

**St. John's Lutheran Preschool**

**Statement of Policy 2022-2023**

**Please save this policy and refer to it throughout the year.**

Welcome to St. John's Lutheran Preschool. We are looking forward to an exciting year with you and your child. If you have any questions or comments, please feel free to contact our administrator, director, your child's teacher, or the Preschool Committee team members.



**“Children are the hands by which we take hold of heaven.”**

Henry Ward Beecher

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## St. John's Lutheran Preschool Phone Directory

### St. John's Lutheran Preschool

715-568-5446 ext. 14      st.johnspreschool.bloomer@gmail.com

### Amanda Ritchie - - Administrator/Lead Teacher

715-279-6962      amanda\_stjohnspreschool@aol.com

### Jamie Nelson - - Director/Teacher

715-933-0174      jamiejonelson22@gmail.com

### Pastor Martin Halom - - Licensee

517-505-6509      pastormartin@bloomer.net

### Sara Shadick - - Preschool Committee Chair

715-379-6774      sarose2004@yahoo.com

### Sarah Wittrock - - Preschool Committee Member

715-933-4569      sarahchojnacki@yahoo.com

When taking into consideration of contacting staff or members with any concerns or questions please follow these guidelines.

Step 1: Parents need to discuss the concern/question with their child's teacher.

Step 2: If the concern still exists parents should discuss the concern/question with the Administrator.

Note – If the teacher and administrator are the same person, please proceed to step 3.

Step 3: If the concern still exists after discussion with the teacher and administrator, parents should discuss the concern with Pastor.

## St. John's Lutheran Preschool

### Statement of Policy

#### **Statement of Purpose**

St. John's Lutheran Preschool will provide children with a positive, developmentally appropriate learning environment and experiences promoting self-esteem, social interaction, large and small motor development, communication skills, creative expression, and intellectual growth in a stimulating Christian atmosphere. The preschool also provides a positive outreach to the congregation and to the entire community.

#### **Goals of the program**

1. For the preschool child:
  - To provide a stimulating Christian atmosphere in which children can freely and happily develop –socially, emotionally, physical, and intellectually.
2. For the preschool child's family:
  - To promote effective communication between the Preschool staff and parents of those enrolled
3. For the congregation:
  - To create a positive attitude toward stewardship of church resources by expanding our congregation's use of its facilities

#### **Admission Policy**

#### **Terms of License**

St. John's Preschool has a licensing capacity of twenty children. This means twenty children may attend one time. There will be two classes with ten children in each class on Mondays, Wednesdays, and Fridays. There will be two classes with ten children in each class on Tuesdays and Thursdays. Classes will be held September through May.

Classes will begin at 8:00am and end at 11:30am Monday-Friday. There will be an open hour time of 7:15-8:00am to drop children off; please sign up for this when you enroll your child. Pick up time will be from 11:30-12; please sign up for the time you will pick up on the enrollment form. \*Please note the early drop off fees and late pick up fees if staff is not informed of the changes.

#### **Limitations**

Children must be at least three years old on or before September 1, 2021, to be enrolled in the program. The maximum age of a child in the program is five years. Groups will be a combination of ages based on needs of children and families.

Children should be toilet trained prior to attending the program unless special circumstances exist. Parents should contact us if they have questions or concerns regarding this policy.

#### **School Closings and Emergencies**

Snow days will agree with Bloomer Public Schools (snow days are announced on local television and radio stations). If Bloomer Public Schools are closed or starting late, for a snow day or bomb threat, St. John's Preschool will also close. If Bloomer public schools are closed or starting late, for a system failure limited to their school (such as gas leak or power

outage), or because of a teachers' strike, St. John's Preschool will not close. If St. John's Preschool has a system failure of their own (such as power outage or gas leak), we will cancel Preschool classes.

If at any time, the Director deems it necessary to close the Preschool once it is in session, parents will be called to come and pick up their children. If there is an emergency such as a gas leak or fire, the children will follow the procedure on page 15. Staff members will bring the children's records and their cellular phones so that calls to the parents can be made quickly.

### **Parent Information**

A copy of the State Licensing Rule Book and copies of the center's policies will be available near the student folder crates, for use as sources of reference and information.

