

ST. MARY SCHOOL

Preschool/Pre-K & Extended Care Program

Parent Handbook



2026-2027

MISSION STATEMENT

St. Mary Catholic School Community empowers students to grow spiritually, academically, creatively, and physically so they may experience, understand, and live their responsibilities to God, family, community, and self.

**St. Mary School
1005 Bridge St.
Charlevoix, MI 49720
231-547-9441
(Preschool Ext: 108)**

Principal: Kathleen Dvoracek kdvoracek@stmaryschoolchx.com
Director/Preschool Teacher: Amy Baldwin abaldwin@stmaryschoolchx.com
Preschool Assistant: Taylor Price tprice@stmaryschoolcharlevoix.org

Admission/Registration

Preschool/Pre-K: Any child, age 3-5 years old

Enrollments are limited and children will be placed on a first come, first serve manner in the following order:

- a. Current school families
- b. Children of active parishioners
- c. Children outside of the St. Mary Parish

Every Preschool/Pre-K student MUST meet the following criteria:

1. Child must be **fully potty trained**.
2. A physical examination must be completed and a Health Appraisal form (supplied by the school) completed by child's health care provider must be completed before school entry.
3. Updated immunizations or official non-medical waiver form signed by parent is required before initial attendance.
4. A \$250.00 non-refundable registration fee is required for new Preschool/Pre-K families at the time of registration. \$220 of the \$250 to be applied to Preschool or Pre-K April tuition of one year only.

The following documents are needed for registration of all children in St. Mary Preschool and Pre-K Program:

- Registration Form
- Child Information Card
- Child's Health Appraisal of Physical Health/Immunization Form or Non-Medical Waiver Form
- Authorization/Consent & Confidentiality Form (Artwork, Photographs, Directory)

Child Accidents and Incidents; Child and Staff Illness

When a student becomes injured due to an accident, injury, or incident, or if there are changes in a child's health, every effort is made to contact the parent. Should St. Mary Preschool and Pre-K staff not be able to reach the family, an attempt will be made to contact the person listed on the student's emergency information form.

Parents will be called for any of the following reasons:

- Fever over 100°F orally
- Diarrhea 3 or more times during school hours
- An unexplained rash
- Vomiting
- A thick discharge from nose or eyes

If your child has one or more of the following symptoms, please keep him/her at home. Staff and volunteers are also included and should not attend if these symptoms are present.

A temp of 100 degrees or higher
Constant runny nose (and unable to care for independently)
A low grade fever and acting ill
Consistent Cough

An infectious Disease
Pain
Vomiting/Nausea/Upset stomach
Diarrhea 3 or more times in a 24 hour period

Parents are asked not to bring their child if they feel the child is contagious or needs direct one on one attention. Parents, when assessing your child's ability to attend St. Mary Preschool/Pre-K due to illness please remember: *If your child was healthy, would it bother you if another child attended St. Mary Pre-K with the same symptoms as your child is exhibiting?* If you feel your child is too ill to go outside, please keep them at home.

*****Children may return to St. Mary Preschool or Pre-K when:

- They are symptom free for 24 hours **or** on antibiotics for 24 hours
- They are Fever free for 24 hours **without medication**

Minor injuries (scrape, small cut, etc.) will be treated with basic first aid, including soap and water, band aids and ice. Dry skin may be treated with unscented lotion or Vaseline. Parents will be notified by a staff member by text, email, written note, or verbally of treatment given and the injury at pick up time or before. Parents, guardians, or emergency contacts will be notified immediately by telephone or text of all head injuries.

Parents are asked to call the school office or contact the teacher by phone or text before 8:00 a.m. informing of an absent child due to illness or appointment.

Serious Injuries/accidents

Notification will occur immediately via telephone call to parent for serious injuries/accidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, unconscious child, fever, vomiting, incidents involving lost child, physical discipline of a child by a staff member, alleged sexual contact between children to between a child and staff/volunteer...etc.

In the event of a serious injury or symptoms of a serious illness, medical help will be contacted immediately. An ambulance may be called or the student may be taken to the hospital or doctor by St. Mary School personnel while parents are notified, unless this action is restricted by a written parent statement.

Code of Conduct

It is the goal of St. Mary School to provide an educational environment where all individuals treat each other with dignity and respect and which is free from intimidation, exploitation, bullying and sexual harassment. Faculty, students, staff members, and anyone else who works, visits or attends the school are expected to conduct themselves in a manner consistent with achieving that goal.

