



Saint Thomas

the Apostle Catholic School

dynamic education centered in Christ  all kids, all abilities, all in!



Preschool Parent Handbook

License Number — DC410017420



#WeAreSaintThomas (strong)

#YouBelongHere (soon)

#BeTheLight (always)

Mission

A dynamic education centered in Christ.

Vision

A leading innovative Catholic school that invites students to love and serve Christ and engage culture with a saintly passion.

Preschool Philosophy

At Saint Thomas the Apostle Catholic School, we follow a Catholic framework and incorporate Catholic values and faith in our lessons. Our program includes elements of the Journeys Reading program, Handwriting without Tears and Catechesis of the Good Shepherd. We believe that:

- play is a child's work and that learning occurs during developmentally appropriate, child centered activities.
- children learn concepts best when they are meaningful and relevant to them.
- meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.
- providing a secure and nurturing environment allows children to learn, grow and develop at their own rate.

License Number – DC410017420

Saint Thomas the Apostle Catholic School Contact Information

School Address: 1429 Wilcox Park Dr. SE
Grand Rapids, Mi. 49506

Phone: (616) 458-4228

Website: www.stthomasgr.org

Principal: Suzi Furtwangler suzifurtwangler@stthomasgr.org

Secretary: Melissa Fischer melissafischer@stthomasgr.org

Program Director: Courtney Richards courtneyrichards@stthomasgr.org

Preschool Teachers:

Sue Hieshetter suehieshetter@stthomasgr.org
Emily Brunner emilybrunner@stthomasgr.org

Preschool Assistants:

Bonnie Burke bonnieburke@stthomasgr.org
Erin Hornung erinhornung@stthomasgr.org

Admission Policy

Children are admitted to Saint Thomas the Apostle Preschool programs after completing and submitting the following requirements:

- Registration Form
- Registration with Smart Tuition
- Payment to school or Smart Tuition of \$100 registration fee
- Child Information Card
- Health Appraisal (completed by your child's physician)
- Record of immunizations or Health Department waiver (the child's health waiver must come from the Health Department)
- Licensing Notebook and Preschool Handbook Notification
- Concussion Awareness Form
- Medical Administration Form (optional)

These guidelines have been developed for the protection and wellbeing of each child. Failure to provide the items listed above will result in the child's enrollment being delayed or canceled. We accept new registrations throughout the year, provided space is available.

Licensing Notebook

The licensing notebook contains all the licensing inspection, special investigation reports and related corrective plans. This notebook is available during business hours for parent viewing. Please refer to the State of Michigan website if you have further questions about the licensing process at www.michigan.gov/michildcare.

Preschool Program Location

1429 Wilcox Park Dr. SE, Grand Rapids, MI 495096

(616) 458-4228

The Saint Thomas the Apostle Catholic School preschool program is located within the School. It is on the second floor of the Ministry Center. The Preschool has its own entrance door, next to the Ministry Center. Parents may enter through that door or the School's main door. Both doors are locked and must be opened from within for admittance.

Preschool Hours of Operation

P-3	Tuesday/ Thursday	8-11am
P-4	Monday/ Wednesday/ Friday	8-11am or 12:15-3:30pm
P-4 Enrichment	Tuesday/ Thursday	12:15-3:30pm

Preschool Daily Schedule

Our day is designed to provide each preschooler with experiences for growth in social-emotional development, physical development including fine and gross motor skills, cognitive development, and language development.

8am / 12:15pm **Sign-in, welcome, free play**

8am / 12:45pm **Circle time activities**

- Prayer
- Calendar
- Instruction
- Story
- Song
- Games

9am / 1:15pm **Center Time**

- Dramatic play
- Letter recognition/Writing
- Water/sand/Texture table
- Art activity/Math activity
- Puzzles/ Fine motor activity

9:45am / 2pm **Snack Time**

10am / 2:15pm **Story Time**

10:30am / 2:45pm **Outdoor/Gross motor**

10:50am / 3:10pm **Ending circle time / Prayer / Good Bye song**

Once a week, preschoolers will visit the library for early literacy activities, engage in Music and Movement and participate in Catechesis of the Good Shepherd.

