



ST. MICHAEL
Catholic School • Grand Ledge

CHILDCARE CENTER

SUMMER PROGRAM HANDBOOK

JUNE 10-AUGUST 9, 2019



325 Edwards Street
Grand Ledge, MI 48837

517-627-2167
Childcare Main Office ext. 21

school.stmichaelgl.org/childcare-center

Revised 2/2019

ST. MICHAEL SUMMER CHILDCARE PROGRAM

Hours/Dates of Operation

7:00 a.m. – 6:00 p.m. (if needed, based on registrations)
Summer Program begins **Monday, June 10, 2019**
Summer Program ends **Friday, August 9, 2019**
Childcare CLOSED **Thursday, July 4, 2019**
Childcare CLOSED **August 12 – August 16, 2019**
Childcare is CLOSED **Monday, September 2, 2019 (Labor Day)**
School begins and Childcare resumes **Monday, August 19, 2019**

Summer Program requires each child be enrolled for a minimum of 2 days per week.

Location

Summer Program 2019 will be held primarily in the Childcare Center. We will keep all families posted if our location changes during the summer.

Weekly Schedule

During your child's time at St. Michael Childcare Summer Program he or she will have the opportunity to experience the following:

- Engage in interactive lesson plans
- Tune into their creative side by dabbling in daily art projects
- Become a steward of the world by engaging in weekly acts of "Help" and kindness
- Engage their inner "Iron Chef" by participating in our weekly "Cooking Mama and Papa" class.
- Children will release energy in our weekly outdoor bike days/water days.
- Children will unleash their thirst for knowledge when we go on various field trips throughout the summer. And SO MUCH MORE!

Summer Program Specials (This summer program is NINE WEEKS long.)

Monday	Tuesday	Wednesday	Thursday	Friday
Special Theme Day/Dress Up Day	Cooking Mama/Papa Cooking Show	Field Trip Day	Anything Can Happen Day	Bike Day or Water Day (alternating)

***This daily schedule is tentative and subject to change based on weather, moods of children, staff present or absent, and weekly themes, and holiday activities, etc. ***

To reserve your spot please submit your Summer Program registration form (one per child), attendance agreement and registration fee of \$35.00 by: Friday, May 10, 2019

Admission Policy

St. Michael Childcare Center is open to 3-year-old (toilet trained) through 5th grade. Children and families who are currently enrolled in St. Michael Childcare school year program will have first opportunity for enrollment. If space is available, the enrollment will be opened to school and parish families and then the public. If needed, a waiting list will be established. **Each child is required to be enrolled for a minimum of two days per week.**

Registration Fee

A \$35 non-refundable registration fee is due with registration. One T-shirt per child is included in fee. Additional T-shirts may be purchased for \$10.00.

Other important information

Drop in care: This option is available to families who have registered and turned all required documents. Parents/Guardians must call the center prior to arriving to determine if space is available. Please be aware that all children and staff go on field trips on Wednesday of each week. There is a \$12.00 fee for each field trip; this covers any admission cost and transportation fees. Please contact St. Michael Childcare Center at 517-627-2167 ext. 21. No drop in care on scheduled field trip days.

Field trips: The childcare center is planning fun opportunities for your child to participate in. Families will be responsible for the \$12 weekly field trip fees that cover transportation and admission fees, should your child participate in field trips. Information regarding field trips will be sent home prior to the start of the summer program. Permission slips will be sent home prior to all field trips.

Lunch: Please send a packed lunch with your child each day keeping in mind we are a Peanut and Nut-Free Zone. HOT LUNCH IS NOT AVAILABLE DURING THE SUMMER. We do have a microwave in the childcare kitchen. Teachers will be more than happy to warm up your child's lunch should it require heating.

Breakfast/Snacks: St. Michael Childcare will provide breakfast, a morning drink break, and an afternoon snack, and water drinks throughout the day.

Water Bottles: Please provide your child with a water bottle that he/she can drink from throughout the day. Water bottles need to be labeled with child's first and last name. Water bottles left at the center will be washed daily. If your child chooses to take his/hers home daily, please wash and return for use the next day.

Blanket for rest time: Children who are not of school age and who spend 5 hours in preschool/childcare must be given the opportunity to have a rest time. For this reason, we ask that you please bring a blanket for your child to use during rest time. Blankets will be sent home to be washed on Fridays and must be returned on Mondays.

Sunscreen: Please send in a bottle of sunscreen (at least SPF 15) with your child. Sunscreen bottles need to be labeled with child's first and last name. Spray sunscreen is required. A sunscreen application permission slip must be submitted with sunscreen. Permission slip is attached.

***Please see the St. Michael Childcare Program Handbook for additional center policies and procedures.**

If you have any questions regarding the summer program, please call Shannon Sullivan at (517) 627-2167 ext. 21. We are also available by email at: childcare@stmichaelgl.org

DAILY SUMMER SPECIALS DETAILS

Our summer activities will include, but are not limited to, weekly field trips, dress up day, creative arts, science explorer, and summer academic tutoring as needed, and much more! We are planning to incorporate special activities and games for our school age children and younger children both as individual groups and family style as well.

Dress Up Day: This day will typically be on Mondays. Dress up Day is a fun day in which the children can engage their creative side while also serving the community. On this day, families are welcome to donate any non-perishable food items (one item per family) in addition to participating in the dress theme of the week. All food items will be donated to the parish food pantry. We have planned dress-up days such as: Costume Day, Crazy Hair Day, Super Hero Day, Pajama Day, and more! A calendar filled with our dress-up day details will be mailed to all Summer Program families before the end of the school year! Stay Tuned!



