



# FaithKids Preschool

PARENT HANDBOOK



An early childhood learning center that connects children and their families with the love of Jesus. A place rich in learning experiences that meet the needs of the growing child. English and non-English speaking children are welcome.

Faith Lutheran Church  
37635 Dequindre Road  
Troy, Michigan 48083  
[www.faithtroy.org/children/preschool](http://www.faithtroy.org/children/preschool)  
Keri Elliott, Director  
248.689.4713 x228  
[kelliott@faithtroy.org](mailto:kelliott@faithtroy.org)  
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## WELCOME

We are glad that your family has chosen to be with us this school year. FaithKids Preschool regards the total growth and development of children: spiritually, socially, emotionally, intellectually and physically, and focuses on the process of learning with a variety of hands-on activities set in a warm, friendly, relaxed atmosphere under the guidance of a trained teacher, a teacher assistant/ assistants and/ or parent helpers. Learning takes place in individual, small, or large group settings, both child and staff initiated. At FaithKids Preschool we will **expose** the child to an environment rich in learning opportunities. As the child matures and develops, we will **encourage** the child to participate more in that opportunity so learning takes place. Finally, we will **expect** that the child going to Kindergarten for the next step will have learned the basic skills *exposed and encouraged in our curriculum*.

The developmentally appropriate curriculum includes:

### SPIRITUAL/ SOCIAL DEVELOPMENT

- learning about Jesus and His love
- becoming familiar with Bible stories and songs
- praying at various times during the school day
- developing positive relationships with peers and adults
- helping others and learning to be nice, kind, and loving

### COMMUNICATION ARTS

- listening to others and sharing during group and prayer times
- developing speaking, listening, and prewriting skills
- growth and learning through participation in songs and finger plays
- developing an appreciation of a variety of children's literature
- participation in role-playing and pretending

### EXPRESSIVE ARTS

- utilizing a variety of media for self-expression such as paint, chalk, markers, crayons, collage, play dough, paper, wood, etc.
- developing an appreciation for rhythm, instruments, melodies, movement in the classroom and gym

### INTELLECTUAL / SMALL MUSCLE DEVELOPMENT

- learning through hands-on sensory experiences
- discovering math and science concepts through investigation, experimentation, and snack preparation
- developing fine motor skills (i.e. scissors, glue, pencil) and manipulating materials
- emergent literacy activities including prewriting and reading

## OPERATING POLICIES

**NAME OF ORGANIZATION:** FaithKids Preschool.

### SPONSORSHIP/OWNERSHIP

This organization is a non-profit, interracial and non-political institution founded by Faith Lutheran Church. No part of its earnings shall inure to the benefit of any member or individual. All funds earned by the school shall be reinvested in the school.

### PURPOSE

The purpose of this organization will be to provide a Christian oriented, half-day preschool program that will benefit the child, the parent and the community.

### GOALS

#### For the child:

- to provide an opportunity for preschool children to develop a good self image through an awareness of Christ in their world.
- to provide opportunities for being with other children in a setting conducive to wholesome social relationship development.
- to provide appropriate play experiences that contribute to the developmental needs of the child.
- to provide opportunities for meaningful play that is based on the child's individual needs, interests, handicaps and abilities that will build important foundations for future reading skills and other academic pursuits.

#### For the parents:

- to provide opportunities to meet and interact with others who share the interests and needs of preschool children.
- to provide opportunities to grow in the understanding of child development through observation and interaction in the classroom.

#### For the community:

- to help meet the needs of the community for an early childhood education facility.
- to contribute to the wholesome growth and development of the future citizens of the community.
- to enhance the role of Faith Lutheran Church as a positive member of the community.
- to provide a setting where people of various backgrounds can interact together for a common interest.

## FINANCIAL ARRANGEMENTS

Fees and tuitions are set by the Faith Lutheran Church Treasurer along with the Preschool Director in accordance with provisions of the annual budget. The proposed budget is formulated in the same way.

A Registration Fee shall be paid upon enrollment of each new child and upon re-enrollment of a child. The fee is non-refundable unless the school is unable to accommodate the child. Checks or money orders are accepted. No cash please. All checks should be made payable to Faith Lutheran.