Drop Off/Pick-up Procedures

- Preschool parents/childcare providers park in the lot directly next to our Ministry Center entrance.
- The Ministry Center (MC) door will be opened by the preschool paraprofessional ten (10) minutes prior to the start of the school session.
- Parents bring their children up to the classroom, using their assigned hook for coats, boots, and more.
- Parents bring their children into the classroom and sign them in and depart through the exit door.
- Pick up is the same process with children departing with parent or childcare provider.

Communications Plan

We believe a successful preschool program is contingent on parent involvement and communication. You will receive a classroom newsletter weekly or bi weekly to let you know what is going on as well as key concepts being explored in the classroom.

Periodically we will send home other notes via email regarding special events, field trips, etc. These will also be included in your child's folder on a daily basis. It is good practice to check your child's folder daily.

The school uses remind.com to communicate information to families such as school closings due to inclement weather. Please make sure to sign up for these important text reminders! To receive messages via text, text @saintth to 81010.

Attendance

Regular attendance is expected. In the event your child will be absent, please call (616)458-4228 or email (melissafischer@sthomasgr.org) by 8:00 am day of the absence.

Student Attire

Please send your child in clothing that can handle paint, glue, and other signs of creative learning. Preschoolers should wear simple, comfortable and washable clothing that they can easily take on and off for bathroom purposes. Student may not wear diapers or pull ups to school. All preschool students must be completely potty trained.

Please note: We understand accidents will happen! Each child must have a complete change of clothes (including socks) stored in their backpacks in a Ziploc. Please label the Ziploc bag as well as the clothing

items. In the event of an accident, the soiled clothing will be returned in the Ziploc. All coats, backpacks, sweatshirts etc. should be clearly labeled with your child's name.

Outdoor Play

Playing outdoors is integral to the development of our students. We will have time outdoors each day, weather permitting, meaning it is NOT pouring rain and is NOT below zero.

Appropriate clothing for outdoor play must be provided by parents. During winter, this would include a coat, snow pants, boots, hat, and mittens.

To ensure the safety of your child while they run, climb and walk, appropriate shoes are necessary. This includes shoes with a back, such as a tennis shoe. Sandals may be worn but they must have the heel strap.

Discipline Policy

Saint Thomas the Apostle Preschool teachers use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Our objective is to help the child learn rather than forcing him/her to conform to adult standards. We give each child freedom and encouragement to express individuality as long as it does not intrude on or endanger the freedom of others, especially on the freedom of his/her peers to receive instruction.

As a Catholic School, Saint Thomas "works with and teaches children of varying competencies, personalities, and temperaments to be living members of the Body of Christ---to be (a community of faith) within the Church." To this end, we teach our children as Christians and future leaders to be the hero in each moment by letting their light shine. #BeTheLight

Snack Policy – We are a peanut-free environment!

Snack time is an important component of our preschool day. It provides the preschoolers with an opportunity gain independence while learning to interact with each other in a supportive environment. It fosters communicating between the students, practice using utensils, trying new foods and learning the importance of prayer before meals.

Families take turns providing a snack for the classroom. A monthly calendar will be posted in the classroom and sent home. The snack will consist of two food groups and a glass of water.

Birthday Celebrations

Birthday celebration guidelines are provided on the Saint Thomas the Apostle All School Healthy Snack Management and Allergen Policy.

Allergen Policy and Healthy Snack Management

Saint Thomas the Apostle Catholic School recognizes the increased prevalence of student food allergies including but not limited to nuts, peanut butter, dairy, gluten, and eggs. Research shows that poor snacking habits can negatively affect a child's academic performance. As a result, we have developed an allergen and healthy snack management policy to eliminate accidental exposure to any possible allergens *and* promote healthy eating habits.

Saint Thomas faculty and parents share a common goal of supporting the link between healthy eating, physical activity, and improved academic achievement for our students. We recognize the gravity and threat a student with a food allergy faces. Using food as a reward undermines nutrition education and encourages over-consumption of foods high in added sugar and fat. Research shows that obesity and Type 2 diabetes are linked to diets high in sugar and fat.

Saint Thomas believes the focus on allergy management and healthy eating go hand in hand in providing prevention, education, and communication.

Rationale: Saint Thomas recognizes the importance of celebrating birthdays, accomplishments, and milestones within the classroom. Traditionally, food has been an important part of these events. To promote good nutritional practices and provide the safest and healthiest environment for ALL children, we ask parents to provide non-edible class treats. Saint Thomas school and teachers are happy to suggest a few non-food treats for birthday celebrations that comply with this policy.

Action Plan: (Parent Information)

1. Saint Thomas will inform parents, verbally and in writing, when there is a student with food allergies in the classroom to avoid known products with allergens at all times, including all special classroom activities and celebrations.
2. Classrooms that have a student with severe food allergies will post a notice of the specific allergens that could potentially cause a life-threatening reaction.
3. Saint Thomas lunch service will avoid the use of nuts and peanut butter in the preparation of food. There will be in the lunchroom an allergen free table in the lunchroom that allows student to enjoy a safer eating environment while at the same time allowing those without allergies to eat food that may contain allergens such as peanut butter.
4. Saint Thomas will initiate disciplinary consequences for any student that intimidates or intentionally exposes an allergic student to a known allergen.

Procedures for Management: (Student Information)

1. Posting outside classrooms of students with severe/life threatening allergies
2. Teachers will instruct students to wash hands and clean surfaces at the beginning of the school day, after meals in the lunchroom, and after snacks in the classroom when there is a student with food allergies in the classroom to avoid contamination by contact.
3. School Personnel are instructed in the use of an Epi pen and what symptoms to watch for in the event of an allergic reaction.

Birthday Celebrations at school:

1. Saint Thomas acknowledges student birthdays and milestones at Chapel. With the announcement of their name, students are recognized and the entire school applauds their very own special day.

2. If you choose to celebrate your child's birthday in the classroom, please do so with non-food items such as pencils, stickers, notepads, or a donation of a game or book to the classroom or school library.
3. Any food items sent for the class will be distributed at the end of the school day and taken home by each student for parent approval.

Health and Medications

If your child has a communicable disease or any contagious health problem that will affect the health of the staff and other children in the program, please do not send him/her to school. Your child may return once they are no longer contagious and fever free for 24 hours without the use of a fever reducer.

If your child suddenly becomes ill or symptoms of illness appear such as a fever of 100 or higher, vomiting, or diarrhea, you will be called and your child will need to be picked up immediately. If you are unreachable, your child's emergency contact will be notified and your child will be taken to the office to await pick up in a designated area for such purposes.

We follow the State of Michigan school medication recommendations. All medication, prescription or nonprescription (over-the-counter), must be brought to the school office in its original container by a parent with appropriate authorization and a completed Parent Medication Consent Form must be on file in the school office. Parents should also inform the teacher with an email. No school staff member may dispense medication of any kind without written permission.

Student Illness and Medical Needs:

- **Fever:** If your child presents symptoms of a fever, they will be brought to the office. If the student has a fever of 100 degrees or higher, you will be called by the office to pick up your child. Your child must be fever free, without fever reducer, for 24 hours before returning to school.
- **Vomiting/Diarrhea:** If your child is vomiting or has diarrhea a parent will be called to pick the child up immediately. Students must be free from vomiting and diarrhea for 24 hours before returning to school.
- **Lice:** If we suspect lice, teachers do the initial hair check and then send the child to the office for confirmation. The office will call you to pick up your child if Lice is seen or suspected. Students may return to school when there is no evidence of lice and must be checked by the school office before they return to the classroom.
- **Injury:** If your child suffers any serious injury during the school hours, he/she will be assessed by the adult in charge and treated as necessary. We will complete an accident report and a copy will be sent home to notify you.