The state license certificate and results of the most recent licensing inspection will be posted on the parent bulletin board.

The parent message board will be a source of information throughout the school year. It is located at the bottom of the stairs. Please check it regularly for updates on upcoming events/activities. Health related information will also be relayed there. If your child has been exposed to illnesses other than common colds and flu, we'll post that information on the board. The information will also be sent home in the folder system.

### **Inquiries about Child absences**

If staff members do not receive a call or note from the parent regarding their child's absence on any given day 15 min after schedule time, a teacher will call the parent to inquire about the absence. The teacher shall make every effort to contact one of the parents to help ensure that the child has not been inadvertently misplaced.

### **Attendance**

Parent or guardian responsible for drop off and pick-up will be responsible for daily sign-in and out of their child(ren). Teachers will verify attendance.

### **Confidentiality**

St. John's Preschool staff shall ensure that staff members who have access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to:

- The parent or person authorized in writing by the parent to receive the information.
- Any agency assisting in planning for the child when informed written parental consent has been given.
- Agencies authorized under s.48.78, Stats.
  - A parent, upon request, has access to all records and reports maintained on their child
  - All records required by the State Licensor will be provided licensing purposes

### **Child Abuse & Neglect Reporting**

Teachers shall observe each child, upon arrival, for symptoms of illness and/or injury. Any evidence of bruises, contusions, lacerations, or burns shall be documented in the Medical Logbook. The observation will be brought to the attention of the Administrator/Director.

Any employee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services or local law enforcement agency.

All staff members will have the Darkness to Light training every 2 years.

### **Enrollment**

Enrollment will open every February for the upcoming school year. Enrollment details will be published through the following media but not limited to:

- [www.stjohns-bloomer.org/preschool](http://www.stjohns-bloomer.org/preschool)
- St John's Lutheran Preschool social media accounts
- Church front office
- Church monthly newsletter

St. John's Preschool does not discriminate based on race, sex, color, creed, disability, political persuasion, sexual orientation, national origin, or ancestry. Our facility is handicapped accessible. If placement in a special needs program seems to be more appropriate or advantageous for the child, staff members will confer with parents on an individual basis.

### **Forms to be completed and submitted**

1. CFS0062- Child Care Enrollment Form – Due at time of registration
2. CFS0060-Child Health Report – Due at time of registration
3. F44192-Immunization Record – Due at the of registration
4. CSF2345-E-Health History Emergency Contact Form – Due at time of registration
5. Child History Form – Due at time of registration

These records will be stored in files labeled with the child's name. Any other authorizations (ex. Field trips) will be kept in Child's folders. All injuries and superficial wounds will be written in our medical logbook.

### **Items provided from parents**

Parents will need to provide:

- A backpack or tote bag for their child to carry items back forth to school
- An extra outfit in a gallon size bag with the child's name on it

The Preschool will provide all other materials using the Material fee.

### **Parent access to the program**

Parents are welcome to observe at any time during regular Preschool hours unless access is denied by court order.

### **Parent/Teacher conferences**

Parent/Teacher conferences will be offered twice during the school year. Parents are encouraged but not obligated to attend conferences. Conferences serve to discuss the child's progress and development.

Parents are also encouraged to call their child's teacher at any time during the year if they have concerns or questions.

### **Pets**

There will be no pets kept at the center on a regular basis. Parents will be notified on a case-by-case basis if there should be any planned animal visits at the preschool.

### **Photo permission**

A signed form in the registration packet will give or deny permission that allows a child to be photographed or videotaped while at St. John's preschool, or otherwise engaged in a Preschool activity (field trip, music program, etc.) Photos may be used in classroom displays, newspaper articles (able to be viewed in print and online), projects, parent gifts, photo albums, the churches and preschool Facebook page, newsletters (able to be viewed in print and online) etc.

### **Fee Payment and Refund**

This policy will be available to parents on the parent bulletin board and electronically at St. John's Lutheran Church website under the preschool tab.

### **Tuition**

The preschool committee determines tuition rates yearly. Parents will find tuition rates listed on their fee contracts, which will be distributed and signed by parent(s)/guardian(s) and Administrator.

