



Preschool

Policy & Procedure

Handbook

2024-2025

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WELCOME TO ST. EDWARD LITTLEST ANGELS PRE-SCHOOL

Dear Parents,

The staff of St. Edward on-the-Lake Catholic School would like to extend a warm welcome to the parents and children of St. Edward pre-school.

You, as parents, are an important part of our pre-school organization as we strive to provide quality care, guidance and learning experiences for your children. We wish to support you by helping your children to develop socially, emotionally, intellectually, spiritually, and physically through an educational curriculum centered around each individual child.

This handbook is given to you because it is important for you to know the program and policies of our pre-school. Please read this handbook then sign and return last page to your child's teacher. Please feel free to contact us for an appointment at any time to discuss questions you may have about your child or the activities at the school.

Once again, we welcome you! With the combined efforts of the parents and of the staff, we can all share in the total well-being of each child.

MISSION STATEMENT

We at St. Edward on-the-Lake Catholic School,
work together with our families and community
to create a Christ-centered environment
which promotes
Catholic faith formation,
academic excellence,
and personal development.

Our students will have the opportunity to become
confident, independent thinkers, and life-long learners
who are responsible to God, to themselves,
and to society.

PHILOSOPHY

St. Edward Preschool has been established for children. A child is a gift of God to you and to the world. God loves children, you love your children; we love your children. Christ said: "Let the children come to me, for their's is the kingdom of Heaven." (Luke 18:16) To you, we say with his words: Let the children come to us while you are working, and when your child returns to you, we hope he or she will be more loved, more loving, and happier every day.

Offered in support of this concept, our pre-school services are not limited by religious belief, nationality, race or economic status.

We want to provide the atmosphere, time, space, and materials for carefree, joyful play, which we believe is the basis for all developing skills in a child.

We want to help your child to grow socially, emotionally, intellectually, spiritually and physically by providing an environment that will stimulate and create interests.

We want to encourage and give ample opportunity to explore the mystery of God's creation through nature and other materials helping your child to be at home in this world.

The school will offer ample opportunity for your child to grow in openness to trust and in concern for those around him.

For the total well-being of your child, we look forward to a good relationship between you, the parent, and our staff in the preschool.

Program

The teacher carefully plans and coordinates a balanced, flexible curriculum offering experiences in language arts, math, science, music, creative arts, plus ample opportunity to develop large and small motor skills.

You are welcome to visit and observe our program. We do, however, ask that you schedule your visit before hand.

Religion

We learn about God's love for us and His gifts to us - especially Jesus. We pray together daily and share Bible stories. We celebrate the Church seasons and are surrounded by signs of our faith: the church, the cross, and holy pictures. We learn respect for all God's creation.

Language Experiences

The child will be exposed to stories, poems, and finger plays via books, puppets, and tape smart board activities ect. He/she will have opportunities for self-expression through a structured activity, in addition to normal communication with the teacher and fellow students. Introduction to Spanish is provided.

Music

A regular music program will provide further opportunity for self-expression. The child will learn simple "catchy" songs. Preschoolers participate in the school's Christmas music program. Classical music will be played at intervals each day.

Creative Arts

Children usually enjoy being creative. In our program, they will be given opportunities to "create" using numerous art media.

Readiness Program

The readiness program is intended to instruct the child in the use of tools such as his scissors, crayons, pencils, paste, paper, and books. This encourages coordination of the small muscles and manual dexterity.

Field Trips

Occasional field trips are scheduled during the year. Permission forms will be sent home and need to be signed and returned. Parents will be asked to accompany their child in order for a child to participate.

Admission Procedures Policies

Children enrolling shall have reached the age of 3-1/2 by September 1st of the year for the Three-Year-Old Program or fourth birthday by September 1st for the Four-Year-Old Program.

Children enrolling shall be completely toilet-trained and capable of caring for their personal needs, except in unusual emergencies. This means being able to toilet themselves independently, including wiping, doing snaps, buttons, belts, and overall buckles. Please dress your child in simple to do up clothing.

If we feel that a child is not ready for school, we will work out a solution with the parents that is most beneficial for the child.

