

SAINT THOMAS THE APOSTLE
CATHOLIC SCHOOL

Preschool and Hornets' Nest Handbook

License Number — DC414026007



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.

Philosophy

At Saint Thomas the Apostle Catholic School, we follow a Catholic framework and incorporate Catholic values and faith in all we do. Our preschool program includes elements of the Journeys Reading Program, Orton Gillingham, Heggerty Phonemic Awareness Curriculum, Learning Without Tears Handwriting Curriculum, Second Step Early Learning Social Emotional Curriculum, and Catechesis of the Good Shepherd. Hornets' Nest, our aftercare program for students in Kindergarten-8th grade, uses the Second Step Out-of-School Time Curriculum. 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 – DC414026007

Saint Thomas the Apostle Catholic School Contact Information

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

School Phone: (616) 458-4228

Preschool/Hornets' Nest Address: Saint Thomas Preschool Center
1530 Fulton St. E
Grand Rapids, MI 49503

Preschool/Hornets' Nest Phone: (616) 965-3944

Website: www.stthomasgr.org

Principal: Ryan Corcoran	ryancorcoran@stthomasgr.org
Preschool and Hornets' Nest Program Administrator: Veronica Perdue	veronicaperdue@stthomasgr.org
Preschool Three's Teacher: Sheila Kelly	sheilakelly@stthomasgr.org
Preschool Four's Lead Teacher: Emily Brunner	emilybrunner@stthomasgr.org
Preschool Young 5's Lead Teacher: Emily Warriner	emilywarriner@stthomasgr.org
Preschool Teacher: Bonnie Burke	bonnieburke@stthomasgr.org
Catechesis of the Good Shepherd Catechist: Sue Hieshetter	suehieshetter@stthomasgr.org
Hornets' Nest Coordinator: Sarah Ensing	sarahensing@stthomasgr.org
Hornets' Nest Childcare Provider: Angelique Nowak	angeliquenowak@stthomasgr.org

Admission Policy

Children are admitted to Saint Thomas the Apostle Preschool and Hornets' Nest after-care program after completing and submitting the following requirements:

- Registration Form
- Registration with Finals site
- Payment to school of \$125pp/\$250 per family 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 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 in the Preschool Office or refer to the State of Michigan website if you have further questions about the licensing process at www.michigan.gov/michildcare.

Preschool and Childcare Location

1530 Fulton St. E, Grand Rapids, MI 49503

(616) 965-3944 Preschool and Hornets' Nest Phone

(616) 458-4228 Main Office School Phone

The Saint Thomas the Apostle Catholic Preschool and Hornets' Nest programs are located within the Saint Thomas the Apostle Preschool Center building. All doors will be locked and opened from within for admittance.

At the end of the school day, Hornets' Nest students are dismissed from their classrooms. They will meet in the Ministry Center, where a Saint Thomas Staff Member will walk them over to the Preschool Center. Weather permitting, preschoolers play on their preschool playground and Hornets' Nest students play on the blacktop behind the Gym or at Wilcox Park for outside activity.

Preschool Hours of Operation

P-3:	Tuesday/Thursday	8:05-11:05am	*option to add on Wednesday
P-4:	Monday/Wednesday/Friday	8:05-11:05am	*option to add Tuesday/Thursday
Y-5:	Monday through Friday	8:05-11:05am	*This program meets all 5 mornings
Childcare (P3 and P4)		8:05-11:05am M/F and 12:30-3:30pm	*all 5 afternoons
Lunch Bunch: (P3/P4/Y5)		11:05-12:30pm	Monday through Friday

Preschool 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.

8:05am / 12:30pm	Sign-in, welcome, free play, fine motor bins
9am / 1:15pm	Circle time activities ● Prayer ● Calendar ● Instruction and Second Step Curriculum ● Story ● Song ● Games
9:30am / 1:15pm	Bathroom Break, Wash Hands and Snack Time
9:45am / 2pm	Story Time
10am / 2:15pm	Center Time ● Dramatic play ● Letter recognition/Writing ● Water/sand/Texture table ● Art activity/Math activity ● Puzzles/ Fine motor activity
10:35am / 2:45pm	Outdoor/Gross motor
11:00am / 3:20pm	Ending circle time / Prayer / GoodBye song

Once a week, preschoolers in P4 and Young 5's will visit the library for early literacy activities. All preschoolers will engage in Music and Movement and participate in Catechesis of the Good Shepherd.