All types of bullying without regard to subject matter or motivation are prohibited at St. Mary School (SMS).

Prohibited Conduct

1. Bullying a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to harm one or more student directly or indirectly by doing any of the following:

1. substantially interfering with a student's educational opportunities, benefits, or programs;

2. adversely affecting a student's ability to participate in or benefit from SMS's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

3. having an actual and substantial detrimental effect on a student's physical or mental health; or

4. causing substantial disruption in, or substantial interference with SMS's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

2. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the principal.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the principal, the staff member must promptly report the incident to the principal.

Complaints that the principal has bullied a student must be reported to the Superintendent.

3. Investigation

All Bullying complaints will be promptly investigated. The principal or designee will conduct the investigation, unless the principal is the subject of the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, SMS will promptly notify the victim's and perpetrator's parent/guardian.

Individuals found in violation of this policy are subject to disciplinary action, up to and including termination, suspension and/or expulsion from school. A complete copy of the Diocese of Gaylord Sexual Harassment Policy is included in the Diocese of Gaylord Standard Operating Procedures and is available on-line for review.

Communication

Notes or communication via text, email, or in person from guardian are required for the following reasons:

1. If the child is to change their manner of going home from school; i.e., ride to someone else's home, get picked up by someone different, etc.
2. If the child will be absent from school.
3. If physical activity is to be curtailed.
4. If medication of any kind is to be taken by the child, parents must send medication in original container along with a signed permission form supplied by the school.

Concerns/Complaint

Should you have a concern or complaint, please discuss it with your child's teacher and try to resolve the issue as soon as possible. If you feel the situation is not resolved to your best interest, then you should contact the principal immediately.

Cultural Competence

At St. Mary School we respect families' diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our developmentally appropriate curriculum to integrate home cultures of the children in our program – including the use of familiar music, materials, practices and customs. In order for your child to feel included and valued, it is our hope that you will share aspects of your family culture with us.

We will incorporate family and community cultures as we plan meaningful learning experiences, select materials, choose study topics, and determine appropriate teaching strategies. By doing so, we give children the message that every child is important and worthy of respect.

Discipline

St. Mary School has a school-wide discipline plan that emphasizes five rules

1. Listen carefully and follow directions.
2. Work quietly.
3. Be kind.
4. Respect school and others' belongings.
5. Work and play safely.

If a child chooses to break a rule, warnings with consequences, based on age level, are the same throughout the school.

State of Michigan Licensing Rules for Child Care Centers, RULE 280 (1) – (3)

1. Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.

2. All of the following means of punishment are prohibited:

- a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- b. Placing any substances in a child's mouth, including, but not limited to, soap, hot sauce, or vinegar.
- c. Restricting a child's movement by binding or tying the child.
- d. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- e. Depriving a child of meals, snacks, rest, or necessary toilet use.
- f. Excluding a child from outdoor play or other gross motor activities.
- g. Excluding a child from daily learning experiences.

h. Isolating a child in an adjacent room, closet, locked room, box, hallway, darkened area, play area, or another area where the child cannot be seen or supervised.

3. Time out must only be used in combination with instructional approaches that teach children what to do in place of the behavior problem. Time out must not be used for children under 3 years of age. The program staff or volunteer shall remain calm when placing the child in time out.

Dress Code

Please send your child with school/weather appropriate clothing and shoes. Preschool and Pre-K students are not required to wear a school uniform. Shoes: velcro, slip on, quality tie shoes (no flip flops) Students will be moving a LOT so we want to keep everyone safe and stable!

Emergency Procedures

St. Mary School will hold six fire drills, two tornado drills, three lock down drills, and one cardiac emergency response drill in accordance with State of MI regulations. Students and staff proceed quickly and quietly to their designated areas depending on the drill being conducted. Any adults in the building must comply with the drill procedures. In case of an emergency crisis we will follow the evacuation plan established by St. Mary School posted inside the classroom.

Extended Care

The Extended Day Care Program is available to Pre-K and all school-aged children Monday-Friday during the school calendar year with hours from 3:00 PM - 5:30 PM at a cost of \$4 per hour, per child.

* **A daily schedule must be established at the beginning of the year.** In the event your child will not be attending their scheduled time you will still be charged. **Drop ins are not allowed.** To get in touch with our Child Care Director, Amy Baldwin, please email or call and leave her a message at: abaldwin@stmaryschoolchx.com or (231) 547-9441 ext: 8.

- If a child is picked up after 5:30 PM, the hourly rate will be charged. If you discover that you will be late during extended care hours, call St. Mary School (231-547-9441 ext: 8) and let the caregiver in charge know. If you can't reach someone at the school, call/text Amy Baldwin at 989-670-9966. If someone other than you will be picking up your child, please call the school office during school hours or text Amy Baldwin.

****There is no Extended Care service on scheduled half days of school.**

****See further information on payments and tuition in the Tuition section.**

Field Trips

School sponsored field trips are for the purpose of enriching educational experiences. All field trips are planned and organized by the teacher.

Students will either walk to the destination, parents will drive their own child, or the teacher will arrange for public transportation. Each field trip will have its own information and permission slip.

Health/Development

It is important for your child's overall development that he/she regularly visits a doctor. Every child must have a current health form (signed by a physician) on file no later than 30 days from the date they begin attending the program. Health forms will be updated annually to ensure we have current information. We ask that you keep us updated on any changes in your child's health. Developmental milestones will be shared with families, including the results of the Ages and Stages Questionnaire (ASQ) that we will conduct once a year. The Ages and Stages Questionnaire (ASQ) is a brief developmental screening tool used to identify developmental strengths as well as concerns, in order to determine if a child needs additional assessment or interventions. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. We look forward to sharing these results with you.

Insurance

St. Mary School offers 12-hour medical insurance coverage through the Michigan Catholic Conference at no cost. Optional extended coverage is also offered. Forms are available at the school office.

Licensing Notebook

Notice of the availability of the center's licensing notebook.

- a) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 3 years.
- b) The licensing notebook is available to parents during regular business hours.
- c) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Mandated Reporting of Child Abuse and Neglect

It is our responsibility to report any suspected abuse or neglect to the proper authorities. All employees and volunteers (including minors) of a child care center are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS. When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

Medications R 400.8260

- (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
- (2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- (3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.
- (4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- (5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- (6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's licensed health care provider.

(7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

(8) Topical nonprescription medication, including, but not limited to, diapering cream, triple antibiotic, sunscreen, and insect repellant, requires written parental authorization annually.

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Outdoor Play

Outdoor play is encouraged. Please send your child to school appropriately dressed for the weather, expecting that they will go outdoors.

Parent/Teacher Partnership

Parents and teachers work together in the child's best interest by communicating frequently via note, phone, progress reports, newsletters, and school visits. Visits to the classroom by parents are encouraged. You can set up a schedule by contacting your child's teacher.

Philosophy

St. Mary Catholic School is a Faith Community - students, parents, staff, parishioners, and friends. Teachers, in partnership with parents, are dedicated to providing the spiritual and academic development of each child.

Each person is a child of God, a unique and gifted individual. The curriculum is designed to nurture creativity, academic excellence, and spiritual, physical, and emotional growth.

We instill responsibility, respect, and compassion for all people. We are committed to making our students aware of social issues while providing the foundation and experiences necessary to be living examples of the Gospel.

Pick Up

Parents of students in the St. Mary Preschool/Pre-K program and Extended Care must tell the teacher in charge that the child is leaving so he/she can be signed out appropriately.

The staff at St. Mary School will not under any circumstances release a child to an individual who is not named by the parent in writing or verbally. Photo identification may be required of anyone picking up the child other than the child's parent or guardian.

Program

The program is designed to meet the needs of the developing 3-5 year old. Our goal is to work toward each child developing self-discipline and self-control. Social skills are emphasized in helping the child to deal with life situations at his or her age level. Gross and fine motor skills are developed through play experiences and group activities. Students are also introduced to letters, numbers, Spanish, and science. As a faith based program, students are taught prayers, Bible stories, and an awareness of Christ's presence in their lives.

School Schedule

Monday-Friday: **Drop off time is between 7:45 and 8:00AM.**

Half Day Preschool/Pre-K: 8:00-11:30 ****On All School Half Days- 11:00AM Dismissal**

Full Day: 8:00-3:00

Preschool/Pre-K will follow St. Mary's regular school calendar. If the public school dismisses classes due to inclement weather, St. Mary School classes will also be dismissed. There are no Extended Care services on half days or inclement weather days.