Accident/Injury

You will be notified by phone or email when an accident, injury, or illness occurs. If your child receives a head injury, you will be notified immediately. In the case of an accident or injury, adequate First Aid supplies are available. If the situation requires immediate medical attention, the staff will first call 911 and then notify you via phone. If the situation requires professional medical attention, we will complete an accident report. You will receive a copy of the accident report and a copy will be kept on file.

If a minor injury occurs, the adult in charge will attend to the injury as needed, applying ice, band aids, as well as comforting your child. We will complete an accident report. You will receive a copy of the accident report and a copy will be kept on file.

To help protect your child, all staff members have been trained to handle bodily fluids and are required to follow the proper procedures when dealing with bodily fluids.

All Preschool staff members are trained in CPR and First Aid.

Children are taught the importance of proper hand washing and are provided with the opportunity throughout the day to wash their hands when necessary.

Volunteer Policy

We welcome parent and other volunteers into our program. However, everyone must meet the following criteria.

- IChat Background Check – every five years.
- National Sex Offender Registry Check.
- Virtus Protecting God's Children class attendance.
- Agreeing to and signing the Standards of Ministerial Behavior.

All criteria must be complete and approved before any volunteering in the school can be done.

Emergency Information and Procedures

Name of Preschool: Saint Thomas the Apostle Catholic School
Address: 1429 Wilcox Park Dr. SE, Grand Rapids, MI 49506
Phone: (616) 458-4228
Nearest Cross Streets: Fulton and Carlton, Enter off Carlton onto Grace Street
Point of Reference: Behind Holland Home on Fulton

Fire: Meet behind Church at Preschool designated line on fence.

At sound of fire alarm:

1. Preschool Teacher (PT): Lead all the 4 children, taking child information cards and attendance to account for all children.
2. Preschool Parapro (PP): Check the bathroom and classroom for children, grab the to-go back and then follow to the above meeting place to help children calm and quiet.
3. PT: Once all children and adults have been evacuated, proceed to the gym.
4. PT: Contact parents using cell phone.
5. PT/PP: Assist parents in signing children out, then assure that all children have been picked up by parents or designated persons.

Tornado: Children will be taken down to the Catechesis of the Good Shepherd Atrium (Basement of Ministry Center)

At sound of tornado alarm:

1. Preschool Teacher (PT): Lead all children, taking child information cards and attendance records and cell phones to the above meeting place. Take attendance and account for all children.
2. Preschool Parapro (PP): Check the bathroom and classroom for children, grab the to-go back and then follow to the above meeting place to help children calm and quiet.
3. PT: Once all children and adults have been accounted for, use radio to let Principal know that all are secured safely.
4. PT/PP: Wait for the all clear notice from the Principal.
5. PT/PP: Lead all children back to the classroom.

Serious injury, accident or illness

1. Preschool Teacher (PT): Stay with the injured child, help the child stay calm and quiet, administer first aid/CPR as needed.
2. Preschool Parapro (PP): Contact emergency personnel, if necessary. Contact the school office, who will then contact the parent.
3. PP: Stay with the other children, reassure them and keep them occupied.
4. PT: After the child is appropriately cared for, file an accident report with the office, if necessary. Send a copy home to the parent.

Lockdown/Shelter in place

At the announcement to shelter in place:

1. Preschool Teacher (PT): Lead all children, child information cards and attendance records and cell phone down the back stairwell to Catechesis of the Good Shepherd Atrium. Take attendance to account for all children.
2. Preschool Parapro (PP): Check the bathroom and classroom for children. Leave Saint Thomas sticker on the window of the classroom door if everyone is safe. If a student is missing, do not place the sticker in the window. Close and lock the classroom door and then go to the Catechesis of the Good Shepherd Atrium. Once there, close and lock the Atrium door.
3. PT: Wait for the all clear notice from the Principal. Remain quiet and keep children calm while monitoring the radio for any information from the office.