Hornets' Nest Hours of Operation

Hornets' Nest: Monday – Friday, 3:30-5:30pm

Hornets' Nest Schedule

Hornets' Nest is open after school, every full school day, August through June.

- | | |
|-------------|--|
| 3:30pm | Sign in and welcome. Change into non-uniform clothes (optional) and wash hands for snack. Clothing must follow the Saint Thomas non-uniform guidelines. Check for belongings. |
| 3:30pm | Circle time, including prayer, "best part of your day" and Snack. Second Step Social Emotional Curriculum. |
| 3:40-3:45pm | Clean up/Wash hands and get ready to go outside. |
| 3:45-4:15pm | Outside/Gross motor time – Brains process while bodies move. Wilcox Park, and the Saint Thomas blacktop offer diverse areas to run, climb, play, imagine and more. Childcare providers determine the outdoor location – rain or temperatures below zero mean students will be inside for inside activities (board games, art projects). |
| 4:15-4:45pm | <p>Homework or down time for EVERYONE! If students do not have homework, they may choose from quiet games, arts or a service project. Access to laptops to complete IXL (online math program) or work on other homework is available and supervised.</p> <ul style="list-style-type: none">● Assistance with homework from the Hornets' Nest director or childcare providers if requested by a student.● When a student finishes homework, a Hornets' Nest childcare provider will check to see that work is finished by comparing it to assignments listed in the student planner.● Students pack up all belongings to get ready to go home.● Clean up tables and organize the Fr. James Chelich Center. |
| 4:45-5:30pm | Optional gross motor time or games, crafts and group activities. |

School Calendar Visit www.stthomasgr.org/parents/school-calendar/ to see our School Calendar.

Preschool Drop Off/Pick-Up Procedures:

For Preschool drop-off and pick-up, please adhere to the following guidelines:

- Cell phone use is not permitted in the drop-off or pick-up lines/area.
- Use the inside lane of the Gate Line.
- Students needing the Gate Line should be dropped off or picked up first. Use the outside lane for Gate Line drop-off and pick-up.
- To drop-off or pick up a Preschooler after using the gate line, continue around the Preschool building and turn left on the service drive before Fulton St. to re-enter the Preschool drop-off and pick-up line.

Drop Off:

- Preschool drop off is from 8:00 and 8:15am at the Gate Line.
- When you reach the front entrance of the preschool, veer left into the pick-up and drop off area.
- Pull forward to the furthest available spot from the main entrance.
- Children remain in their vehicle until a preschool staff is available to assist them out and into the building.
- Parents sign their child in before departing.
- To depart, veer right back into the Preschool drop-off and pick-up lane.

Pick Up:

- Preschool pick-up begins at 3:30pm.
- When you reach the front entrance of the preschool, veer left into the pick-up and drop off area.
- Pull forward to the furthest available spot from the main entrance.
- Teachers will assist your child into your vehicle. You will then be able to buckle them in before departing.
- ***Your child will not be released to anyone who is not listed as an authorized parent or guardian for pick-up. People who are unknown to staff members will be asked to show identification.***
- Parents sign their child out before departing.
- To depart, veer right back into the Preschool drop-off and pick-up lane.

Hornets' Nest Pick-up Procedures

Hornets' Nest students may be picked up any time before 5:30pm. Please park in the lot directly next to our Preschool Center entrance and use the main glassed entrance door. Ring the doorbell, and a Hornets' Nest Childcare provider will open the door.

- Students are not allowed to open the door for ANYONE.
- Children will need to be signed out of Hornets' Nest every day.

Communications Plan

We believe a successful preschool and after-school care program are contingent on parent involvement and communication. Lead preschool teachers will send out a weekly newsletter and aftercare will send out a monthly newsletter or email to let you know what is going on. Periodically, we will send home other notes via email regarding activities and events being offered.

The school uses Remind 101 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 @stafam3gr to 81010.

Attendance

If your child will be absent from preschool or Hornets' Nest, please email Veronica Perdue (veronicaperdue@stthomasgr.org) and call the Preschool office (616) 965-3944 by 8am the day of the absence.

Preschool Student Attire

Preschool students do not have uniforms. 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. Students 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 bag. All coats, backpacks, sweatshirts etc. should be clearly labeled with your child's name.

Hornets' Nest Attire

Students can change into non-uniform clothes, but this is optional. Clothing must follow the Saint Thomas non-uniform guidelines. 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 a covered toe and a heel strap.

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 a covered toe and a heel strap.

Discipline Policy

Saint Thomas the Apostle Preschool and Hornets' Nest Staff use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Our objective is to help the child learn. 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.

We understand that young children are still learning how to manage their emotions and behaviors. When a child is having ongoing challenges with certain behaviors, our teachers will use a variety of positive strategies in the classroom to help support them.

Throughout this process, we stay in close communication with families—through emails, phone calls, or face-to-face conversations—so that we can work together to support the child.

If classroom strategies are not enough on their own, we will schedule a meeting with the child's parents or guardians to create a personalized support plan. This plan may include things like a reward or encouragement system, calming sensory breaks outside the classroom, or a temporary adjustment to the child's schedule.

Our goal is always to understand each child's unique needs and work as a team—with families—to help every child feel safe, supported, and successful at school.

Food Policy – We are a peanut and nut-free environment!

Our Preschool Program will have snacks and meals provided by parents. For morning or afternoon snacks, they need to be from two food groups and follow our allergen and healthy snack policy below. Lunch bunch meals will be provided by parents. Our Hornets' Nest snack is provided by West Catholic High School. If your child requires extras or a different snack, please provide one. You will receive notifications of any food allergies at the start of the year. Please understand that we cannot allow "trading" of snacks or lunches between students because of food allergies.

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.

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)

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.

1. 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. With parent permission, teachers will post the child's name, known food allergies prominently in the classroom or other areas, as well as the doses and methods of medical administration should the child have an allergic reaction.
2. Saint Thomas lunch service is provided by West Catholic High School for Kindergarten-8th grade and will avoid the use of nuts and peanut butter in the preparation of food. Students staying for Preschool Lunch Bunch (11-12:30), will bring their own nut free lunch from home. This allows students to enjoy a safer eating environment. Teachers will be sure to have students wash their hands before and after eating.

3. 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. Teachers will post outside classrooms any severe/life-threatening allergies in that classroom.
2. Teachers will instruct students to wash hands and clean surfaces at the beginning and end of the school day and after meals or snacks 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 anaphylaxis or allergic reaction.
4. Teachers will carry a child's care plan on all field trips and in their go bag.

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 or collaboration room, which is a separate room in the office to be monitored by a staff member. Items and facilities used by an ill child or adult will be cleaned and disinfected before being used again.

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 are 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 and Hornets' Nest 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.

Transitions

Students should not return to classrooms or lockers after they have checked into Hornets' Nest. They should make sure they have all necessary items (including planners) at the end of the school day.

Water Management Plan

Our school follows Michigan's Filter First Clean Water Access Act. Students will be provided with filtered water from sinks in all the classrooms, drinking fountains/bubblers, and/or the lounge, all of which have filters at the site. Our bathroom sink faucets are not filtered and will be labeled accordingly.

Emergency Information and Procedures

Preschool and Hornets' Nest Location: Saint Thomas the Apostle Preschool Center

Address: 1530 Fulton St. E, Grand Rapids, MI 49503

Phone: (616) 616-965-3944

Nearest Cross Streets: Fulton and Mayfield, Enter off Fulton on the South side of the street.

Point of Reference: Between East Point Commons and the Aquinas Sturris Sports and Fitness Center

***If specific plans for students with special needs or chronic health conditions are required, they will have an individualized emergency plan, including who will help the child and any accommodations that may be needed for that child. These plans will be in each teacher's to-go bag.**

Fire: Meet at the Gate Line near the Church and Gym Parking lot.

At sound of fire alarm:

1. Program Administrator and Lead Teachers (PA and Lead Teachers): Lead all the children to the above meeting place, taking child information cards and attendance to account for all children.
2. Teachers and Childcare Providers (CP): Check the bathroom and classroom for children, grab the to-go bag and then follow to the above meeting place to help children calm and quiet.
3. PA: Once all children and adults have been evacuated, proceed to the gym.
4. PA Contact parents using a cell phone.
5. PA/CP: 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 basement of the Preschool Center.

At sound of tornado alarm:

1. Program Administrator (PA): 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. Teachers and Childcare Providers (T/CP): Check the bathroom and classroom for children, grab the to-go bag and then follow to the above meeting place to help children calm and quiet.
3. PA: Once all children and adults have been accounted for, communicate that via text/cell phone so all know that everyone is secured safely.
4. (T/CP): Wait for the all clear notice from the Program Administrator.
5. PA/T/CP: Lead all children back to the classroom.

Serious injury, accident or illness

1. Program Administrator (PA): Stay with the injured child, help the child stay calm and quiet, administer first aid/CPR as needed.
2. Teachers and Childcare Providers (T/CP): Contact emergency personnel, if necessary. Contact the parent directly.
3. T/CP: Stay with the other children, reassure them and keep them occupied.
4. T/CP: After the child is appropriately cared for, file an accident report with the office. Send a copy home to the parent.

Crisis

Saint Thomas staff is trained on what to do in a crisis situation. Our priority is the safety of our students. Teachers will follow the trained protocol or instructions from authorities. If students are relocated, parents will be notified by email, text or phone. After 30 minutes, we will make phone calls to those parents whose children remain at the location. If a crisis occurs and the children remain at Saint Thomas, we will send home a letter or email with each child explaining the situation that occurred. Lock downs and/or shelter in place are practiced twice a year.

Power outage

The Program Administrator will announce a power outage and message parents to come pick up students.

1. Program Administrator (PA): Release children to parents. Communicate with parents of children who are scheduled to arrive to inform them not to come. Post notice on the entrance door.
2. Teachers and Childcare Providers (T/CP): Remain with children and occupy them while the Program Administrator releases children to parents.

Gas leak: Meet at the Aquinas Gym

The Program Administrator will announce the need to evacuate the school.

1. Program Administrator (PA): 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. Teachers and Childcare Providers (T/CP): 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. PA: Once all children and adults have been evacuated, proceed to the Aquinas Gym.
4. PA: Contact parents using a cell phone.
5. PA/T/CP: 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 or Program Administrator, 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.

Extreme Weather Events and Natural or Man-Made Disasters

Should an extreme weather event or other natural or man-made disaster arrive while children are in school, the Principal will determine if the school will remain open. The Principal will decide if we need to shelter-in-place, lockdown or safely move to a reunification site and the teachers and staff will follow our Crisis protocols. If the school closes, the Program Administrator will begin calling parents to notify them that the children need to be picked up as soon as possible.

Flood

Should a flood arrive in the area while children are in school, the Principal will determine if the school will remain open. If the center remains open, children and staff will be moved to the safest elevated area. Staff will seal doors/windows if necessary and will continue supervision and provide comfort items. If the school closes, the Program Administrator will begin calling parents to notify them that the children need to be picked up as soon as possible.

If students need to be evacuated, staff-to-child ratios will be maintained during evacuation. Children will be relocated to a safe location and parents will be notified by phone, text/email alerts. An incident report will be completed and submitted.

Following a flood, a safety inspection would be completed. Water damage and mold hazards would be remediated and the facility would be cleaned, sanitized, and safe for occupancy.

Transportation Policy

Saint Thomas the Apostle does not transport students between home and school. Bus transportation for children will only occur in the case of an emergency. If buses are necessary, they will be provided by Catholic Secondary Schools.

Hornets' Nest 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 School, 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 Hornets' Nest Director.

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 Preschool and Hornets' Nest Aftercare Programs keep 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 comprehensive Child Care Background Check.
- Be fingerprinted through LiveScan.
- Be certified in First Aid and CPR.
- Complete health physical and TB screening and submit a medical form to the school office.
- Be aware of and enforce Child Care 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

- Staff members must 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.
- Staff members must renew CPR/First Aid training every two years.

Volunteer Policy

We welcome volunteers in our preschool and childcare, however they must meet these criteria:

1. Volunteers shall provide appropriate care and supervision of children at all times.
2. Volunteers shall be of responsible character and suitable to meet the needs of children.

3. Volunteers must have a public sex offender registry (PSOR) clearance on file at Saint Thomas the Apostle School – any individual who is registered on the PSOR is prohibited from having any contact with any child in our care.
4. Volunteers must have participated in the Protecting God's Children Program (VIRTUS).
5. Volunteers must have an iCHAT background check.
6. Volunteers must read and sign the Standards of Ministerial Behavior.

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

Volunteers must be supervised at all times by a Saint Thomas the Apostle Preschool and Childcare staff member.

Preschool and Childcare and Hornets' Nest Enrollment/ Withdrawal Information and Fees

2025-26

There is a \$125 registration fee per child with a maximum registration fee of \$250 per family.