Typical Daily Routine

*****Preschool/Pre-K***

***Daily schedule can be flexible depending on children's interests, weather, or special events**

8:00-9:05—Arrival, Centers (Table Activities [Fine Motor, STEM, Writing] Dramatic Play, Writing, Reading, Building and other centers will be open for students to freely explore.)

9:05-9:35—Bathroom/Snack

9:35-9:45—Reading

9:45-9:55—Movement

9:55-10:20—Morning Meeting (Sing to the Lord, Morning Prayer, Religion Lesson, Attendance, Alphabet)

10:20-11:00ish— Special

Activity/ART/STEM/PE/STORY/MUSIC

11:00ish-11:30 Recess (May be shorter or longer/inside

or out)

****11:30**—Pick up time for 1/2 Day students/Prepare for lunch (wash hands, pray)

11:45-12:30—Lunch/indoor recess

12:30-12:45—Bathroom/prep for rest

12:45-1:00—Story Time

1:00-2:00—Rest Time (shorter or longer)

2:00-2:40—Wise Choice Time/Recess/Cooking/Special Activity/Small Groups

2:40-3:00—Closing Meeting (Prayers, Songs, Calendar, Review) Gather materials

3:00--Dismissal

*****Extended Care Daily Routine***

3:00-3:15--Enter and prepare for snack.

3:15--Snack

4:00--Homework Help students enter and prepare for snack if they didn't eat during homework help.

4:05--Snack for newly entered students

After students are finished with snack they carry out various activities either inside the classroom, in the gym, or outside until they are signed out by parents.

Snacks/Lunch

*****Preschool/Pre-K***

Proper nutrition contributes to a child's overall development and to life-long healthy eating habits.

Parents will be responsible for providing snacks and drinks. Snacks are to be nutritious such as fruits, vegetables, cheese, crackers, sandwiches, raisins. Schedules are sent home weekly. Ideas for healthy snacks and preschool/Pre-K nutrition information can be found online at www.MyPlate.gov

****Preschool/Pre-K Lunch time is at 11:45 AM**

Parents must bring lunch for all day students on Mondays and Fridays. If parents fail to provide a lunch, students will not be deprived of a meal or snack.

There is a **hot lunch option available Tuesday-Thursday for \$4.00 per day.** The lunch program serves foods that meet nutritional guidelines recommended by the U.S. Department of Agriculture (USDA) and follows federal meal pattern guidelines. **Rule 400.8330(3) Beverages and food are appropriate for the child's**

individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences. A menu will be sent home monthly and posted in the classroom. Food substitutions will be sent in a Remind message to parents or in school newsletter. Milk will be available to purchase for \$20 per school year.

*****Extended Care***

- A healthy snack must be brought from home and be eaten at 3:05 for students in attendance.
- A healthy snack must be brought from home for students who join Extended Care after Homework Help at 4:00 unless students consume their snack during Homework Help.

Special Needs

Our program recognizes the right of each individual child, including those with special needs, to an appropriate quality experience, which combines care and learning through play and education. We are sensitive to the needs and feelings of all children and their families and will ensure individual needs are recognized and addressed. Families will be involved at every stage and in any plans that are made to meet a child's individual special needs. We partner with the Char-Em ISD Special Education Team when needed and follow their Early Childhood Process for Educational Intervention. The Char-Em ISD employs special education staff that support teachers in developing strategies and interventions to strengthen instruction. Staff includes teachers, speech and language therapists, occupational therapists, physical therapists, orientation and mobility specialists, vision consultant, hearing consultant, social workers and psychologists. In addition to providing support for intervention, staff may also be requested to evaluate children to determine if a child meets Michigan criteria as a child with a disability and has a need for specialized education and related services. If you have concerns about your child's development, please contact your child's teacher and they will facilitate the process in working with ISD staff to support your child.

Staff

Our dedicated director and caregivers are professionally trained and educated in the growth and development of children. Our staff will continue to grow professionally by earning 16 or more hours of continuing education. All staff will be reviewed once a year to maintain consistent compliance with all of St. Mary Pre-K program qualifications. The staff participates in school district in-services as they are offered. Topics covered in staff training include health and safety, early literacy, early math, music and movement, appropriate assessment of young children, current issues in early childhood education, and art activities, etc.

All staff are required to complete a Comprehensive Background Check and fingerprinting. All staff are trained in Virtus - Protecting All Children for Adults. St Mary staff members are trained in bloodborne pathogens, CPR, First Aid, and AED training in accordance with licensing regulations.