Cooking Mama/Papa Class: This day will typically be on Tuesdays. This day is a child and teacher favorite. Each Tuesday the children will become the live audience to our very own Childcare Cooking Show! We will be featuring a new recipe each week. Each child will have the opportunity to participate in the cooking activities as we take learning measuring, counting, temperature, etc. on a whole new level!



Field Trip Day: Our field trips will typically be on Wednesdays. We are looking forward to exploring many different locations this summer! We will visit exciting places such as: Preuss Pet Store, Mooville, Hawk Island, and much more! There is a \$12.00 fee for each field trip; this covers any admission cost and transportation fees. Depending on the location, all children and staff are transported to the field trip destination via bus or by walking. All children participate in our field trip outings; no staff and children stay at the childcare. A calendar with field trip dates, destinations, and details will be mailed to all Summer Program families before the end of the school year.



Anything Can Happen Day: This day will typically be on Thursdays. Thursday is the day in which the children of St. Michael Childcare will be surprised with a unique activity or game. Typically, the students will participate in Science Experiments!

Bike/Water Day: This day will typically be held on Fridays. We welcome the children to bring their water gear (swim suits, towels, goggles, etc.) and their bikes (with all safety gear) to school! They will have the opportunity to alternate fun in the sun by running through sprinklers and sliding down Slip N' Slides and bringing their bikes to school to ride in the church parking lot! Again, the summer calendar will show whether a Friday is a "Water Day" or



"Bike Day."

CHILDCARE SUMMER PROGRAM PARTICIPANTS

Field Trip – St. Michael Vacation Bible School (VBS): June 17th-June 21st

When and where does VBS take place?

Vacation Bible School takes place the week of June 17-June 21 St. Michael School Gym and classrooms.

Who will attend VBS?

All children attending childcare summer program during the week of June 17-21 will be going to VBS daily from 9:00am-12:15pm. **Children MUST arrive to childcare by 8:15am! VBS is considered a field trip; no staff and children stay at the childcare classroom.**

How much does VBS field trip cost?

For children attending VBS via the summer childcare program, the fee is \$12 per child for the entire week of VBS attendance!!! The \$12 VBS fee will be charged as a “field trip fee” on each family’s childcare billing statement for the week of June 11-15 along with your regular weekly childcare fees.

Do I need to fill out a VBS registration form?

No, if your child is enrolled in the childcare summer program you do not need to fill out a VBS form. Childcare Directors will complete all necessary paperwork. If parents have questions regarding this matter, please feel free to contact Shannon Sullivan at (517) 627-2167 ext. 21 or by email at: childcare@stmichaelgl.org

My child only attends Childcare 2 or 3 days a week...can I still send him/her to VBS on the days they don't attend Childcare?

YES!!! As mentioned above, the **\$12 payment covers the cost for ALL 5 DAYS of VBS.**

How does my child attend VBS on the days they are not scheduled to attend childcare?

On days that your child does not attend childcare, we would like to encourage you to bring your child directly to VBS. This will allow them to experience the entire VBS program and enjoy all the wonderful activities. Please plan to arrive by 8:50am; children need to be dropped off directly to VBS, located in the St. Michael School Gym. Pick up is at 12:15pm. Thank You.

What will my child learn during their time in VBS?

During their time in VBS they will be learning about faith, their relationship with God and others, and they will also be engaging in faith-based lessons and activities. Children will have the opportunity to make new friends, learn how to be kind to one another, and how to be good stewards of the world. VBS is part of our Religious Education here at St. Michael Parish in which childcare has been invited to attend.

2019-2020 PARENT PERMISSION FORM: PUBLISHING OF INFORMATION

This form is used to grant permission to St. Michael Childcare to publish information about your child and/or family. Please List your children below and either Grant or Deny the following permissions.

Student's Name (First and Last)	Grade

A note about our websites

We have two distinct websites, St. Michael Parish and St. Michael School. The **St. Michael Parish** website **stmichaelgl.org**, the **St. Michael Parish School** website **school.stmichaelgl.org** and Facebook are all **PUBLIC** websites. The **St. Michael School Parent Portal** is a **PRIVATE** linked website that may be accessed only by school families and staff. The Private website is considered an In-House Publication.

Permission to Publish to In-House Publications (School Messenger, Church Bulletin, Classroom Newsletters, Yearbook, Class Photo, Private Parent Portal website) Please make an X next to the either the GRANT or DENY option.

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **In-House publications** listed above.

Permission to Publish to Our Public Publications: A School Brochure, St. Michael Parish and/or School Website, (school.stmichaelgl.org), Facebook or an Advertisement on or in Public Media. Please make an X next to the either the GRANT or DENY option

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Our Public Publications** listed above.

Permission to Publish a News Story to Local Media: Newspaper, Local Television or Radio Stations

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Publish a News Story to Local Media** listed above.

NAME OF PARENT/GUARDIAN: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN: _____

PARENT PERMISSION FORM Classroom Enrollment List

I/WE _____ **GRANT** _____ **DENY** St. Michael Parish School permission to distribute the classroom enrollment list with our family's name, address phone number, and email address to school families.

FAMILY NAME: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN _____

Revised 2019

****NOTES****

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