

St. Mary Preschool – Lake Leelanau

Written Information Packet Documentation as required by Child Care Licensing, MiLEAP, Michigan Department of Lifelong Education, Advancement, and Potential

Child's Full Name _____

A child cannot be enrolled in St. Mary Preschool until all required paperwork is complete and a letter of acceptance from the program administrator has been issued. Registration fee and the first week's tuition can be paid via check or money order or via electronic deduction. Please see Lori Schaub at the Parish Office (stone building next to the church) for arrangements. She can be reached at lschaub@stmarysll.org or 231-256-9636. Checks or money orders can be dropped off at the preschool throughout the school year.

Required paperwork:

The following forms must be submitted before a child may be considered for enrollment in the program:

Preschool and Pre-K Children:

- Application form and associated fee
- Information regarding previous IEP (Individualized Education Plan), or special accommodations, therapies, or treatments; including but not limited to physical therapy, occupational therapy, counseling, and so on.
- Information regarding allergies, medications, special dietary needs.

Once the child has been admitted, the following forms must be filled out before a child can attend school:

- Parental agreements and forms:
 - Child Information Record
 - Instructions regarding Diet, Health Care Plan (including Allergies), or Special Needs (including, but not limited to, an Individual Education Plan, information shared by a therapist or counselor)
 - Emergency Care Plan for children with allergies
 - Medication form filled out by parent/guardian.
 - Written Information Packet Documentation read and signed by parent or guardian (this document)

- Health Appraisal (a physical examination that occurred within the preceding 12 months for new students or updated every two years for preschoolers)
- Proof that all immunizations are up to date or a copy of a waiver provided by the local health department and signed by the parent stating immunizations are not being administered due to religious, medical or other reasons.

Other information as required:

- Volunteer Screening, for parents wishing to chaperone field trips or volunteer in the classroom on a regular basis. Please see Program Administrator for requirements.

Annual Written Permission for Routine Transportation

I give permission for my child _____ to be transported (please check)

- o To and from **field trips** using school bus (you will receive a separate permission slip prior to field trip.) Children under 4 years old cannot ride school bus and must be transported by parent/guardian to and from the field trip location.
- o **Transportation to and from school** (Children must be 4 years old for daily bus transportation)

Circle Days of Week M-T-W-Th-Fr

- o St. Mary School Buse () am () pm () both
- o My child will be dropped off at St. Mary Preschool by parent/guardian.
- o My child will be picked up at St. Mary Preschool by parent/guardian.
- o **Walking field trips** to and from Mass at St. Mary Church, St. Mary Playground, school functions at St. Mary School such as, but not limited to, lunch in the cafeteria, library, gym and other school events, a nearby park, grocery store, etc.

****Parents are to notify the preschool by phone of any changes.**

NOTES:

Permission to Apply Topical, Non-Prescription Medications, Lotions, Creams, etc.

I give permission to the staff of St. Mary School to apply topical medications, ointments and lotions to my child. This includes, but is not limited to:

- **Provided by parent** if desired: Sunscreen, Chap Stick or lip balm, antibiotic itch topical medication, bug spray, body/hand lotion
- **Provided by the school:** lotion, scented/unscented, facial tissues that may contain lotion, aloe or eucalyptus, baby wipes, facial wipes or “Boogie Wipes”, antibacterial soap, hand sanitizer containing alcohol. If a child does not have sunscreen at school and we feel it is necessary for the safety of the children, we will apply sunscreen that we have on hand.

___ Yes, I give permission for the above items. I understand that St. Mary School Staff and volunteers are not liable for any adverse reactions to the above items applied topically. I also understand that these items cannot be stored in my child’s locker/cubby or backpack and will give them to a teacher or assistant for proper storage.

___ NO, I do not give permission for my child to use the topical, non-prescription items. I will supply all items listed above for my child.

Parent/Guardian Food Statement and Policy

Two snacks (am and pm) and one lunch with milk are included in the cost of the preschool tuition and provided by the main school kitchen department. If you choose to provide your own food for lunch however, no reduction in tuition will be made.

The lunch menu is posted in the classroom and on the school website:

<https://www.stmarysll.org/>

The snack menu is posted in the classroom, with any changes recorded at time of meal or snack.

Please do not send breakfast or snack with your child. A child or staff member with an allergy could have an adverse reaction.

If your child has an appointment in the morning and arrives before lunch at 11:00 am, per our attendance policy, please do not send your child with a lunch from a restaurant or fast food location.