Registration information must be completed online. For program closing dates (school holidays, vacation, parent/teacher conferences and teacher in-service closings), please refer to the Saint Thomas School calendar.

Payment Plan: Preschool and Hornets' Nest tuition is billed via FinalSite in the same manner as school tuition.

- Parents withdrawing before the start of the school year will have their first FinalSite tuition refunded. There is NO refund once school has begun.
- Registration fees are non-refundable.

Preschool

Preschool starts in August and ends the last week of May.

Tuition for P3 is \$1,638 for the year.

Tuition for P4 is \$ 2,457 for the year.

Tuition for P3 Add-On is \$819 for the year.

Tuition for P4 Add-On is \$ 1,638 for the year.

Tuition for Y5s is \$4,095 for the year.

Hornets' Nest is available from 3:30-5:30pm during the school year.

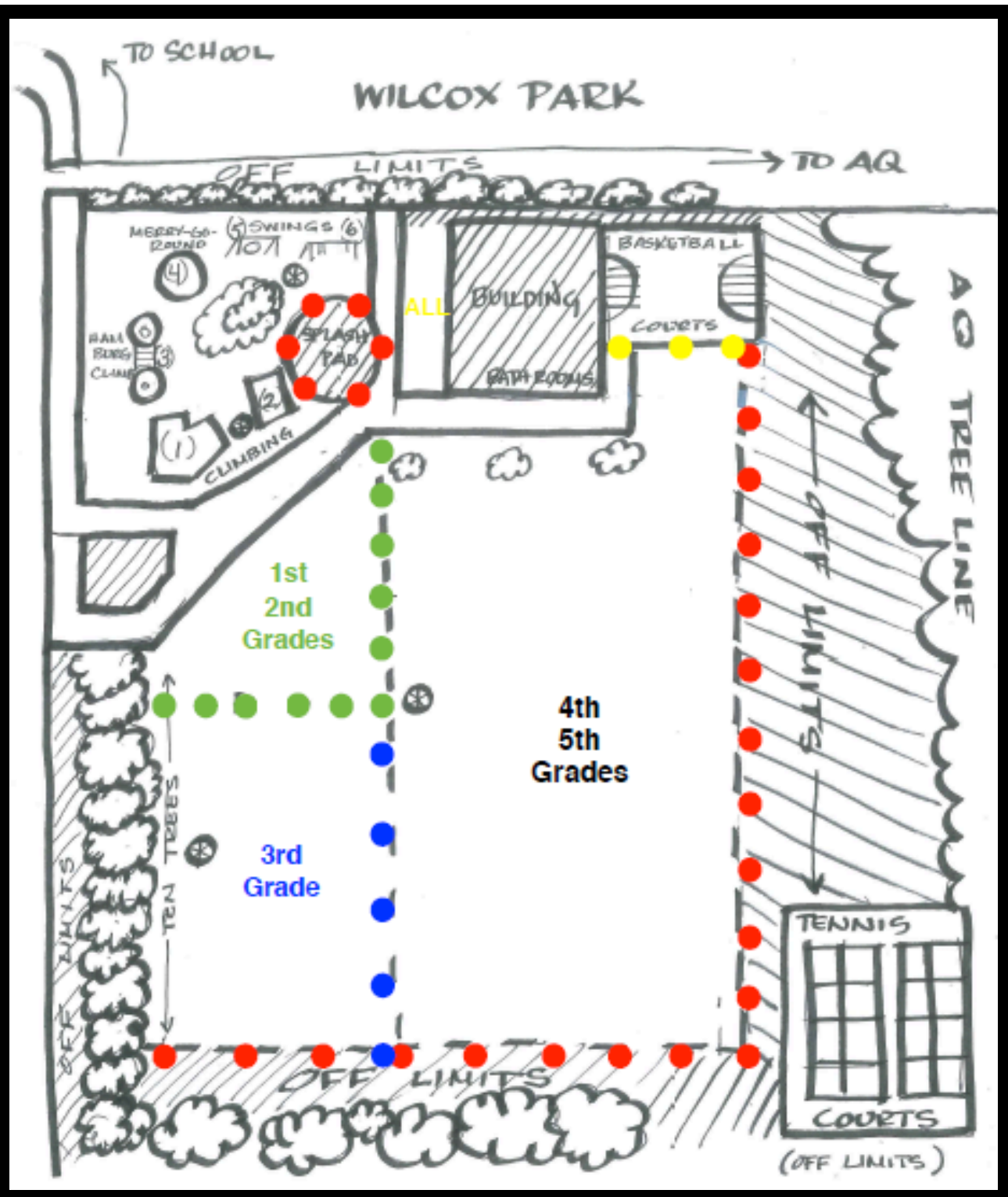
Note: Hornets' Nest is NOT open on half days or snow days.

