



Immaculate Heart of Mary Catholic School Child Care Center Handbook



Immaculate Heart of Mary Catholic School
1951 Plymouth Ave SE
Grand Rapids, MI 49506

Child Care Phone: 616-241-4633, ext. 204

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616-241-4633
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Our School Mission Statement

Immaculate Heart of Mary School, immersed in the teachings of the Catholic Church, is dedicated to providing excellent spiritual and academic formation in the development of well-rounded individuals centered in Christ.

Our Beliefs

We Believe In...

- **Preparing** children to live their Catholic faith by nurturing their love for Christ.
- **Assisting** them in understanding their unique God-given talents and gifts.
- **Encouraging** children to develop their talents and self-esteem based on Catholic values and academic excellence.
- **Nurturing** each child's desire to continue learning beyond the classroom.
- **Cultivating** student's awareness and respect for all members of God's world
- **Developing** collaboration among students, parents, staff and the parish community.
- **Motivating** students to value and participate in Catholic Ministry as a way of life.

About IHM Child Care Center

Purpose and Philosophy

The purpose of Immaculate Heart of Mary Catholic School's Child Care Program is to provide safe and secure care for the enrolled children of IHM School before and after school and for preschoolers and young five students when they do not have school.

Attendance schedules vary according to the needs of each child and his/her family. There is a basic daily routine that gives the children a sense of security. At the same time, there is flexibility in order to meet specific needs of children on any particular day.

We believe that each child is a gift from God and should be treated as such. We believe children learn best through a combination of planned and spontaneous experiences with a balance between teacher-led and child-led activities in order to encourage overall development physically, mentally, emotionally, spiritually, and socially. Activities include but are not limited to stories, large and fine motor activities, language and math games, dramatic play, creative art, crafts, music and movement, sensory exploration, experiments, manipulatives, puzzles, board games, and homework assistance as needed. We believe the outdoors is essential for overall health and development and go out with the children every day (weather permitting).

Click here for the [basic daily schedule](#).

Hours/Days of Operation

Child Care is open from 7:00 a.m. to 6:00 p.m. every day that school is in session. When the elementary school is closed, Child Care is closed. If school is delayed due to inclement weather, Child Care may be delayed an equal amount of time.

Fees

- Annual Registration for an entire family - **\$10**
- First child - **\$5 per hour**
- Each additional child - **\$5 per hour**
- Fees are charged prorated on the quarter hour.

Parents will be charged \$10 for every 15 minutes (or fraction thereof) when their child remains at the Center after 6:00 p.m.

Invoices will be sent home via email every two weeks. **Payment for the days and times indicated will be made within two weeks of invoice unless other arrangements are made with the school administration.** A late fee of \$5 will be charged if not paid by the due date.

Billing Options

Credit Card payments are encouraged. Please call Barb Heinbeck in the Parish Office: 616-241-4477.

Payments can be made online via PayPal. Create or pay with an existing PayPal account.

- Visit [paypal.me/ihmchildcare](https://www.paypal.me/ihmchildcare)
- Type in the payment amount.
- In the “Add a Note Section”, list the child(ren)'s name(s).

Payments may be given to a Child Care Staff Member during drop off and pick up.

Payments may be put into a locked box labeled Child Care located inside the main entrance of the school, Door A.

Payments may be mailed to the School Office at 1951 Plymouth Avenue SE, Grand Rapids, MI 49506.

Payments are no longer accepted via Kidmail.

Attendance Policies

Admissions Policy

Attendance at The IHM Child Care Center is limited to those students currently enrolled in IHM School preschool through 8th Grade. Every child is expected to be a minimum of 3 years old and toilet trained upon enrollment. Children admitted into the child care program must have the following forms completed and on file with the director prior to enrollment (Regular school forms and fees must also be complete and up-to-date.). All forms must be updated annually:

- Registration (including \$10 annual fee)
- Child Information Record (*for each child*)
- Parental Written Statement Re: the Health & Well Being of Child (*for each child*)
- Written Information Packet Documentation -- signed after reading the Parent Handbook.
- Acknowledgement of IHM Emergency Alerts System
- Sibling Release (*optional*)

Please Note: If any information changes, the director must be notified prior to your child's next attendance.