I understand I may choose to provide food for my child over the course of the school year. This could be in the form of a cold lunch to be consumed at school, a cold lunch and beverage for a field trip or snack for a classroom celebration. Milk will be offered to my child (included in the cost of tuition) if I send lunch from home.

Please see program administrator for a list of allergies among students and/or staff.

Lunch is prepared in the main school kitchen and delivered to our classroom.

I understand that I have to **label my child's lunch bag with their first and last name along with the date every time I send a lunch for my child.** Please place this on the OUTSIDE of the lunch bag. Painter's tape works well for this and we normally have some available for your use in the classroom if you forget to label it at home.

Please include an ice pack for cold items or a thermos for hot items. Lunch bags are stored on a cart until lunch time.

Special schedules: Half-day or other early dismissals: Only an am snack will be served.

Food allergies or dietary restrictions: Please see the program administrator for further information.

I will supply a reusable water bottle for my child that is to be left at school and I understand water is offered throughout the day. Preschool staff wash water bottles daily, using a 3 step sanitizing method. If staff choose not to use the children's water bottles due to a change in schedule or other reason, water will be offered in a disposable cup, labeled with your child's name or from a disposable, packaged water bottle.

If I forget to pack a lunch or indicate at drop-off that my child should receive the school lunch, I understand that my child will be offered the school lunch. Staff will make an attempt to contact you by phone first, however if they cannot reach you, they will offer the school lunch. *If your child can only eat food from home due to special medical situations, such as allergies, you must either bring a lunch or pick your child up as we cannot provide substitute food in this situation.*

A parent must indicate “school lunch” or “lunch from home/cold lunch” at drop off. A child will not have the ability to choose between the two.

Playground Inspection

I understand the playground my child is using is not inspected by Child Care Licensing/MiLEAP but is inspected by St. Mary School and is used throughout the school day. It is considered a “walking field trip” when we use the playground. The playground has a few pieces of equipment rated for children ages 5 years and up and I understand my child will not be able to use those items until they enter kindergarten or if a parent or guardian is with them during a special event or outside of normal school hours.

In the spring, it has been a tradition that children who are five years old and going to kindergarten in the fall, may use all of the playground equipment with written permission from the parent. You will be supplied with a permission form if this tradition continues.

Media Release

I give St. Mary School and Preschool permission to publish, print, electronic or video format the likeness or image of me (or my child). I release all claims against St. Mary School and Preschool with respect to copyright ownership and publication including any claim for compensation related to use of materials.

Licensing Notebook Information

The center no longer keeps a physical licensing notebook onsite, but internet is available onsite and reports from at least the past five years are available at www.michigan.gov/michildcare. Our license number is DC 450283755.

Parent Handbook Certification

By signing this Written Information Packet, I certify that I have received and read the St. Mary Preschool and Pre-K Handbook, which includes information on criteria for admission and withdrawal, fee policy, discipline policy, food service program, program philosophy, typical daily routine, parent notification plan for accidents, injuries, incidents, and illnesses. It also contains information regarding transportation, medication, and exclusion policy for child and staff illnesses.

Immunizations

I give permission for St. Mary School and Preschool to obtain my child’s immunization records, including waivers from MICRS, an online data base through the local health department.

Parent Understanding of Pesticide Management Plan

Please note, due to sanitization requirements for COVID-19 and other infectious diseases, we must use disinfectants and some of which are listed as “pesticides” and are registered by the EPA (Environmental Protection Act). Only teachers will use these disinfectants and will wear gloves while doing so. We are required to clean non-porous surfaces in the classrooms several times a day with these products. Our staff has been trained in how to properly clean the surfaces and how to respond if first aid is needed.

Currently, we use the three-step process which includes three spray bottles; soapy water, rinse water and a disinfectant such as 409 or Purell for Food Service and disposable paper towels.

St. Mary School arranges for pesticide treatments to be conducted on the lawn outside of school hours. Yard stakes will be placed in the ground, indicating when treatment was applied. It is considered a “walking field trip” when we use the main campus grounds and if we notice the presence of treatment signs, we will refrain from using that area for the day.

Insect bait or gel formulations, liquid spray or aerosol insecticide will be applied in the basement of the preschool building and/or in the preschool classroom, after hours so there will be at least 8 hours before adults and children are allowed to enter the classroom. If the package directions require a longer time of vacancy, we will notify parents and guardians. Rodent traps are placed in the basement of the preschool building.

I understand all policies and have had the opportunity to ask questions regarding items unclear to me.

Parent/Guardian Signature_____ Date_____

Comments/Notes:

