❖ Food and Nutrition Form
- ❖ Outdoor Play Area Form
- ❖ ESP Registration Email Form
- ❖ Written Information Packet Documentation
- ❖ Parent Notification of the Licensing Notebook
- ❖ Handbook Agreement



Withdrawal Policy

Students are automatically withdrawn from the program when the child is no longer enrolled in St. Thecla Catholic School.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 If a staff member feels that a student should be withdrawn from the program, the following steps will be taken:

- ❖ Staff will meet to discuss why the student should be withdrawn.
- ❖ A meeting will be held between the parents and the staff to discuss the reasons for this action.
- ❖ The parents and the Director will decide on the most beneficial action 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 when program expectations are not met, including:

- ❖ Fees are not kept current.
- ❖ Required forms are not completed and returned.
- ❖ Payment policies are not followed.
- ❖ Drop-off and pick-up times are not observed.

Checking In/Out Procedure

Parents must walk their child/children in/out for 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) may sign a child out. Your cooperation in this area of concern is most necessary for protecting your child. Parents should enter the school through the doors by the large Jesus statue unless otherwise notified. Your child's participation in St. Thecla Catholic 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:

- ❖ When walking in the building, always keep your hands and feet on your own body. (Do not hit, kick, fight, etc.)
- ❖ Leave the area only with the 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 unacceptably, 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 to calm down and think about the appropriate behavior. When the problem has been resolved, the child can continue 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 snacks.

Corrective strategies will be selected individually, recognizing each child's unique temperament and age. The child's actions will only be corrected, helping the child understand that he/she is liked, but his/her actions at the time were inappropriate.

Repeated problems will be documented and brought to the Director's and parents' attention. 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, verbal actions, rowdiness, roughhousing, the destruction of ESP or St. Thecla property and leaving the area without permission.

Fee Schedule

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

- ❖ Registration fee - \$25 per family per year



- ❖ Schedule day (at least 24 hours verbal/written notice) - \$6 per hour per child

The hourly rate will be charged per the parent sign-in/sign-out record. Each child must be signed in at the A.M. and out at the P.M.

Students not registered in the program will be charged an emergency fee of \$6 per quarter hour. This fee may be used three times before registering for ESP is necessary.

A \$1 per minute per child LATE PICK-UP FEE will be 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 sign them out when they are picked up. Although phone calls inform us of your delay, this does not eliminate the late fee, as our staff still cares 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 the termination of program usage. Weather forecasting on radio/TV usually predicts the forthcoming inclement weather in advance. We would appreciate your efforts to arrive on time to pick up your child.

The billing period will be Monday through Friday (bi-weekly). FACTS will email you the amount charged for ESP through incidental billing.

Scheduling is crucial to making ESP run smoothly. Attendance schedules are sent via email to be filled out for the two-week period. 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 expected 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 and 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 586-791-2170 and pressing number 2. The answering machine will be checked for messages at 6:30 a.m. and 3:00 p.m. and 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:

Tabletop games, Art activities, Puzzles, Homework area, Drama activities, Building toys, Books/Magazine

At 8 A.M., we will walk to the kindergarten hallway to wait for the school bell to ring.

P.M. Session

Upon arrival, attendance is taken, clothing is changed, if necessary, snacks are 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 separate from their school lunch and labeled with their name, the day, and ESP. The following will be available:

Tabletop games, Art activities, Puzzles, Homework area, Drama activities, Building toys, or 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, and all personal items are neatly stored. A 30-minute period of rest/quiet time will follow. Ninety minutes 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).



Upon arrival, the ESP staff should be given any medications the school office needs to administer during the school day. 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 (e.g., inhalers, epi-pens, bee sting kits, etc.). Parents must supply the medication kept on-site and sign an Authorization for Dispensing of Medication form for ESP to administer it.

Food Service Plan

St. Thecla ESP will not provide food service to the students. Students attending the A.M. session may bring a snack, and students attending the P.M. session must bring a nutritious snack to the program. On all early dismissal days, students must bring lunch and a snack to the program. Parents must sign a Food and Nutrition form stating they understand this policy when registering.

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. If necessary, another staff member or adult will notify EMS, parents, and the Director. A staff member will remain with the injured child until relieved by other staff, a parent, or EMS. Other staff members will guide the remaining children away from the area, reassure them, and keep them engaged. An accident report will be completed.

Minor injuries will be treated as follows:

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

Tornado

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 the students. Parents are requested not to call the ESP phone 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.

Fire

When a fire alarm sounds, staff members will line up the students and proceed out the exit door to the main parking lot. Students will then walk in silence to the designated safe area. A staff member will take the attendance record and account for all students. Fire drill procedures 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 on the back of hands.
- ❖ Dry hands with clean, disposable paper or a single-use cloth.
- ❖ Turn off the tap with the disposable paper or single service towel.

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. The steps used will include:

- ❖ Staff will put on gloves



- ❖ Clean up bodily fluids
- ❖ Wash the area with soap and water
- ❖ Rinse and sanitize it
- ❖ Wash the child's hands
- ❖ Remove the gloves and wash their hands.

Cleaning and Sanitizing

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

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

Sanitizing Solution

A sanitizing solution shall consist of water and unscented chlorine bleach mixed at a concentration of one (1) tablespoon of bleach per one (1) gallon water. Commercial sanitizers labeled as safe for food contact surfaces may also be used and will be prepared and applied strictly in accordance with the manufacturer's instructions.

Controlling Infections

Mouthed toys will be removed, washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty or daily when needed. Children with any 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.