### **Tuition Payment**

Most families elect to pay monthly. Parents may also elect to pay in full, quarterly, or for half a year at a time. Payment is due the first day your child attends each month. **Please make tuition checks payable to: St. John's Lutheran Church.** Tuition paid in cash should be placed in an envelope with your child's name on the outside. You will receive a receipt for cash payment. (Using the folder system)

Non-sufficient funds checks will be returned, and the \$30 NSF charge will be billed to the parents. Further tuition payments will need to be paid in the form of cash.

If tuition fees are late, you will receive notice alerting you to the unpaid tuition. Also, there will be a \$5.00 fee imposed for every week the tuition is late. Anyone who becomes two months overdue in tuition payments will have their child's enrollment terminated.

### **Absences (vacation, illness, etc.)**

Due to operating expenses, the school cannot deduct for absences due to illness, vacations, holidays, etc.

### **Registration and material fee**

A \$50 non-refundable registration fee is required to be paid once/per year/per child. The registration fee is due when you sign your child up and ensures their place in the enrollment for the upcoming school year.

There is a \$25 material fee due at Registration. This fee is to cover the cost of all the school supplies. If parents, choose to withdrawal their Child before September 1<sup>st</sup> this fee will be refunded.

### **Discounts/sliding Fee scale**

Currently, there are no discounts in place for a second child in the program, staff member's children enrolled in the program, etc.

There is no sliding fee scale in place to address a family's inability to make a full tuition payment.

There is no scholarship program currently in place for individuals to apply for assistance with their tuition.

### **Option to buy out of snack**

There will be an option to buy out of snack in the registration packet. There will be a set amount for the year and the amount will be paid at the start of the school year.

### **Other fine assessments**

The Preschool Committee has established a system of fines for parents dropping off children early and not picking their children up on time. Drop off time is optional to drop off between 7:15 am – 8:00am. Pick up time is 11:30AM-12pm. Parents must inform staff of their drop off and pick up times at the beginning of the school year. If earlier drop off or late pick up there will be \$5 add for every 15 minutes you are early/late picking up your child. If you are continually early or late picking up (3 times or more) this may be cause for dismissal and loss of tuition.

### **Fund Raisers**

We will be having fund raisers to raise money to purchase quality equipment, allow the children to attend an entertainment event, and allow staff to attend continuing education conferences. We would appreciate your cooperation in these projects. Please consider enlisting the help of relatives, neighbors, and friends. We will send a letter home, using the folder system, as the fundraiser projects are planned. Parents are encouraged to participate, but under no circumstances, obligated to do so.

### **Probation Period for Enrollees**

There will be a one-month probationary period from the date the children begin attending preschool, during which time parents may cancel their child's enrollment. If you do so, you will only be responsible for the tuition for the first month of attendance.

If parents choose to terminate their child's enrollment after the one-month probationary period, they will be responsible for monthly payments in the amount of 50% of their child's tuition until another child fills that place in the enrollment during the current school year.

### **Discharge of Enrolled Children**

#### **Parent termination**

There will be a one-month probationary period from the first day of attendance. During this time parents may decide if St. John's Lutheran Preschool program is working for their child. Parents may choose to withdraw their child during the



first month of attendance and will not be obligated to submit any further payments of tuition. The registration fee and first month tuition is non-refundable. If a child's enrollment is withdrawn any time after the one-month probationary period, the parent or guardian will be responsible for 50% of the monthly tuition until the end of the school year or the child's place is filled – whichever comes first.

### **Preschool Termination**

Staff members determine that the child's behavior cannot be successfully managed, so that an environment can be maintained that is harmonious for all the children enrolled. The registration fee is not refundable.

### **Mutual Parent and Preschool Termination**

Preschool and parent mutually agree that placement is inappropriate. The registration fee is not refundable.