Scheduling Policy

The parent/guardian must keep the director informed about scheduling needs.

- A consistent schedule is preferable.
- If a varied schedule is necessary, then please email the schedule at least one week in advance or sooner if at all possible.

PLEASE NOTE: The IHM Child Care Center is unable to function as a drop-off center. When in need of a new or varied schedule or last-minute care, **please check with the Child Care director to verify that space is available.** We will do our best to accommodate you. However in order to maintain a legal teacher to child ratio, that may not always be possible.

PLEASE BE COURTEOUS: If you have a **change of plans** and decide not to utilize Child Care's services on any particular day or at any particular scheduled time, **please let us know ASAP.** Your child's absence could coincide with someone else's last-minute need for child care.

Drop-off Policy

While there is a pandemic, we cannot allow parents in the building. Before arrival and by 8:30 a.m., screen each of your children using the required daily symptom checker. Bring children to the front door (or gate if we are on the playground). Wait for a Child Care staff member to record the following: your child's temperature, your acknowledgement of screening, a visual assessment of your child, and the time of arrival. Please communicate any special needs your child may have for the day verbally or via email.

Pick-Up Policy

While there is a pandemic, we cannot allow parents in the building. Please ring the doorbell or otherwise request our attention. (It is helpful when parents stand in front of the glass door until seen so that we can identify faces right away.) We will collect your child and his/her belongings. We will record the pick up time, and bring your child to you.

Please note that if we do not recognize the pick up person, we will request ID. We will then compare the ID with the list of permitted pick-up persons.

Notification is requested if anyone other than the normally scheduled person will be picking up the child. **We cannot release your child to a new pick-up person unless the pick-up person is listed on your Child Information Record or we have been notified, via a signed note or email by a parent.** Please inform this new pick-up person that **we will require their picture identification** before opening the door to them and before releasing the child to their care.

Withdrawal Policy

Parents are free to withdraw from IHM Child Care at any time. A minimum two-week notice is appreciated. An Exit Interview may be conducted with the withdrawing family to determine where IHM Child Care might improve.

Removal Policy

If a family's Child Care account is not kept in good standing, a child's attendance at Child Care may be limited or barred. Removing a child from the IHM Child Care Center is enacted by the IHM School administration in consultation with the Child Care staff and Pastor of Immaculate Heart of Mary Parish when there is a repeated, prolonged, and open disregard for center rules or authority, or where circumstances of crime, scandal, morality, safety, or disruption necessitates this extreme disciplinary action.

Staff

IHM Child Care Center is a state licensed center providing care for enrolled students per the provisions of the Michigan Administrative Code. Our staff is trained in CPR and First Aid.

All staff members are screened with comprehensive background checks (including fingerprinting) by the Michigan Department of Licensing and Regulatory Affairs before having contact with children in the care of IHM Child Care Center. No person having been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual will be hired. Screening documentation shall be kept on file. The director has a Bachelor's Degree in Early Childhood Education. Each staff member has been carefully screened for their love of children and their ability to positively interact with children.

Volunteers

All adult volunteers of IHM Child Care (IHM CC) with unsupervised access to children are screened with comprehensive background checks (including fingerprinting) before having contact with children in the care of IHM CC.

All supervised adult volunteers at IHM CC shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. PSOR clearances shall be renewed annually. All supervised adult volunteers will be kept within eyesight of a staff member at all times while they are interacting with children.

No person having been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual will be accepted as a volunteer and is prohibited from having contact with any child in care. Screening documentation shall be kept on file.



Discipline

Children function best in an environment that is loving, supportive, and stable.