Directory

Our School Committee has asked that we develop and distribute a directory of school families with addresses and phone numbers listed in order to promote communication and socialization. This directory is for the exclusive use of St. Edward School families and will be distributed only to those families who give permission to be included. We need your authorization to accomplish this.

In addition, we often need to use photos of our students for brochures or ads. Authorization for this is also required. We have our parish/school website at www.stedwardonthelakeschool.org, which lists Bingo workers, upcoming events, and noteworthy student accomplishments.

Please notify the office if you do not give permission to publish name/address/phone number or to use photos of your child(ren).

ICHAT and “Protecting God’s Children”

Criminal History Background Checks – It is a policy of the Archdiocese of Detroit that all employees and volunteers who have unsupervised contact with children must have a criminal history background check (ICHAT) which is strictly confidential. Noncompliance with this policy will result in loss of volunteer position. This check is required for parents helping in the school, volunteering for field trips, lunch duty, etc. An ICHAT form will be sent home early in the school year for all new parents or those not previously checked.

Registration

The following steps are necessary to complete the enrollment of your child at St. Edward Pre-school.

- A. Complete the FACTS application form.
- B. Provide a copy of his/her birth certificate verifying child's age.
- C. Furnish a physical examination record, completed by a licensed physician. This form can be acquired at our office. Presentation of the completed form is necessary before your child's enrollment can be finalized, as this is a State requirement. The Director must approve all forms.
- D. Turn in signed authorization.
- G. If you have any questions about the program or registration, please call 810/385-4461.

Fees

Please see the St. Edward on-the-Lake fee schedule which is located in the handbook for pre-school fees.

Preschool Tuition Policy

The tuition fee for preschool is due on the 10th day of each month that the child is in attendance. August through May. Parents will make payments using our online FACTS payment system.

If no payment or arrangements have been made after 45 days, the principal will contact the family. If payment has not been made by the end of 60 days, the family will be asked to meet with the principal and/or pastor.

If the family does not meet with the principal and/or pastor or keep to a payment schedule, they will be notified in writing that services will no longer be provided.

In cases of genuine hardship, a family may make a written request to the pastor or principal for an adjusted payment schedule. The reason for the request must be stated in writing.

Schedule

Our daily schedule will be from 7:45 a.m. to 2:55 p.m. School doors open at 7:30 a.m. morning session ends at 11:00 a.m. **Try to allow your child to enter the room alone after the second week of school.**

Quiet Time

A child who stays all day will have a 30 to 40-minute quiet time on a mat. This is a state licensing requirement. Please prepare your child for this. They may bring a small sized blanket and a small soft toy for quiet time. State rules require these be in a large zip lock bag with child's name on it.

Newsletter – “The Laker”

There is a weekly digital newsletter that is sent home weekly, “The Laker”. Please take the time to read this as we try to include many happenings taking place at the building.

Withdrawal

If it should become necessary for you to withdraw your child, we ask you to notify us as soon as possible. This will give us time to notify a child from the waiting list and they will be ready to start when your child leaves.

School Closings

If school will not be held for some reason, such as weather, it will be broadcast early in the morning, on Detroit Channels 2, 4, and 7. School closings can also be found online at the news station sites. We will also be sending out email notifications and REMIND texts notifying parents if school is closed for any reason. If school must be closed after the school day has started, the announcement will be put on the same stations and calling lists will be used.

General Information for Parents

1. Your child should be dressed comfortably in washable clothing. **Your child should wear tennis shoes (Velcro or zip preferred).** **NO sandals or open shoes of any kind.** This is especially important on the playground. Please make sure that your child can open and close all fastenings on his/her clothing, i.e., snaps, buttons, belts, etc. Please always send your child with appropriate outdoor clothing. We go outdoors every day as long as the temperature is 20° or above. Boots, hats, and mittens must be brought in during the winter months.
2. **A change of clothing** is also to be sent in to school to be kept for emergency use. Label each piece of clothing, put it in a large zip lock bag with child's name on it.
3. Please give us prompt notification of any change of address or phone number. **It is extremely important that we have these up to date so that we can contact you immediately if the need arises.**

4. Individual conferences with parents may be suggested as our teacher deems necessary during the year. Various other programs involving the children are occasionally held as well that parents are invited to.