Additional reasons a child's enrollment in the preschool may be terminated include, but are not limited to:

- Needs of the individual child cannot be met by the school, as determined by the teaching staff and preschool board.
- Parents are uncooperative, such as, but not limited to:
  - Failure to pay fees
  - Failure of picking up your child on time.
  - Failure to submit required health forms
  - Failure to observe rules of the school relating to the arrival and departure of the child

### **Steps Prior to Discharge/Dismissal**

A meeting with the parents, the child's teacher and the program director will be scheduled to discuss the possible pending discharge. They will collectively decide on a plan of action or resolution. A summary of the meeting will be documented in the child's file.

If issues arise again later, parents will receive a call from the director. The matter may be resolved via phone conversation at that time. A summary of the phone conversation will be documented in the child's file.

### **Dismissal Documentation**

All dismissal/discharge will be documented and placed in the child's file. With whom called for the dismissal, clarification of why, the last day the child will be in attendance, and if the reliable party will be paying 50% tuition for the remaining school year.

Please refer to the tuition contract.

### **Child Education**

#### **Christian Element**

The program will reflect Christian attitudes, beliefs, and values, viewing our world and all creation as gifts from God. Various ways these attitudes, beliefs and values may be integrated or emphasized in the program could include:

- Prayer before eating

- Songs and stories about God, Jesus, and other people of the Bible
- Art projects referencing the individuals
- Stories emphasizing the Christian aspects of Christmas and Easter

Children and staff members may freely engage in conversation regarding these topics.

### **Holiday Observations**

- Halloween
- Thanksgiving
- Christmas
- Valentines
- Easter

### **Philosophy**

The preschool program will provide children with experiences promoting positive self-image, social interaction, communication skills, creative expression, large and small muscle development, and intellectual growth in a stimulating Christian environment.

Experiences will be provided to encourage the use of all senses in the learning process. Children will be encouraged to explore, question and experience within the classroom and outside of it, to enhance their learning. Every effort will be made to ensure that education is viewed as an enjoyable, cooperative process.

### **Daily Schedule**

Welcome time  
 Art, learning Centers, and “teacher and Me”  
 Music  
 Snack  
 Number or letter of the week activity  
 Exercise or Game  
 Large Group Activity or Discovery Time  
 Closing Time

### **Program Planning**

The teachers will work together to prepare lesson plans, on a weekly unit theme basis. Lesson plans will be posted on the parent bulletin board. All lessons taught will be developmentally appropriate in nature. Following is a list of essential areas of curriculum and a few activities that may be used to enhance those areas.

1. Positive Self-Image
  - Name games and songs
  - Handprint art activities
  - Family bulletin boards
  - ‘Star student’ opportunities
2. Social Interaction
  - ‘Creative-play’ center (home living)
  - Classroom visitors
  - Co-operative art projects

- Snack time conversation starters
- 3. Communication Skills
  - 'Star student' center (home living)
  - 'Letter of the week' show and tell
  - Use of learning centers requiring two or more participants
  - 'reading' stories back to teachers and classmates
- 4. Creative Expression
  - Painting
  - Play-Doh
  - Dance
  - puppets
- 5. Large Muscle Development
  - Exercises
  - Bean bag games
  - Music and movement songs/games
  - Ball skills
- 6. Small Muscle Development
  - Puzzles
  - Printing practice
  - Lacing cards
  - Stringing beads
- 7. Intellectual Growth
  - Matching activities
  - Patterns building
  - Counting
  - Letter recognition

### **Newsletter/Calendar**

You will receive newsletters and monthly calendars informing you of the happenings at school. Please refer to them for unit themes, special events, field trips, snack schedule, etc.

### **Parent/Teacher Conferences**

Conferences will be offered twice during the school year. If, however, you have questions or concerns at any time, feel free to contact your child's teacher.

### **Folder System**

We will provide a folder for each child, which will serve as a means of sharing daily information. The folders will be transported to and from school in the child's backpack.

We will place all newsletters, calendars, notes, etc. for you in the right pocket of the folder, or into the middle of the folder. Please check your child's folder each day he or she attends. Please take everything from the right pocket or the middle of the folder home with you.

If you would like to leave a note, tuition check, etc. please place it in the left pocket of the folder. We will check the left pocket of each folder daily and take out whatever communication is there.