A staff member shall not be present in the center if he or she has been convicted of any of the following: (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722. (b) Child abuse or child neglect. (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Supplies

A list of supplies needed will be emailed to parents in August or given to parents at time of enrollment.

Teacher/Child Ratio

St. Mary Preschool/Pre-K program maintains the state required teacher/child ratio:

Age Group	Teacher:Child Ratio
3 year old	1:10
4 year old	1:12
School Age	1:18

Transportation

Transportation is to be provided by the parents. A child must be brought to and picked up at the school. Students may be transported to/from school by the Charlevoix Area Transit Bus, but parents need to make arrangements if they wish to use this service.

IN ACCORDANCE WITH PUBLIC SCHOOL REGULATIONS, ONLY PRE-K STUDENTS WHO ARE 4 OR 5 YEARS OF AGE ARE ALLOWED TO RIDE THE PUBLIC SCHOOL BUS AND MUST NOTIFY THE TEACHER AND BUS GARAGE TO GET PROPER FORMS/PERMISSION.

Tuition/Fees

*****Preschool/Pre-K***

St. Mary Parish is dedicated to quality Christ-centered education. The parish offers a Preschool/Pre-K through Grade 7 program at St. Mary School for people of faith who desire Christ-centered education for their children. The parish subsidizes tuition for all families.

A tremendous gift of support from the parish makes Christ-centered education possible for our families. Another way tuition is kept low is to include fundraising in the school budget. All school families are expected to work toward raising these funds. By working together, quality Christ-centered education is available to all families.

Tuition may be paid in full or it may be divided into nine monthly payments, to be paid the 5th or 20th of the month each month beginning September through May. Payments are made through Charlevoix State Bank, who manages tuition. If tuition is not paid in full you **must** sign up for ACH withdrawals. Checks are to be made payable to St. Mary School.

There may be additional fees for field trips or projects throughout the year. Notification will be given ahead of time.

We do not charge parents on days the center is closed, but we do charge on days a child is ill or on vacation. This program is tuition based and it is paid up front or by the 5th of each month.

IF A CHILD LEAVES DURING THE YEAR, NO REFUNDS WILL BE MADE FOR PART OF A MONTH.

2 half days	\$1,346
3 half days	\$2,020
5 half days	\$3,366
3 full days	\$2,390
5 full days	\$3,984

*****Extended Care***

Available to all Preschool/Pre-K and school-aged children Monday-Friday from 3:00-5:30 PM at

- **There is no enrollment or application fee for Extended Care services.**
- **Hourly Fee: \$4.00 per hour, per child (Price subject to change with notice).**
- There may be additional fees for field trips or projects throughout the year. Notification will be given ahead of time.
- **Late Pick-Up:** If a child is picked up after 5:30 PM, the hourly rate will be charged. If you discover that you will be late during extended care hours, call St. Mary School (231-547-9441 ext: 8) and let the caregiver in charge know. If you can't reach someone at the school, call/text Amy Baldwin at 989-670-9966. If someone other than you will be picking up your child, please call the school office during school hours or text Amy Baldwin.
- **Late Payment Fee:** If invoices are not paid by the end of the month and have a balance of \$20.00 or more, a \$2.00 late fee will be added to the following month's invoice-and both current and previous balance are expected to be paid.
- **Payments can be made by cash, check, or credit card.** Please turn in payments directly to Mindy Joy or Kathleen Dvoracek. There will also be payment options available through FACTS to be automatically deducted each month.

****There is no Extended Care service when school is not in session or on scheduled half days of school.**

Volunteer Opportunities and Policies

St. Mary School is in partnership with parents to provide the spiritual and academic development of each child. Parental involvement is essential to achieve this goal. Preschool and Pre-K parents are expected to attend Home and School Association meetings, participate in fundraisers, and carry out the tasks assigned to their grade by the Home and School Association. See attached parent participation form. **Preschool and Pre-K parents with M-F full day students are required to complete 40 hours of parent participation during the school year. Parents of part time students are required to complete 20 hours. Bills will be sent to those that do not complete these hours.**

All volunteers must complete the following:

- Volunteer Clearance Form-A written form that states they have never been convicted of a crime, have felony charges pending against them, or have been involved in abuse or neglect of children.
- Diocese of Gaylord Employee and Volunteer Criminal Background Check (Every 5 years)
- VIRTUS Online Training (One Time)
- A public sex offender registry (PSOR or DSNSOPW) clearance (to be completed by school)

R 400.8213 Staff; volunteer; requirements.