Power outage

Principal will announce power outage and message parents to come pick up students.

1. Preschool Teacher (PT): Release children to parents. Communicate with parents of children who are scheduled to arrive to inform them not to come. Post notice on the Preschool entrance door.
2. Preschool Parapro (PP): Remain with children and occupy them while PT releases children to parents.

Gas leak: Meet at the Aquinas Gym.

Principal will announce the need to evacuate the school.

1. Preschool Teacher (PT): Lead all children, taking child information cards and attendance records and cell phones to the above meeting place. Take attendance to account for all children.

2. Preschool Parapro (PP): Check the bathroom and classroom for children. Grab the to-go bag and then follow to the above meeting place to help keep children calm and quiet.
3. PT: Once all children and adults have been evacuated, proceed to the Aquinas Gym.
4. PT: Contact parents using cell phone.
5. PT/PP: Assist parents in signing children out. Ensure that all children have been picked up by parents or designated people.

Water main break

In the event of a water main break or loss of water at school, the school will close. The Principal along with emergency responders will determine if the children may shelter in place until parents can arrive for pick up. If evacuation is needed, fire emergency procedures will be followed.

Winter storm

Should a winter storm arrive while children are in school, the Principal will determine if the school will remain open. If the school closes, the Preschool Teacher will post a notice on the Preschool door outside and begin calling parents to notify them that the children need to be picked up as soon as possible.

Preschool Immunization Information

Read and check all boxes that apply in the written statement below. If all information is accurate and on file with Saint Thomas the Apostle Preschool, please sign and date at the bottom of the page:

- My child, _____, is in good health.

- My child, _____, is in good health with restrictions
(please list restrictions in the lines below)

- My child's immunizations are up to date.

- My child's immunization record or appropriate waiver is on file in the school office.

Parents who choose NOT to immunize their preschooler must provide a signed immunization waiver for the child.

X _____
(Parent/Guardian)

Date: _____

Please sign and return this page to the Preschool Program Teacher.

Preschool Statement of Abuse and Neglect

Simply stated, abuse is mistreatment of another person. It can take many forms – physical, sexual, mental, neglect, and misappropriation. Abuse means the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. Willful means the individual must have acted deliberately, that he/she must have intended to inflict injury or harm.

Saint Thomas the Apostle's the Preschool keeps on file a written statement that is signed and dated by all staff and volunteers at the time of their hiring or before volunteering indicating the following:

- The individual is aware that abuse and neglect of children is against the law.
- The individuals have been informed of Saint Thomas' policies on child abuse and neglect.
- The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Staff training plan and paperwork

- Complete a Department of Human Services Center Registry Check Authorization.
- Be fingerprinted through LiveScan.
- Be certified in First Aid and CPR.
- Complete health physical and TB screening and submit medical form to school office.
- Be aware of and enforce Childcare licensing rules.
- Take Blood Borne Pathogens Training.
- Be aware of and utilize, as is necessary, child abuse and neglect reporting procedures.
- Be aware of and practice emergency evacuation procedures. Procedures are posted in the classroom and should be reviewed/practiced with the children at least twice a year.

Ongoing training requirements

- Attend 16 hours of professional development opportunities annually in the areas of: child development, health, safety and nutrition, family and community engagement, management, teaching and learning, documentation and assessment, interactions and guidance, and professionalism.
- Renew CPR training annually. Renew First Aid training every two years.