## **Clothing**

When dressing your child for school, please remember that preschool does get messy, and accidents cannot be entirely avoided. Your child should be dressed in comfortable clothes he/she need not worry about. Buttons should be of minimal difficulty to fasten to allow independence during bathroom time. Belts tend to cause frustration for the children.

Please label all outerwear to avoid mix-ups.

If your child wears snow boots in the winter, they should be labeled, and shoes should be brought along. Stocking feet will not be allowed, because of the danger of slipping on uncarpeted areas of the Preschool.

We do at times play running games, therefore; please have children wear shoes with safe soles such as rubber. Flop flops are not recommended because of potential tripping hazards.

We may go outdoors on any given day (weather permitting). We also go for walks occasionally. Please be sure your child has outerwear and footwear appropriate for the changing weather of each day.

## **Cultural Diversity**

Cultural diversity shall be incorporated into the Preschool program. Some examples of ways to incorporate diversity into daily activities include:

- Language –Use of CDs, book, and movies featuring cultural differences
- Celebrations – learning about holidays observed in other countries
- Home living area- dolls of various ethnicities

## **Transitions**

Attention will be given to avoid having children stand in line for extended periods of time, waiting for the next activity. A staff member will supervise handwashing time at the sink and encourage efficiency in its use.

If children do need to wait in line for a period, a staff member will be prepared to lead them in a familiar song or finger play.

## **Field Trips**

1. Local – walking field trips will be planned for the fall and spring months. Possibilities for local trips could include:
  - a. Grocery Store
  - b. Public library
  - c. Bloomer Community Businesses
  - d. Post Office
2. Transported – A field trip will be planned once per school year which will utilize transportation from Kobussen Bus Company of Bloomer. Possibilities for a transported field trip may include:
  - a. Eau Claire Indoor Sports Center
  - b. Micon Movie Theater

- c. Eau Claire Regional Arts Center
- d. Eau Claire Children's Museum

Kobussen buses are equipped with proper alarm systems, which can only be turned off by the driver walking to the back of the bus to do so. This will ensure that no child is left on the bus inadvertently.

For local and transported field trips, a permission slip will be sent home with the children, alerting the parents of the planned activity. The permission slip will be signed, returned to the school, and placed in the child's file. Permission for general walks around town is provided when the parent completes and signs the Child Care Enrollment form and submits it on the first day of attendance.

- 3. Tracking Policy on Field Trips – A teacher will verify each child with eye to name recognition before leaving the preschool. When arriving at the field trip location a teacher will verify each child with eye to name recognition. While boarding the bus a teacher will verify each child with eye to name recognition.
- 4. Safety precautions while transporting children with disabilities – An additional staff or chaperone will be on the field trip for one-on-one response in an emergency.

### **Child Guidance**

#### **Management of crying/distraught children**

It is realized that children who are crying, fussy, or distraught may be doing so for different reasons. The following are possible ways to deal with these matters:

- 1. Separation anxiety – Staff members will encourage parents to say good-bye, reassure the child of their intent to return to pick them up, and then leave the child with his/her teacher. The teacher may give a hug, reassuring the child once again that someone always returns to pick them up. Then they may distract the child with a favorite book or activity or enlist the help of a classmate to engage with the child in play.
- 2. Minor injury – Staff members will tend to the child's injury and repeat the steps shown previously (with hug, a favorite activity, or enlisting the help of a classmate.)
- 3. Illness – Staff members shall be aware that illness can at times mask itself with crying or fussing. The teacher will take the child's temperature. If the child's temperature reading is within normal range, the child should continue in activity, all the while being observed for other possible indicators of illness.
- 4. 'Hurt feelings' – At times, a child's feelings may be hurt by another child not wanting to play with him/her, a staff member disciplining the child, or other circumstances. The teacher will engage in conversation with the child, validating his/her feelings and then begin the steps.

#### **Guidance**

Discipline is an ongoing positive management of the environment and the children, using positive guidance techniques, redirection, and setting of clear-cut limits. The purpose of discipline is to help the child develop self-control, self-esteem, and respect for the rights of others. Only qualified childcare workers will administer discipline for inappropriate behaviors. Such discipline will revolve around a system of natural/logical consequences.