Tuition can be paid in full, half August 15 and half January 15, or monthly. Monthly tuition payments are due the 15th of each month August-April. For monthly payments, please fill out the Authorization Form for Automatic Tuition Payment. If you choose not to do A.T. Payment, payments should be placed into the tuition envelopes provided and placed in the tuition folder. Checks or money orders are accepted. No cash please. All checks should be made payable to Faith Lutheran.

An annual Activity Fee shall be paid for each student. The fee covers off site field trips for the preschool student and one adult, in school field trips, holiday parties, parent/family events and activities. The Activity Fee is also non-refundable and payable by a check or money order. All checks should be made out to Faith Lutheran. No cash please.

When a total payment is not received for a given month, the amount in arrears plus the next month's payment is required by the 1st of the following month. If payment is not received in full by the 20th of the next month, the child may no longer attend class. This allows the school to enroll a new student and receive payments needed to meet the budget requirements.

Children enrolled after the starting date in September will have tuition and the Activity Fee prorated based on enrollment date.

In case of withdrawal, two weeks notice is expected, except for reasons of serious illness or accident. A leave of absence may be requested due to a student's ill health; however, a note from a physician is necessary plus a payment of 50% of tuition for the period missed. A leave of absence is not less than one month.

If a student is gone for an extended vacation of a month or more and wishes to retain the spot in the class, 50% of tuition for the period missed will be required. Tuition is still due if a child is on a vacation for less than a month.

Fundraisers are determined by the Preschool Director and are always opportunities, never obligations.

Upon suspension or termination of FaithKids Preschool, the equipment and treasury will become the property of Faith Lutheran Church.

## CURRICULUM GOALS

### Blocks

- Encourages sharing and exchange of ideas
- Develops large muscles when the children carry and build with blocks
- Develops eye/hand coordination as they balance blocks
- Increases vocabulary as they talk with adults about the block structures they have built

### Dramatic PlayHouse

- Encourages sharing ideas and problem solving
- Develops abstract thinking as children pretend and recreate life experiences

### Table Games & Puzzles

- Improves eye/hand coordination as children string beads, lace cards, or place pegs in a pegboard
- Develops small muscle skills as children manipulate games that require matching, patterning, and sorting

### Art

- Drawing, painting, gluing, cutting help to develop small muscle skills
- Children use their senses as they experiment with art materials and enjoy the process of creating

### Library

- Strengthens small muscles as they hold and turn pages in a book
- Develops all aspects of literacy - reading, listening, speaking
- Teaches basic skills; such as counting, number recognition, colors, shapes

### Sensory Table

- Encourages cooperative play as the children work together
- Strengthens small muscles and eye/hand coordination as they scoop sand, use funnels, etc.

### Playdough

- Develops pre-cutting small muscles as the children squeeze playdough into shapes

### Music

- Develops large muscle skills and coordination as the children explore how their bodies can move to the music

### Cooking

- Develops small muscle control as they spread, cut, and stir
- Introduce science as they experience cause and effect while cooking
- Increases vocabulary as children read picture recipes

## CONTACT INFORMATION

### Phone Numbers:

Room 15/17	No voice mail	248.689.4713 x229
Room 5	No voice mail	248.689.4713 x243
Preschool Office Mrs. Keri	Voice Mail	248.689.4713 x228
FaithKids Childcare	Voice Mail	248.689.4713 x222
Faith Lutheran Church	Voice Mail	248.689.4664

### Email Addresses

We ask for the emails of each family so the Preschool Team may communicate with you more efficiently. Monthly calendars will be emailed to you. Hard copies will also be available.

### Mail Folder

Each family will have a mail folder to receive notes from the Preschool Office/Preschool Team. Mail folders are **not** to be used for the distribution of non-Preschool literature, products, home party or children's birthday invitations. **Tuition and notes for the teacher or director should be placed in the Tuition Folder, not your child's mail folder.**

### Daily Plans

Each day the teacher will post a Daily Schedule. This plan contains information regarding the theme and particular activities for the day.

### Parent/Teacher Conferences

Each child will have a planned Parent/Teacher Conference scheduled for the Winter, but communication is encouraged at any time during the year. Conferences are 15 minutes. Childcare is available during most conference times at no charge for children in the class and siblings.

## ENROLLMENT POLICIES

The child must be at least three years old by September 1st of the school year in which he/she starts and not older than kindergarten age.

By the first day of school, child must be able to perform bathroom and toileting needs independently (i.e. pull pants down/ up, wipe self, snap or zip clothes, turn water on/off and wash and dry hands) or gaining in independence.