Illness

If your child is ill, do not send him/her to school. It is not fair to him, his classmates, or his teacher.

1. If your child shows evidence of a **FEVER, VOMITING, OR DIARRHEA**, please DO NOT SEND your child to school for a **full 24 hours after symptoms have subsided**.
2. If your child had or has been exposed to a communicable disease, you must notify the school so that we can watch for symptoms in the other children.
3. If your child has a fever or any symptoms of illness or a bathroom (bowel) accident, you will be notified and requested to come get your child.
4. First aid will be administered immediately to any child who suffers a minor injury. In the event of a more serious injury, the parents will be contacted without delay. Your doctor will be called if you cannot be reached.
5. If your child is prescribed an antibiotic, he/she needs to be on it 24 hours before returning to school. DO NOT send him/her until after 24 hours are up.
6. No fever masking drugs should be given to your child if he/she is planning on attending school. If your child is too sick to go out or participate in activities, he/she is too sick to come to school.
7. Medication may be given at school by the office only under the following specifications:
 - a. Consent form signed, by the doctor, for medication when needed.
 - b. Medication prescribed by a physician.
 - c. All medications must be entered in the medication log books.
 - d. **All medications must be given by the office.**
 - e. All medications must be provided by the parent/guardian.
 - f. All prescription medication must have a pharmacist's label.
 - g. **No fever-masking medications will be given.**
 - h. Emergency EpiPens will be used if a child shows signs of anaphylaxis shock

The health department requires that children with certain communicable diseases be excluded from school until a physician says they are not contagious. These diseases include:

- Chicken Pox
- Measles
- Mumps
- Pinworm
- Ringworm
- Impetigo
- Scabies
- Pink eye
- Lice
- Rash that has not been identified

St. Edward Preschool has adopted the following Health Care Plan. Certain procedures are not applicable (diapering); however, the following procedures will ensure a safe and healthy environment for children and caregivers.

Hand Washing

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are **not** approved substitutes for soap and running water.

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid.
- Wash areas with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Spray the article or surface with a sanitizing solution.
- Let area/surface air dry.

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed weekly and are used by one child only.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill may be moved away from the children until they are picked up.

Immunization

All Preschool students enrolling must have a health appraisal form filled out and signed by a physician and be up-to-date on all shots., this form needs to be completed and returned to the school office by September 15th. Waivers can only be issued by the county health department.

School Calendar

-Handed out every year at the beginning of the year by the school office. The calendar can also be found on our school website.

Snack/Lunch

Parents need to provide a snack and lunch for their child each day he/she is in attendance, unless he/she is ordering the St. Edward hot lunch on those days.

Please send in a nutritious snack, such as fruit, yogurt, cheese and crackers, etc. **Please NO gum or candy.** Birthday treats are allowed. Please see the teacher for more information on those birthday treats.

Pre-School Curriculum

Our preschool offers a well-rounded introduction to the school setting. Skills learned here set the stage for future learning, and promote the following essential skills for Kindergarten.

- Fine Motor Skills (pre-writing and writing)
- Pre-reading Skills (letters and sounds)
- Social Skills
- Work Habits
- Mathematical Skills (number recognition, counting)
- Social Studies Skills (the world around us)
- Religion
- Introduction to Science
- Music
- Gross Motor Skills
- Art
- Health/Safety Skills

Caring for children with Special Needs Policy

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences. St. Edward on the Lake/Guardian Angel Pre-school and aftercare will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program. We will ensure that when a child with special needs is identified on the child care application form, the family will be given a special health care plan and emergency information for children with special needs form to be filled out by the family and health care provider collaboratively with a member of the child care program staff. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, St. Edward on the Lake/Guardian Angel Pre-school and aftercare may consult with agencies/organizations as needed, provided parental permission is granted. Staff will be trained on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and/or therapy requirements. The individual written plan of care for children with special care needs will be followed in all emergency situations. St. Edward on the Lake /Guardian Angel Pre-school and aftercare is responsible for making sure the plan shall be updated annually, at a minimum.