The following (but not limited to) punishments, which are humiliating or frightening to your child are prohibited at St. John's Lutheran Preschool; (taken from the WI State Licensing book (DCE 251))

- Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
- Verbal abuse, threats, or derogatory remarks about the child
- Punishing for lapses in toilet training
- Withholding or forcing meals, snacks, or naps

None of the above punishments will be allowed, even if requested by the child's parent.

At no time will a child be left unattended during discipline.

While positive reinforcement for appropriate behaviors should be used extensively, at no time will it be used as a comparison to another child's inappropriate behavior.

Each child will begin the day with three stars on the behavior chart. The child will lose a star each time inappropriate behavior is shown. If the child has all three stars left at the end of the morning, they will receive a large sticker at dismissal time, an incentive. If they have one or two stars left at the end of the morning, they will receive a smaller sticker.

If, during the morning, a child loses all three stars and continues to engage in inappropriate behavior, time-out will be used. Time-out means removing the child from his/her immediate environment, to give them time to consider what they could be doing differently to improve their behavior in the classroom. It can also be used to give the child time to decompress from a negative mood or state of mind. Guidelines for the time-out are as follows:

- Time-out generally given to a child for one minute, for every year old they are. (Example; three minutes for a three-year-old)
- Time-out may not exceed five minutes total, for any one incidence.

In the event of one child biting another both families will be notified.

### **Emergency plans**

#### **Emergencies and location of emergency phone numbers**

If a child should be injured or become ill at school, a staff member will attempt to contact the parent. If a parent cannot be contacted, the child's emergency contact person will be called. An ill child shall be isolated while they wait for an authorized person to pick him/her up. The child will have a mat to lie on, as well as a blanket to use for covering.

If deemed necessary, an ambulance will be called. Our emergency care facility is Mayo Clinic Health System in Bloomer.

Emergency phone numbers will be posted near the telephone in the closet, in Room 12.

#### **Emergency Evacuation Policy**

##### **1. Monthly Drills –**

Children will become familiar with monthly evacuation drills conducted at the Preschool. Tornado drills will be conducted in the months of April, May, September, and October. Fire drills will be conducted in January,

February, March, April, May, September, October, November, and December. Results of the tornado and fire drills will be documented on the Fire Safety and Emergency Response chart, locate in Room 12.

The following steps will be included in a fire drill

- The teacher's assistant will manually activate the smoke detector.
- The teachers will take their attendance record book with them.
- Children will immediately locate their teacher and form a single-file line behind her.
- The teachers will lead their children up the stairs and outside, in an orderly fashion.
- Everyone will meet near the guardrail across the parking lot, for attendance to be taken.
- Once everyone is accounted for, the teachers will lead their children back to the Preschool area.

The following steps will be included in a tornado drill:

- The teacher's assistant will announce the tornado drill.
- The children will locate their teacher and form a single-line behind her.
- The teachers will take their attendance book with them
- The teachers will lead their children into the computer room, where everyone will sit along the wall with their head near their knees and hands interlaced on the back of their head, for protection from falling objects.
- The teachers will take attendance
- Once everyone is accounted for, the teachers will lead their children back to the Preschool area.

## 2. Procedure in Case of Fire

The following steps will be carried out in the event of a fire at the center:

- The teacher's assistant will activate the smoke detector if it is not yet sounding.
- The teachers will gather their attendance book, children's files, and a cellular phone.
- The teachers will lead their children up the stairs in an orderly fashion.
- Everyone will meet at the guardrail across the parking lot
- Teachers will take attendance.
- The teacher's assistant will call the fire department.
- If there is a missing child, and the building is not engulfed in flames, the administrator/director will reenter the building to search bathrooms and other areas.
- When firefighters arrive, the administrator/director will inform them of the location of the fire (if known) and if there is a child possibly still in the building.
- No one will re-enter the building until firefighters give the 'all-clear'
- Parents will be called and informed of the evacuation

## 3. Procedure in case of a Tornado

The following steps will be carried out in the event of a tornado:

- Teachers will gather their attendance book, children's files, a battery-operated radio, and a cellular phone
- Teachers will lead their children into the computer room, and everyone will carry out the seating and protecting behaviors described in the tornado drill plan.