1. All staff and volunteers present at the center shall:
 - a. Provide appropriate care and supervision of children at all times.
 - b. Act in a manner that is conducive to the welfare of children.
 - c. Make an immediate verbal report to the department of health and human services, children's protective services, by telephone at 1-855-444-3911, on reasonable cause to suspect child abuse or child neglect. The verbal report must be followed by submission of a written report within 72 hours of the verbal report.
 - d. Sign and date a written statement at the time of hiring or before volunteering and indicate all of the following information:
 - i. The individual is aware that abuse and neglect of children is against the law.
 - ii. The individual is informed of the center's policies on child abuse and neglect.
 - iii. The individual knows they are mandated reporters of child abuse and child neglect and are required by law to immediately report suspected abuse and neglect to the department of health and human services, children's protective services, as described in subdivision (c) of this subrule.
2. All supervised volunteers shall receive a public sex offender registry clearance by the licensee against the Michigan State Police Sex Offender Registry or the Dru Sjodin National Sex Offender Public Website before having any contact with a child in care. A copy of this clearance must be maintained on file at the center or at the central office.
3. [a]ny staff or volunteer registered on either the Michigan State Police Sex Offender Registry or the Dru Sjodin National Sex Offender Public Website is prohibited from having contact with any child in care.

VIRTUS ONLINE TRAINING

All those who minister to children or young people are to be educated about the nature of child sexual abuse, how it is perpetrated, how to report it, and strategies for prevention. The Diocese of Gaylord has implemented a training program by the name of "VIRTUS". VIRTUS is a national program, widely in use in dioceses throughout the United States. It is a web-based on-line training program that specializes in helping churches and religious organizations create safe environments for children and youth. **The program is mandatory for all adults [employees or volunteers] whether or not they interact on a regular basis with children in the Gaylord Diocese.**

To access the training go to the following link: tinyurl.com/StMaryVIRTUS (Case Sensitive)

You will need to register and it will take approximately 1 hour. (Please count this as one of your 20 or 40 parent hours.) If you would like to use our computer lab to complete this just let us know and we will get you set up.

Weapon Play Policy

Weapons or toy weapons are not allowed to be brought from home. If a child turns another toy or finger into a gun, we will explain that real guns can hurt people and we wouldn't want to pretend to hurt someone.

Withdrawal

Preschool and Pre-K

If it becomes necessary to withdraw your child(ren) from St. Mary Preschool or Pre-K Program, please speak to the director and/or teacher at least 2 days prior to the last day of attendance-unless it is an emergency. A final statement will be issued summarizing total fees.

The Preschool or Pre-K teacher/director, in consultation with the Principal, may advise a parent that a child is not prepared for activities required by Preschool or Pre-K children in the program, even if the child is the appropriate age. The well-being of the child is an important factor when withdrawal is advised.

St. Mary Pre-K Program holds the rights to withdraw a child on the grounds of:

- Repeat failure of parents(s) to comply with the policies of St. Mary Pre-K Program.
- The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of adult attention and/or supervision.
- Failure to provide up to date health and immunization records in accordance with the policies of the Department of Consumer and Industrial Services.
- Two weeks absence without notice.

Extended Care

If it becomes necessary to withdraw your child(ren) from St. Mary Extended Care Program, the director must be notified prior to the last day of attendance. A final statement will be issued at the end of the month summarizing total fees up to and including the final day of attendance.

PLEASE FILL OUT AND SIGN ALL REQUIRED FORMS



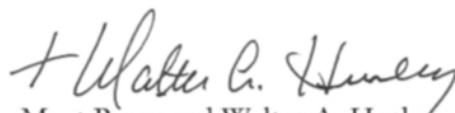
DIOCESE of GAYLORD

POLICY ON THE HUMAN BODY AS A CONSTITUTIVE ASPECT OF THE HUMAN PERSON

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies—including our sexuality—are gifts from God. In fact, "being man" or "being woman" is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body-created male or female is a constitutive aspect of the human person. Having a proper understanding of the human body—and more generally, of the moral law—enhances, rather than restricts, man's freedom.

1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.
2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.
3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Given at the Curia at Gaylord on this, the twenty-eighth day of June, in the year of our Lord 2021.


Most Reverend Walter A. Hurley
Apostolic Administrator
Diocese of Gaylord


Reverend James P. Hayden
Vicar General