The staff employs methods of discipline which encourage self-control, self-direction, and self-esteem. Our staff will keep a consistent daily schedule and an orderly classroom. Simple limits will be set for the child's safety and will be explained and enforced. When a child's behavior becomes unacceptable, he/she will be told why and encouraged to change it. If a child's behavior could hurt someone, damage something in the room, or continually disrupts the class it may be best to remove him/her in order to think about the behavior displayed. The child is then welcomed back to the group to join in the present activity. Appropriate parent contact will be initiated by the staff following discipline issues and students may be referred to the principal or other administrator. Students will be reminded that the School Discipline Policy and procedures also apply at the Child Care Center.

Dress Code

Students in grades K through 8 are expected to follow the [IHM School Dress Code](#) (listed in the Family Handbook and on the school website). Preschool and Young 5s are expected to follow their classroom guidelines for dress code. Children may change into play clothes (following school guidelines) after school hours at the discretion of the Child Care Center staff.



Emergency Procedures

Fire, tornado, lock-down and evacuation drills will be practiced throughout the school year. In the event of severe weather, we advise parents not to pick up their children until the severe weather has passed. In the event of an emergency, we ask that you follow these procedures:

- Please do not call the school. Our telephone lines must be kept open to respond to the emergency. Information regarding any change in the time/location of pick-up will be sent through the IHM app. The IHM app will enable parents to receive emergency information involving IHM School, Preschool, and Child Care.
- Please note that if there is an emergency or emergency drill, it is possible that parents may not even have access to the school vestibule.

Student Care

Drinking Water

Please send a clean spill-proof water bottle each day filled with fresh water.

Snacks

The children enrolled in IHM Child Care bring their own snacks for the morning (9:45 a.m.), and afternoon (between 2:30 and 6:00 p.m.) – depending on the times they are scheduled to attend. We encourage natural, healthy snacks (no candy, pop, sugary drinks, or extreme sweets, please).

Lunch

Children staying for lunch (11:30 a.m.) must either bring their own sack lunch or purchase a hot lunch. Hot lunch and/or milk is provided by [Catholic Central High School](#). Hot lunch (including milk) is \$3. Milk purchased alone is 50 cents. **Please inform the Child Care staff by 8:30a.m., if your child will need a hot lunch (or milk only) for that day.** Please supply your own utensils and napkins for sack lunches.

Nutrition

We encourage healthy food for healthy child development. Please send fruits and vegetables, protein or minimally sweetened treats in place of candy and high sugar or artificial options.

We encourage healthy drinks for healthy child development. The children have free access to a drinking fountain at all times. However, if you would like to send a drink, please send water, milk, or at least 100% juice instead of soda and other drinks with food coloring and sugar or “sugar free” additives.

For ideas, we recommend:

- researching “healthful lunches for kids”
- [Best and Worst Drinks for Kids](#)

Preschool and Young 5s Material Needs

Extra Clothes

- A change of underwear, pants, a shirt, socks (**Please label everything!**)

Seasonal Needs

For winter weather, please bring the following snow clothes in a canvas tote bag: boots, snow pants, coat/jacket, hat, mittens. **Please label everything!**

Preschool Rest Time

All preschoolers rest from 1:45 to 2:30 p.m. Soft music is played at this time. State licensing requires a sheet or blanket of appropriate size and that all bedding be washed, rinsed, and sanitized at least once a week. We request if your child is in Child Care during rest time, that you please send the following:

- Bedding (*crib sheet, small blanket, small pillow) inside a closed plastic bag
- Quiet toys/activities (e.g., books, plastic figurines, lacing cards, coloring book & crayons)
- canvas tote bag large enough to hold bedding and quiet toys/activities

Please label everything.

Please replace Rest Time Bags with fresh bedding and toys at least weekly.

Each preschooler will be required to either sit or lay down quietly on his/her cot without disturbing others. Children who fall asleep and are reluctant to wake up at 2:30 p.m. will be allowed to sleep longer unless the parent requests otherwise.