The child must meet Michigan health requirements.

Enrollment shall be open to any child provided the school can meet the needs of that child without discrimination with regard to sex, race, color, nationality or political belief.

Priority for enrollment acceptance will be given in the following order:

- currently enrolled children who re-enroll by published deadline
- children of Faith Lutheran Church members
- siblings of previously enrolled children
- new children to the program

Enrollments will be accepted up to the maximum for each age level. A smaller class size is left to the discretion of the Preschool Director. No child will be enrolled after March 1 for the current school year.

A trial period will be given each child for adjustment. Removal of the child from the class will be at the teacher's recommendation after a conference with the Preschool Director and parents of the child.

One or both parents must attend an orientation meeting.

If a child enrolls after the Welcome Small Group, the parent must stay in the classroom at the child's first day for orientation.

Each enrolled child in the reduced tuition program must have a permanent adult (parent or parental substitute) to work on scheduled days for the entire school year.

Parents will abide by the FaithKids Preschool Parent Handbook.

The Preschool reserves the right to drop a student for reasons of:

- non-cooperation
- delinquency in payment of fees
- inability of child or parent to adjust to the school program
- Such withdrawals are to be determined by the Preschool Director along with the teacher.

Parents may not distribute non-preschool literature, products, home party or children's birthday party invitations in school or in mail folders. We ask that parents not solicit any business needs while in the room or hallway.

No toys that represent violence are permitted in the classroom at any time (i.e. guns, swords or action figures).

## GUIDELINES FOR INTERACTION WITH CHILDREN

### Bathroom Procedures

#### One Child, One Adult

- Prop the door open.
- Check the bathroom to see that no one else is using it.
- Do not enter the bathroom alone with a child.
- Wait outside in the hall by the door.
- The child toilets him/herself.
- Maintain conversation with the child so he/she does not feel alone.
- If the child needs assistance, please ask another adult to be present.

#### Group of Children, Two or more Adults

- The teacher or assistant will check the bathroom area before the children enter.
- Do not enter the bathroom alone with a child.
- With a group of children, two or more adults may accompany the children into the bathroom area, but never into the stalls.
- Remind the children to go to the bathroom before washing their hands.
- Encourage the children to get their own soap and towels.
- Maintain conversation with the children as they wait to return to the classroom.
- The teacher or assistant will lead the entire group of girls or boys back to the classroom.

### Classroom Interaction

- Suggest with positive phrases. Avoid negatives as much as possible. Be reasonable and timely from the child's point of view. Give advance warning; don't expect the child to stop immediately.
- Have the child's attention when you speak.
- Encourage children when they need help. Help them to avoid failure and discouragement but **do not** do the activity for them.
- The children are free to select any of the equipment or materials they wish. However, they must consider the other children present and "take turns" if necessary.
- Creative and repeated imaginative play is encouraged; however, violent play is not allowed (i.e. karate moves, gun play).
- When possible, let the children solve their own difficulties. Step into a conflict situation when necessary to prevent injury.
- See that the children use the materials and equipment in the proper way. Encourage the children to have respect for the materials and equipment and not be wasteful or destructive.
- Please do not pick up or carry any child in the classroom. You may sit close to a child at lesson time, but no child other than your own may sit in your lap.
- Limit conversation with other adults to essentials.
- Do not discuss any child in his or her presence. At all times, be ethical in your discussions of the preschool children.

## GUIDELINES FOR INTERACTION WITH CHILDREN (CONT.)

### DISCIPLINE

Setting limits for children is essential in providing a safe and happy place for all to learn. The scriptures contain many references to discipline being an integral part of the life of a disciple of Jesus.

The Preschool Team will let children know what is expected of them regarding their behavior. Some examples are:

- "Do what the teachers say"
- "Say nice, kind, and loving things"
- "Do nice, kind, and loving things"
- "Walk, walk, little shoes"
- use a child's name to refocus their attention
- always talk to the child in a positive way rather than a negative one.

When children do not follow guidelines the Preschool Team will:

- repeat the request once and help them follow through
- warn the child that if they continue they may have to play or sit somewhere else
- redirect the child to another area to play
- provide a "no fun chair" so the child can gain back control
- discuss the situation with the classroom team.

If necessary, the classroom teacher will initiate a conversation with the parent regarding discipline concerns so parents and teachers can work together and the child can have a positive experience.