Preschool Enrollment/Withdrawal Information & Fees

2020-2021

- There is a \$125 registration fee per child with a maximum registration fee of \$250 per family.
- Registration information must be completed and returned to our school Registrar at ellenkieras@stthomasgr.org.
- Payment Plan: Preschool tuition is billed via SMART Tuition in the same manner as school tuition.
- Tuition for Preschool threes is \$1,195 (parishioner)/\$1,665 (non-parishioner) for the year.
- Tuition for Preschool fours is \$ 1,585 (parishioner)/\$2,415 ((non-parishioner) for the year.
- Tuition for Preschool Enrichment is \$ 1,260 for the year.
- Parents withdrawing prior to the start of the school year will receive their first SMART tuition refunded.
- Registration fees are non-refundable.

If a student is starting mid-year, please indicate the first day of participation _____

Tuition will be pro-rated.

Saint Thomas the Apostle Catholic School | 2020-2021 CALENDAR

(Revised 7/27/2020)

Daily Schedule Gr. 1-8:

8:00 AM School Begins

Recess/Lunch TBD

3:30 PM School Dismissal

Daily Schedule: PreK-Kids:

8:00-11:00 AM or
12:15 - 3:30 PM

180 Total Student Days

City Days
School Days
Holiday Days
Uniform Holiday

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 School Resumes
- 15 2nd Quarter Ends
Half Day Records Day
- 18 No School
Martin Luther King
- 18 3rd Quarter Begins
- 24-30 Catholic Schools Wk
- 25 Uniform Holiday
- 27 Pk. and K Roundup

AUGUST 2020						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 17 Open House
- 19 1st day of school Gr 1-8
P4 & Edg Meet & Greets
- 20 P3 Meet & Greets
1st Day of Kdg & K Enrichment
- 21 1st Day of P4
1st Day of P4 Enrichment
- 25 1st Day P3
- TBD MS Back to School Nite
- 31 Uniform Holiday

FEBRUARY 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
8	9	10	11		13	
7	15	16	17	18	19	20
14	28	29	26	25	24	27
21						

- 2 Evening Conferences
- 12 Half Day, Conferences
- 15-16 Mid-Winter Break
(Possible make-up snow days)
- 17 Ash Wednesday
8:30 am Start
12:30 pm Mass
- 28 Uniform Holiday

SEPTEMBER 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2 NewFamily Parent mtg 6 pm
- 4-7 Labor Day Holiday
- 8 MAP Testing Begins
- TBD School Pictures P4-8
- TBD School Pictures P3
- 28 Uniform Holiday

MARCH 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4 4th grade Songfest
- 5 OR 12 Diocesan PD Day
(no School)
- TBD 4th grade Reconciliation
Retreat and Celebration
- 26 Third Quarter Ends
Half Day - Records Day
- 29 Fourth Quarter Begins
Uniform Holiday

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 9 Grandfriends Day
- 15-16 Diocesan PD Day
No School
- 23 1st Quarter Ends
Half Day - Records Day
- 26 Second Quarter Begins
- 26 Uniform Holiday

APRIL 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

- 2 No School - Good Friday
- 5-9 Spring Break
- 19 MAP testing begins
- TBD 1st Eucharist Retreat
- TBD 1st Eucharist 3 pm
- 26 Uniform Holiday

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3 Evening Conferences
- 13 Half Day, Conferences
- 25-27 Thanksgiving Vacation
- 30 Uniform Holiday

MAY 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Kindergarten Kick Off
- 7 May Crowning
- TBD 1st Eucharist 3 pm
- TBD Boosters Golf Outing
- 20-21 7th grade Retreat
- TBD 7th grade Anointing Mass
- 24 No School Memorial Day
- 28 8th grade last day/Mass
- 31 Uniform Holiday

DECEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 SMART Aid Deadline
- 8 Immaculate Conception
8:30 am School Start Time
12:30 pm Mass
- 14 Uniform Holiday
- 14-16 Middle School Exams
- 21-Jan 3 Christmas Vacation