*Per Licensing rule R400.8176.5, "...a sheet or blanket of appropriate size must be provided...", we recommend a crib sheet for extra germ protection and a small blanket for comfort.

Health Practice & Exclusion Policies

Social Distancing

Colored spots on the floor indicate where children sit or stand 6 feet apart.

Masks

All children and adults are required to wear a mask in the Preschool/Child Care building except while eating (6 feet apart) and while resting on cots (6 feet apart).

Hand Washing

Children attending IHM Child Care are taught and reminded of proper hand washing procedures. All children and staff practice washing hands often and for at least 20 seconds at a time. Washing hands is especially important before and after eating, after using the restroom, after messy activities, and after touching one's face.

The following procedures are considered best practice for hand washing:

- Have a clean paper towel available.
- Turn water on to a comfortable temperature (between 60 degrees F to 120 degrees F).
- Moisten hands with water and apply soap.
- Rub hands together until a soapy lather appears and continue for at least 20 seconds
- Rub area between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

Staff of IHM Child Care undergo Blood Borne Pathogen Training prior to employment. Latex gloves are available for staff to use in the event of possible exposure to potentially infectious fluids (blood, vomit, nasal discharge, urine, etc.) Should such fluids be present, children will be removed from the area until fluids are cleaned up and the area is disinfected. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Cleaning

- Bathrooms and frequently touched surfaces are cleaned and disinfected at least every four hours.
- Tables are cleaned between children.

- Floors are to be cleaned by cleaning staff before the start of each day.
- Toys and cots are cleaned and disinfected daily.

Screening

Before joining the Child Care Program all children will be screened for potential illness.

1. **Temperatures** will be taken using a kiosk or “No Touch” thermometer. Temperatures will be recorded on the daily roster.
 - Before entry
 - When children appear ill or “not themselves.”

Note: Any one with a temperature above 100.4 will be sent home.

2. Symptom Check

- Children coming from home will be screened by parents using the Kent County Health Department symptom checker sent via email or text each morning.
- Children coming from preschool will have been screened in the morning by parents and their teachers.
- K-8 children coming from school will have been screened in the morning by parents.

Kent County Health Department Symptom Checker Questions:

- Temperature 100.4 degrees Fahrenheit or higher OR feels warm to touch?
- feverish or has chills?
- Sore throat?
- New cough or change in cough for a child who often has a cough?
- Diarrhea, vomiting, or belly pain?
- New severe headache?
- New loss of taste or smell?
- Close Contact Check: Close contact (within 6 feet of someone for 15 minutes or more) with a person who has been confirmed to have COVID-19?

3. Staff will also do an initial **visual assessment** and regular monitoring for:

- flushed cheeks
- fatigue
- rapid/difficulty breathing
- extreme fussiness
- any sign of illness

IMPORTANT: If a child has any symptoms, parents must contact their child’s doctor before bringing or returning him/her to Child Care. If a child becomes ill during school or child care, the parent must pick up right away.

Illness Exclusion Policy

We are unable to provide care for sick children. If your child is unwell, please keep him/her at home. If your child becomes ill while in Child Care, we will contact you to take him/her home. If we cannot reach you by phone or email, we will contact the emergency pick up person(s) on your Child Information Record. Please arrange to take your child without delay. During the school day, an ill child will be sent to the Quarantine Room located in the elementary building. After school when the office is closed, there is no quarantine room. Therefore, it is imperative that the child be picked up quickly. The area will be disinfected after it is vacated.

Reasons children should remain at home or be taken home may include, but are not limited to:

- COVID-19 symptoms
- Contagious disease/illness
- Fever -- Please keep child home until 24 hours after the fever has passed (without fever reducing medication)
- Vomiting/diarrhea for any reason within the past 24 hours
- Cough disrupting normal activity
- Shortness of breath/wheezing
- Distracting pain (e.g., stomach ache, headache, sore throat, muscle aches)
- Rash -- contagious or unfamiliar
- Pink eye
- Lice

Please Note: Staff too must remain at home or stay home under the same criteria.