- Attendance will be taken.
- The radio will be tuned to a local station for information regarding the tornado warning.
- The administrator/director will return to the main Preschool area if any child is unaccounted for (Providing that area can still be entered).
- Teachers will call the parents to alert them of the tornado evacuation.
- No one will re-enter the main Preschool area until the Administrator/Director deems it safe.

### **Contingency Plan for Missing Child**

In the event anyone discovers a child may be missing from the center, the following action will be taken:

- All staff will be alerted
- The staff member nearest the children the Administrator/Director is supervising will temporarily watch those children, as well as the children she is currently supervising.
- The Administrator/Director will immediately go upstairs and enlist the help of any church employees in the building, to search the bathrooms, sanctuary, office areas, library, parking lot, outdoor play area as well as all areas of the church building.
- If the child is not located within four minutes, local law enforcement will be notified
- Parents of the child will be notified.
- All children remaining in the Preschool area will be brought together for a group activity in the fellowship room
- The director will continue working with parents and law enforcement, to locate the missing child.

### **Injury Procedure (on-site and off –site)**

All injuries will be recorded in the accident/incident logbook, located near the phone in the closet, in room 12. Staff will appropriately aid all injuries and determine when it is necessary to contact a parent or guardian and/or call for emergency assistance.

### **Supervision of Assigned Children**

Parents and/or guardians will be responsible for signing their child in upon drop-up and signing them out at pick-up time. Teachers or staff will verify attendance against those signed into the space. Each staff member will be responsible for the supervision of no more than 10 children in their classroom.

### **Drop off and Pick Up**

- Parents and drivers are responsible for bringing children to the classroom and for picking them up at the classroom. There are no exceptions. Please be sure your child's teacher has noticed your child's arrival.
- No child will be sent outside to meet his or her ride, and no child will be allowed to be dropped off outside the Preschool.
- Only individuals listed on your child's enrollment forms will be allowed to pick up your child's enrollment forms will be allowed to pick up your child unless previous arrangements have been made with the teacher. Please send a note or call if an individual not on your list will be picking up your child.
- Individuals picking up your child may be asked for personal identification until we become familiar with everyone.



- If anyone picks up your child while assumed under the influence of alcohol or a controlled substance, we must by law, release the child if they are on your approved list. However, we will simultaneously notify law enforcement. Your child's safety and wellbeing are our number one concern.
- If any unauthorized person arrived at pick-up your child preschool staff will notify an authorized parent or guardian and contact the local law enforcement. The unauthorized individual must remain outside.

### **Health Care**

Children with the following symptoms are **required by the state** to stay home and rest, returning only after 24 hours of being symptom free:

- A temperature of 101 degrees F. or higher in the past 24 hours
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- An unidentified rash
- A Contagious disease such as chicken pox, strep throat, or pink eye
- Have not been on a prescribed medication for at least 24 hours or continue to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- Please don't give your child Tylenol before you bring them so that their fever goes away, I will call you to pick them up early when their fever comes back.

If a child should become ill or seriously injured while at the childcare

- Parents will be contacted immediately
- Sick children will be isolated within sight and sound and made as comfortable as possible
- Children should be picked up within one hour
- If a child is not picked up within an hour, the emergency contact person on the child's enrollment form will be called

### **Medical Logbook**

All injuries, medication, and health reports will be recorded in the medical logbook. The book will be reviewed by the Administrator every quarter (January, April, and September) and reported to the local health department as needed.

### **Medication**

The Preschool staff will not be responsible for giving children medication while he/she is attending the 3-hour preschool program. If parents have concerns related to medication and/or special circumstances, they should contact the child's teacher.

The medication and the Authorization to Administer Medication Form for the children with emergency medications for allergies will be kept in the closet in room 12 on the top shelf.

### **Allergies/other medical conditions**

Parents need to notify the preschool staff regarding any allergies or dietary restrictions their child may have. All children will be encouraged to taste all snacks, but no child will be forced to eat what they do not care for.

Food allergies and other medical conditions of the children will be made known to all staff members, prior to the first day of school. This information will also be posted near the telephone and emergency phone numbers, for reference throughout the school year.