CHILD ABUSE AND NEGLECT

All employees of St. Edward on the Lake Catholic School/Guardian Angel Pre-School and Aftercare, will report suspected abuse and neglect. Suspected child abuse/neglect will be reported to Department of Human Services (Child Protective Services). The law requires that mandated reporters report suspected child abuse and neglect to the Department of Human Services. This report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make a report. Likewise, there is a civil and criminal immunity for someone making a report in good faith. To report actual or suspected child abuse or neglect call Child Protective Services at (855)- 444-3911

Discipline Policy

Our staff here at St. Edward on the Lake /Guardian Angel will use positive methods of discipline which will encourage self-control, self-direction, self-esteem, and cooperation. If a rule is broken, the teacher or aide will remind the child of the rule and discuss it with him/her. If the rule continues to be broken, the child will be removed from the situation until he and the teacher or aide can discuss the rule more thoroughly. AT NO TIME, will physical punishment be used with a child. If there is a continuous problem with a child, the parents will be called in to discuss a plan to decide if this is the right setting for your child's needs.

Preschool Guidance and Discipline

Staff will use **positive** methods of child management, which encourage self-control, self-direction, self-esteem, and cooperation.

Group Management Technique- Limiting the number of children in each area of the room avoids overcrowding and allows for sufficient materials and the opportunity for constructive interactions, which reduces opportunities for negative behaviors.

Positive Redirection- If a behavior is inappropriate, we will use positive redirection-redirecting the child to another area of the room. Your child's teachers will do every step necessary to positively guide your child in the right direction. You will be notified if a problem has occurred and will be responsible for following up on it.

Staff will NEVER and are prohibited from using any of the following forms of punishment:

- Hitting, shaking, biting, pinching spanking, or inflicting corporal punishment.
- Mental or emotional cruelty
- Confining a child
- Restricting a child's movement by forceful grabbing etc.
- Depriving of basic needs like food, bathroom and naps.

Parents are encouraged to talk to their child's teacher and the director about any issues they have with discipline. Our staff will follow the child protective law to report any instance where there is reasonable cause to suspect child abuse or neglect.

EMERGENCY PROCEDURES

We will have fire and tornado drills in accordance to the licensing rules. Accurate records of these drills will be posted in teacher's classroom. Our emergency routes are posted in each classroom on the information boards.

St. Edward on the Lake/Guardian Angel childcare/preschool staff has been provided with written procedures regarding the care of children and staff for each of the following emergencies:

- Fire
- Tornado
- Serious accident, illness or injury
- Crisis management, including but not limited to intruders, bomb threats, custody disputes, power outages, missing/lost, abducted children, drive by shooting

Emergency telephone numbers are posted and maintained in each room by the telephones **RELOCATION PLAN**

Relocation Plan: In the event that we are unable to return to the child care center, children will be relocated to the following location:

St. Edward on the Lake Catholic Church
6945 Lakeshore Rd, Lakeport, MI 48059

Children will be relocated by the following method:

1. The children will line up in a single line and the Lead Teacher will do a head count of the children. The Teacher will get the attendance and emergency cards and proceed to walk with the children to St. Edward on the Lake Church.
2. Once by at St. Edward on the Lake Church the Teacher will take roll call to account for all the children in attendance and keep the children calm and quiet.
3. The assistant will check the room for any children and get any medication.
4. The assistant will help the Teacher keep the children calm and quiet.

Accommodations will be made accordingly for children with special needs.

The following methods will be used to contact parents:

1. Parents will be notified via mass email or text message system.
2. Staff will use emergency child information cards to contact parents for immediate pick up.
3. A sign will be posted in a conspicuous location that can be seen from the outside of the location site.
4. The school will contact the local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

FIRE:

1. Sound fire alarm.
2. Lead Teacher will line up children in a single line and do a head count of the children. Teacher will get attendance and emergency cards and proceed with the children out the door and go to the side of the building by the fence. Once at the fence the Teacher will take roll call to account for all children in attendance. The Teacher will keep the children calm and quiet.
3. The Principal and/or Program Director will contact the fire department. This person will do a quick check of lavatories, closets, under desks, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
4. The assistant will grab any medications, and do a quick check of the room for children.
5. The assistant will proceed to predetermined meeting place and help teacher keep children calm and quiet.
6. Accommodations will be made for children with special needs.