- Students must be picked up by 5:30pm every day.
- Parents will be charged \$1 per child for each minute they are late.

Hornets' Nest Rates 2025-2026	
Hornet's Nest – 1 student	\$567 x days per week
Hornet's Nest – 2 students	\$777 x days per week
Hornet's Nest – 3 students	\$987 x days per week
Hornet's Nest – 4 students	\$1,197 x days per week
Hornet's Nest – 5 students	\$1,470 x days per week

Hornets' Nest Wilcox Park Rules

1. Off-limit areas at Wilcox Park
 - a. Splash pad and splash pad controls
 - b. Fountain grass and all plant areas
 - c. All fences
 - d. Building, including bathrooms and behind the building
 - e. Tennis courts
 - f. Picnic tables
 - g. Beyond the 10th tree along Youell Avenue
 - h. Beyond the basketball courts toward Aquinas
 - i. Street side of all trees
2. Rules for equipment
 - a. Large climbing structure (1) – includes Monkey bars
 - i. Students may not climb or sit above the slide
 - ii. Students may not be on the top of the structure
 - b. Small climbing structure (2)
 - i. Students may not climb on the outside of the slide
 - ii. Students may not be on top of the structure
 - c. Hamburger structure (3)
 - i. Students may not climb or sit on top of the hamburgers
 - d. Merry-go-round (4)
 - i. No more than 10 students
 - ii. Only 2 students at a time pushing
 - iii. Students may not go underneath the structure
 - iv. Students may not hang off the structure
 - e. Large swings (5)
 - i. Two students may swing at one time
 - ii. One or two students pushing
 - iii. Rides are 60 seconds long when there is a line for the swings
 - f. Swing set (6)
 - i. Students may not use the baby swings
3. Weather information
 - a. If students are on the playground and thunder is heard, Hornets' Nest childcare providers must bring all students back to the school immediately.
 - b. If it is just drizzling, Hornets' Nest childcare providers will use their discretion whether to bring students back to school.
4. Wilcox Park visitors/safety
 - a. A photo registry of sex offenders living and working in our area is attached. Please make sure to review.
 - b. The police have advised us to let them know if we see any of these individuals.
 - c. All students should be visible and accounted for at all times at the park.



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 their sole discretion.

Parent name(s) (printed)

Parent Signature(s)

Date

Please return this form to your child's teacher before starting the program.

Sign off for Receipt of Hornets' Nest Handbook

Hornets' Nest students are expected to follow the school rules. Students are expected to be respectful to their teachers and childcare providers. Students who break the Hornets' Nest rules may be suspended from the program for up to a week. If a student breaks the rules three times, he/she will be dismissed from the Hornets' Nest program for the remainder of the school year.

Basic rules

1. Students need to listen to and follow the rules of the Hornets' Nest childcare providers. Respect is important for a peaceful and safe environment.
2. Students will not be able to return to classrooms or lockers after they have checked into Hornets' Nest. They should make sure they have all necessary items (including planners) at the end of the school day. Students working on laptops must do their homework first. Once homework is done, students may visit school-approved websites. Students who go to unapproved sites will lose the technology privilege for one month. If a student visits an unapproved site a second time, he/she will lose the technology privilege for the remainder of the year and may be suspended from the program for 1-5 days.
3. Students must have their homework reviewed for completeness by a Hornets' Nest childcare provider before beginning their free time. The childcare provider will sign the planner if all work is complete.
4. The Preschool Center is a respected space. Students will maintain an appropriate noise level as determined by the Hornets' Nest childcare providers.
5. The same rules that apply during school recess at Wilcox Park are enforced during Hornets' Nest.

My child/ren and I have reviewed this contract and understand our responsibility and the consequences if these rules and procedures are not followed.

Parent(s) signature

Date

Student(s) signatures

Date

Please return this form to the Hornets' Nest staff before starting the program.