## Notification of parents and staff regarding health-related issues

Parents will be notified of the following incidences in the time frame indicated:

- When their child has been exposed to a communicable disease – upon departure from the Preschool
- Of minor injury – upon departure from the Preschool
- Of illness or mild to serious injury – immediately

Parents should notify the staff of the following issues as soon as possible:

- Of suspected illness, so that other parents may be alerted to the possibility of exposure
- Of any injury or condition that may affect the child’s behavior or performance

## Cleanliness

Staff will practice good hygiene and make every effort to maintain a healthy environment by encouraging and assisting children in handwashing, utilizing cleaning supplies and routinely completing the daily cleaning checklist.

## Universal Precautions

All staff members shall practice universal precautions when exposure to blood and/or bodily fluids is possible.

## Exclusion of Children with Immunization Waivers

A child who, for whatever reason, has a signed waiver on file at the center will be excluded from the center in the event of an outbreak of a disease for which that child has not been immunized. The child may return to the center once the contagious portion of the disease has passed.

## Nutrition

Breakfast will be provided by the parents. Each child will have to have bring in their own sack breakfast. This must include one grain or one meat, AND one fruit, or one Vegetable. The preschool will provide the milk for breakfast (only). A sheet will be provided with ideas of appropriate breakfast ideas to pack. Sack breakfast is mandatory for all children who arrive by 7:45am. Children will be asked to leave and return with a breakfast or not return until 8am if breakfast is not supplied.

The parents will provide snacks on a rotating basis, with the schedule being prepared by the Director monthly. The following information describes what the snack should include, the amounts needed and what will take place if a parent forgets to bring snack on their assigned day.

Student allergies should be communicated to preschool staff. Students with allergies are encouraged to bring their own safe to eat snacks.

Snacks need to include one selection from column A, and two from column B:

Column A	Column B
Milk	Vegetable

100% Juice	Fruit
*Please bring drinks in original container*	Protein
	Bread or Cereal Product
Column A Snack amount:	Column B Snack amount:
One gallon	20 children and 3 teachers = 23

**A. Snack Suggestions**

- Milk, muffin, and a fruit
- 100% Juice, meat, cheese, and crackers
- Milk, Graham cracker, and banana
- 100% Juice, trail mix, and carrot sticks

Please do not limit yourself to this list... Use your imagination if it is nutritious!

The beverage choice from column A and the food choices from column B **must represent at least two different food groups**. For example: If a parent brings 100% juice, they will need to bring something other than fruit.

**B. Snacks should NOT include:**

- Fruit roll-ups or fruit snacks (choking hazard)
- Jaw breakers, candy, gum, etc.
- Foods high in sugar or artificial ingredients
- Kool-Aid
- Hi C, sunny delight, or juice cocktail (although these beverages contain vitamin C, they are made with only a small amount of actual fruit juice.)
- Pudding
- Pop tarts

**C. Missed Snack**

If a parent forgets to bring snack on their child’s assigned day, they will be asked to replace the Preschool’s cupboard supply from the following list:

- One gallon of 100% juice **AND**
- Two of the following
  - A box of graham crackers
  - A bag of pretzels
  - A large jar of applesauce
  - Whole Grain goldfish crackers (large box)

\*The Director will ensure there are always extra snacks and beverages on hand in the storage closet in Room 12, in the event a parent forgets to bring snacks.

**D. Birthday Celebrations**

We will celebrate birthdays at school. The snack schedule will include the day we will be celebrating your child's birthday. Summer Birthdays will be celebrated on or around the ½ year dates. (Example; July 20th birthday will be celebrating on or around January 20<sup>th</sup>)

#### Suggested Birthday Snacks

- Cookies
- Brownies
- Cake and Ice Cream

\*Birthdays are the only time high sugar snacks will be acceptable. Parents are responsible for bringing nutritious foods on all other days.

#### **Expectations**

Teachers and assistants will join the children at the snack table to encourage socialization, independent eating skills, and appropriate table manners. All children will sit at the table and be encouraged to try the foods offered. However, no child will be forced to eat.