TORNADO:

1. Sound tornado alarm.
2. Lead Teacher will line children up in a single line and do a head count of the children. Lead Teacher will get attendance sheet and emergency cards and proceed with the children in the hallway and have them sit down against the wall. Once the children are sitting, they will be handed a book to place over their heads and necks. The lead teacher will take roll and account for all children in attendance. The Teacher will keep the children calm and quiet.
3. The Principal and/or Program Director will do a quick check of lavatories, closets, under desks, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
4. The assistant will grab any medications and do a quick check of the room for children. The assistant will proceed to predetermined meeting place and help teacher keep children calm and quiet.
5. Accommodations will be made for children with special needs.

ACCIDENT AND EMERGENCY CARE

St. Edward on the lake Early Childhood Programs will report and observe changes in your child's health or any accidents that may have occurred while in our care. In the event of an accident, an accident report will be completed. You will be asked to review and sign the report when you arrive to pick up your child.

- Minor injuries will be treated with basic first aid, including soap and water, band aids and ice. Parents and/or guardians will be notified at pick up time and will receive a written report.
- Parents, guardians, or emergency contacts will be notified immediately by telephone of all head injuries, even those that are very minor. Parents, guardians, or emergency contacts will be notified immediately by telephone for accidents requiring further professional medical attention.
- If a parent, guardian or emergency contact cannot be contacted and the child needs immediate attention, employees will call an ambulance, accompany the child to the hospital, and stay with the child until a parent or guardian arrives.
- FOR ALL SERIOUS INJURIES, 911 WILL BE CALLED.

Medication

If your child has an allergy, we ask that you notify us of such. Special actions will be taken to make staff aware of allergies. If a child has a peanut allergy the classroom will be nut safe. The teacher will post any special needs.

If your child needs prescription medicine, we will need a medication form completed by the physician. This will provide us with dosing information and times that it is to be given. You may have it faxed to the school. We must have the medication in its original labeled bottled (must have physician's name, child's name, instructions, and name and strength of the medication). It also needs to have the expiration date and dosage. The first dose of the medication should be given at home in case of an allergic reaction. Over the counter medicine may be given as long as you provide us with written permission stating when to give it and the length of time it needs to be given.

If any lotion or sunscreen is to be applied, we will need a form on file also.

The Health Department requires that we have up to date immunization records on file. If you are against vaccinations for your child, we will need a waiver that is signed and that has a religious and/or medical reason why you don't want your child vaccinated.

AFTER School Care

CHILD HEALTH GUIDELINES

- At initial attendance, the parent shall provide a certificate of immunization showing a minimum of at least 1 dose of each immunizing agent specified by Department of Community Health. Certificates of immunizations must be kept up to date. If immunizations are not updated on a regular basis, the child will be excluded.

Within 30 days of initial attendance, all children, preschool and younger must have a document signed by a licensed physician or his or her designee that a physical evaluation has been made within the preceding 1 year. Activity restrictions must be noted. This evaluation is required to be updated every 2 years.

- School aged children (K-6 grades) must have a signed statement by the parents that the child is in good health. Activity restrictions must be noted.
- Please be sure to inform your caregiver if your child is under a physician's care for current diagnosis and /or medication. We need this information available if there were a medical emergency.

HEALTH RECORDS

- **FOR CHILDREN:** Identity information about the child, health history, date of last physical, allergies, immunization records, consent for emergency care, authorization to take child out of facility. Records are to be kept a minimum of four years after the child withdraws from the program.
- **FOR STAFF:**
 1. Medical Clearance Request (BRS3704) declaring to the best of the physician's knowledge, the physical capability of the staff member to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment
 2. The center shall have on file evidence that each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment per licensing rule R400.5104B (1) and (2).
 3. Staff that has a communicable disease is expected to remain at home to protect their health and the health of the children and other co-workers. They shall report this diagnosis immediately so the parents and staff are aware of the exposure.
 4. If a staff member has a condition which has been diagnosed contagious by a physician, they will be excluded from being with the children.