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
7	8	9	10	11	12	

- 1-3 Middle School Exams
- 2 Last Day of P3 and P4
- 2 8th Graduation 6:00am
- 4 Half Day - Last Day
- 7-11 Possible make-up snow days
- 21-25 VBS

MICHIGAN CHILD CARE AND EDUCATION PROFESSIONAL DEVELOPMENT RECORD

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing

- Use this form to record training experiences including, but not limited to, workshops, community-based training, college courses, conferences.
- To comply with Michigan Child Care Licensing Rules for Child Care Centers all caregivers and program directors must complete a total of **16** clock hours of training annually. CPR and first aid training may count for up to 2 hours of training in the year taken.
 - Training must be accrued annually during the calendar year. Verification of participation of required training is to be kept on file by the provider for licensing review.
 - Refer to Michigan Child Care Licensing Rules for a list of topics and trainings that meet training requirements. Rules can be found at www.michigan.gov/michildcare.
 - 1 clock hour of training = 60 minutes. Record the actual number of training hours not including breaks, lunches or travel.

Caregiver/Assistant Caregiver's Name _____ Date of Hire _____

Registration/License Number _____

Core Knowledge Areas from the Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce (available at www.michigan.gov/greatstart)

Child Development
 Health, Safety and Nutrition
 Family and Community Engagement
 Management

Teaching and Learning
 Observation, Documentation and Assessment
 Interactions and Guidance
 Professionalism

Training Dates Beginning/ Ending	Title of Training	Training Organization/Presenter	Core Knowledge Area(s)	# of Clock Hours	Training Certificate Received	If applicable, list # of CEU or College Credits earned	
						# of CEUs Earned	# of College Credits Earned
Training Date	Title of Training	Training Organization/Presenter	Core Knowledge Area(s)	# of Clock Hours	Training Certificate Received	Location	
	First Aid					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Infant & Child CPR					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Adult CPR					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Blood-borne Pathogen						

Caregiver's Signature _____
 Sign and date to certify training record for Child Care Licensing

Date _____

LAPA is an equal opportunity employer/program.



MEDIA RELATIONS/PROMOTIONS RELEASE FORM
Saint Thomas the Apostle Catholic School
2020-2021

DIOCESE OF GRAND RAPIDS
360 Division Avenue S
Grand Rapids, MI 49503-4501

Family Last Name _____

Student Name _____ Grade in *Fall 2020* _____

Student Name _____ Grade in *Fall 2020* _____

Student Name _____ Grade in *Fall 2020* _____

Student Name _____ Grade in *Fall 2020* _____

Student Name _____ Grade in *Fall 2020* _____

***IF PERSON BEING USED IN THE MATERIAL IS UNDER 18 YEARS OF AGE,
PARENT OR LEGAL GUARDIAN MUST SIGN THIS FORM.***

I/we give my/our permission to Saint Thomas the Apostle School of Grand Rapids, Michigan, (the School) and all entities, representatives, employees, and agents operating under its authority to use, without prior notice, my name or my minor child's name, city and state, and/or audio, video(s), photo(s), and/or any other likeness and to use statements made by or attributed to me or my child relating to the School, without compensation, for web, social media, publicity or similar promotions for the School. I waive my right to inspect or approve such publications, including any written copy that may be created in connection therewith. I/we agree that my/our signature(s) below releases any and all claims against the School, or its associated entities related to or arising out of the School's use of the stated items as media relations/promotional material(s).

Permission Given

Permission NOT Given

Signed: _____
Signature Date

Relationship to student(s): _____

Sign off for Receipt of Preschool Handbook

I hereby certify that I have been provided with a copy of the Saint Thomas the Apostle Preschool Handbook and that I understand and agree to these policies as presented.

I understand that this handbook supersedes all previous handbooks and replaces any oral/written representations contrary to the provisions in the handbook. I understand that the handbook may be amended or revised in whole or part at any time by the administration of Saint Thomas the Apostle at its sole discretion.

Parent name (printed)

Parent Signature

Date