When Can a Child Return To Child Care?

If a Child Has Symptoms of COVID-19

- If a child visits a healthcare provider and another cause is identified for the above symptoms, the child may return to care once symptoms improve and he/she has been fever-free for at least 24 hours without the use of medicine that reduces fevers.
- If another cause is not identified, the individual should be tested for COVID-19.
- If a test is not done, the individual should stay home until:
 - The child has been fever-free for at least 24 hours without the use of medicine that reduces fevers AND
 - Other symptoms have improved AND
 - At least 10 days have passed since symptoms first appeared.

If a child comes down with any of the above symptoms while at home, please do *not* bring your child to Child Care before consulting your doctor.

Please Keep the School Office and Child Care Informed:

Please keep us informed by calling the school office and contacting the Child Care Director, Mrs. Lynda Davis.

- School Office: 616-241-4633
- Mrs. Davis:
 - Email: ldavis@ihmschoolgr.org
 - Text Message: 616-389-0377
 - This number will transform your text into an email message.

The doctor can FAX any information regarding your child's well-being to 616-241-4418.

If a Child Tests Positive for COVID-19

ATTENTION PARENTS: If your child is tested positive for COVID-19, call the school immediately!

Your local health department will tell you when the individual may return. In general, individuals must stay home until:

- Fever-free for at least 24 hours without the use of medicine that reduces fevers AND
- Other symptoms have improved AND
- At least 10 days have passed since symptoms first appeared or the individual tested positive.

Testing and Returning to Care and Work

Most children and staff members can return to care/work based on improved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

Other Infectious and Contagious Diseases

Should your child contract *any* infectious or contagious disease, please keep your child at home, seek medical help, and contact the IHM school office immediately. IHM will then contact the Health Department (DEQ) and notify parents that the children may have been exposed to a contagion.

Medication Policy

Medication is preferably administered at home. However, if medication must be administered to a child in the Child Care Center then it must only be given by the lead teacher and only if the **state-required** [authorized medication form](#) has been completed and signed by the child's physician or parent/guardian.

All medication must:

- must be sent to school/preschool/child care in its original container with the child's name on it.
- must have the pharmacy label indicating the child's name, date, doctor's name, medication name and strength, and complete instructions for administration.
- must be given to the lead teacher in the Child Care Center immediately upon the child's arrival.
- must be stored out of reach of children and according to the original container's instructions.

- shall be returned to the parent or destroyed when the parent determines it is no longer needed or it has expired.
- shall only be given according to the instructions on the original container unless the child's physician gives a written order to do otherwise.

A medication record shall be kept for the child on the [authorized medication form](#) indicating the date, time, amount given, and signature of the lead teacher administering the medication (This form will be permanently kept in the child's files.).

Topical non-prescription medication requires written parental authorization to be updated annually. Please see the [authorization form](#) on our Child Care web page.

Topical non-prescription medication includes but is not limited to:

- Sunscreen
- Diaper rash cream
- Rubbing alcohol
- Insect repellent
- Antibiotic ointment
- Hydrogen peroxide

Topical non-prescription medication does not include:

- Hand sanitizer
- Hand or body lotion, including petroleum jelly based products such as Vaseline®
- Lip balm

[Let's Keep It Healthy: Policies and Procedures for a Safe and Healthy Environment](#)

Accidents/Incidents

If an accident/incident involving your child occurs at Child Care, first aid will be administered as needed. Parents will be notified. If there is cause for any immediate concern, a phone call will be made. If necessary, all phone numbers provided on your Child Information Record will be called, and all email addresses will be sent messages. In case of failure to contact the parent/guardian, the emergency contact person(s) will be contacted.

If your child requires any special medical attention, please alert us on the Child Information Record and verbally.