VOLUNTEER SUPERVISION POLICY

ALL VOLUNTEERS WILL BE REQUIRED TO HAVE DHS CLEARANCE FOR VOLUNTEERING.

All volunteers of St. Edward on the Lake /Guardian Angel will work under the direction of staff and will be supervised by staff at all times while children are in care at the center. A staff person will provide the supervision. The staff person will have a line of sight observation at all times. The volunteers will not be allowed to take children out of the room alone, at any time. Volunteers will not assist any child in toileting.

Volunteers will not have unsupervised contact with children if they have been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295 , MCL 28.7222
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

*****Staff persons will receive training regarding the appropriate supervision of volunteers.

WRITTEN SCREENING POLICY

Our center will screen all potential employees by conducting the following procedures:

- Complete application
- Interview staff
- A criminal history check via ICHAT before an offer of employment is made to the person. A copy of the results will be kept on file at the center.
- FBI fingerprint clearance Statement – A statement will be kept on file indicating the TCN number, and date of fingerprinting in the employees file in the center
- DHS Central Registry Clearance Letter. A staff member will not be present in the center until the letter is on file

A staff member shall not be present in the center if the ICHAT/Fingerprint result reveals that he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire

Wellness Policy

St. Edward on-the-Lake Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activity that support student achievement.

Snacks

Please send a healthy snack with your child every day.

Physical Education and Physical Activity Opportunities

St. Edward -on-the-Lake offers physical education class twice weekly for grades K through 5. Preschool students attend physical education class at least once a week. All students have recess outside, weather permitting. In inclement weather, activity time will be held indoors.

Birthday Treats

Birthday treats will be allowed for a child's birthday celebration. Healthier treats such as fruit with a dip, Cheez-its, cheese and crackers, Goldfish, fruit kabobs, frozen fruit bars, or veggies and dip are a few to mention. There are many other possibilities.

Please inquire from your child's teacher the number of students in his/her class, so that you may send in the right amount of treats. Children will still be able to pass a treat to the other staff members if they so choose. No more than one cupcake or cookie will be passed out to each child.

*Also, please check with your child's teacher to find out if any child in the class has any dietary restrictions.

St. Edward on-the-Lake Catholic School Supply List 2020-2021

All supplies are to be replaced as needed



PRE SCHOOL – Supplies are pooled for consumable use as needed by our group.

GYM SHOES (No light ups) REQUIRED FOOTWEAR (velcro preferred. no heels or open toed shoes) socks must be worn. Girls must wear shorts under dresses or skirts

A Large backpack for papers marked with child's name on it.

(NO MINI or ROLLING BAGS)

- 1- Box of crayons
- 3 -Bottles hand soap
- 2- Packages Clorox wipes
- 1- Box plastic spoons
- 1 Box snack size Ziplock bags
- 1 -Box Ziplock sandwich bags
- 1-Box Gallon Size Ziplock Bags
- 1- Pack Washable Markers
- 3 – 2 pack of glue sticks (Elmers, washable, disappearing school glue)
- 2 Boxes of Kleenex
- 2- Packages of 5 oz. paper cups (no plastic please)
- 1- Package of paper towels
- 2- Package paper napkins
- 1 Package of white paper plates
- 1 Plastic Placemat
- 1 Plastic 2-pocket folder
- 2 Packages of Baby Wipes

For Children who stay for lunch – a lunchroom coloring book

Small blanket and/or pillow for all day students (No toys)

A change of clothing labeled with name in a plastic bag.

Please label coats, boots, hats, etc. as well)

Lunch box with name for snack (and lunch if all day student)

\$7.00 Supply fee for special project supplies

Snack time milk is provided daily

PLEASE PUT NAME ON EVERYTHING!

Please wear tennis shoes every day (we may go to gym any given day)

Supplies to be renewed after Christmas, if necessary.