Minor injuries (including bumps, bruises, scrapes, or shallow cuts) may be cleaned and/or iced. Bandages may be applied. TLC will be offered. A written *Ouch Report* will be given to the parent, and possibly an email message. When there is a bump to the head, more immediate notice will be given via a phone call and possibly an email.

If a **serious injury/incident** occurs, the following procedure will be followed:

1. **Check** the scene for safety and assess the child
2. **Call** 911 if emergency medical care is needed
3. **CPR**, first aid, ice pack, bandages, TLC
4. **Communication**: An accident/incident report will be written and copied for the parent and school. A written report will be submitted to the state within 72 hours. A phone call(s) and possibly email will be completed as needed.

Note: *Remember to keep emergency information updated to reduce delays in providing emergency care.*

Full Day Daily Schedule

7:00 - 7:30	Greeting, Free Choice
7:40	K-8 Send Off
8:00	Preschool Send Off, Teacher & Child-Led Activities
9:15	Group Time
9:40	Restroom Break, Wash Hands, then Snack
10:00	Outdoor Play, Indoor Large Motor, or Music & Movement
10:30	Teacher & Child-Led Activities
10:55	Greet Preschoolers
11:20	Clean-up toys, Restroom Break, Wash Hands
11:30	Say Grace, Lunch, then Free Choice
12:00	Afternoon Preschool and Young 5's Send Off
12:30	Teacher & Child-Led Activities, then Group Time
1:00	Outdoor Play
1:30	Restroom Break
1:45	Quiet Time
2:30	Free Choice (Snack Time at will at designated tables after washing hands)
3:00	Greet Y5
3:20	Greet K-8, Wash hands, Prayer, Sharing
3:30-5:30	Homework at designated areas for those with homework Teacher & Child-Led Activities
5:30	Clean Up

Child Care Schedule on Half Days

7:00 - 7:30	Greeting, Free Choice
7:40	K-8 Send Off
8:00	Preschool Send Off, Teacher & Child-Led Activities
9:15	Group Time
9:40	Restroom Break, Wash Hands, then Snack
10:00	Outdoor Play, Indoor Large Motor, or Music & Movement
10:30	Child-Led Activities
10:40	Greet Preschoolers and Restroom Break
11:05	Greet K-8, Prayer, Sharing
11:45	Wash Hands, Say Grace, Lunch, then Free Choice
1:15	Teacher & Child-Led Activities Indoor & Outdoor, then Preschool Group Time
1:30	Preschool Restroom Break
1:45	Preschool Quiet Time on cots Y5s - 8th Quiet activities without cots or Outdoor Play
2:30	Teacher & Child-Led Activities (Snack Time at will at designated tables after washing hands)
5:30	Clean Up

Subject to flexibility in order to meet the needs of the children



Resources

We can all use help from time to time. Immaculate Heart of Mary School employs a part-time counselor who is available to all students and their families. Contact school administration if you need to schedule an appointment. Listed below are some groups that can help families.

- **Kent County Children’s Protective Services:** 616-248-9600
- **National Drug Helpline:** 1-888-633-3239
- **National Domestic Violence Hotline:** 1-800-799-7233
- **National Child Abuse Hotline:** 1-800-4-A-CHILD
- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255) or live online chat
- **Parent Help Line:** 1-855-4APARENT (1-855-427-2736)
- **SAMHSA Treatment Referral Helpline:** 1-877-726-4727
 - Get general information on mental health and locate treatment services in your area. Speak to a live person, Monday through Friday from 8 a.m. to 8 p.m. EST.
- **WIC (Women Infants and Children):** 1-800-26-BIRTH
 - Helps moms get nutritional food for their children under age five.
- **Legal Aid of Western Michigan** 616-774-0672
 - Provides free legal assistance to low income persons and Seniors in non-criminal, non-fee generating matters.
- **Office of Children’s Ombudsman OCO:** 1-800-642-4326
 - Investigates complaints about DHS cases.

Phone numbers verified January 2020