### CHILD ABUSE AND NEGLECT

The Preschool Team understands that:

- abuse and neglect of children is against the law
- teachers and assistants are required by law to immediately report abuse and neglect to children's protective services.
- if they suspect child abuse and/or neglect, they will immediately report suspected abuse and neglect to children's protective services.
- they will NOT talk to the child about the suspected abuse; a trained professional will do this
- they will NOT discuss the suspected abuse with others, especially parents, since all information regarding the suspected abuse should be kept confidential.

## CHILDCARE AVAILABILITY & GUIDELINES

For your convenience, childcare for siblings may be offered during school parties and if parents volunteer or assist in the classroom. FaithKids Childcare may be open on the following days and times:

**Monday, Tuesday and Wednesday Mornings: 8:45 am to 11:30 am**

Only infants to children in kindergarten will be accepted in childcare. Please make other arrangements for older children.

FaithKids Preschool is subject to the childcare policies set up by Faith Lutheran Church.

Please follow these childcare procedures:

- before you arrive, please label with your child's name on all bottles, pacifiers, blankets, sippy cups, etc.
- allow time for check-in
- be prepared to sign attendance sheet, well-child slip, and name tag
- parents will receive a pager to clip to their clothing
- upon check out, parents will return the pager

There is no cost for FaithKids Childcare on party days. Childcare takes place in the Nursery.

### Preschool Parties

- Sign up sheets will be posted for each class for each party.
- Sign up must be made at least one week before the party date so that the number of caregivers can be determined.
- Specific times for check in will be noted.
- If after you have signed up and your child becomes ill or you make other arrangements and will not need childcare, we ask you to call childcare at 248.689.4713 x222 to cancel.
- Childcare cannot be guaranteed after the sign up deadline.

### When Parents Volunteer or Assist in the Classroom

Please note that we **cannot** honor all requests for childcare if all or a majority of parents in a class need this service every time they assist in the classroom. The scheduling person will make the schedule fair and equal for all helping parents.

Parents must be in the building assisting in the classroom or helping with class related projects to use childcare.

Advance registration is necessary. As a reminder, only infants to children in Kindergarten will be accepted in childcare. Please make other arrangements for older children. **All children must be healthy with no fever or cold symptoms. Parents will be asked to complete a well-child slip.**

## EXTRAS

### Show & Tell Bag

Each child will have an opportunity to take home the show and tell bag. The child may bring only one wholesome, non-violent item to show, to tell about, and possibly to place on the hands-on table.

### Dress Code

Children should wear play clothes because they allow free movement in the classroom and gym. Clothing may also become soiled during activities. Please consider clothing that the child can manage themselves at bathroom time. We encourage pants that have an elastic waist rather than a zipper and belt. Boots should not be worn in class or the Gym as they make movement difficult and may be slippery. Flip flops and sandals are also discouraged. No jewelry should be worn to school as it can be lost or cause injury.

### Gym Days

Preschool children and adults should wear gym shoes on Tuesday and/or Wednesday.

### School Bags

Please supply your child with some type of bag or backpack to transport papers and projects. The bag as well as all wearables should be marked with the child's name and last initial.

### Snow Days

When Troy schools are closed for snow or extreme cold, FaithKids Preschool will also be closed. Please watch for announcements on your local radio or television stations. **The announcement will say Troy Public Schools not FaithKids Preschool.** When local stations carry the closing announcements we will also post it on our website.

### Welcome Desk/Lobby Entrance

There is a button by the lobby doors that allows the doors to open and close automatically, staying open only for a short time. In their excitement, children may want to push this button and do it themselves, but for safety purposes, only adults may push the button upon exiting the building. This will prevent children from leaving the building unattended.

### Birthday Celebrations

Birthdays will be celebrated in class as close to the child's actual birthday as possible. Summer birthdays will be celebrated throughout the school year. Please contact the classroom assistant. Only one birthday will be celebrated on any school day. No birthdays will be celebrated on party days, field trip days, or picnic.

For parents who are paying reduced tuition, the classroom assistant will schedule the parent to work in the classroom on the day of their child's birthday celebration. For parents who are paying regular tuition, the parent will mutually agree on a celebration date with the classroom assistant. The parent may attend the entire or part of the class session with their child.

Sibling childcare may be available on Monday, Tuesday and Wednesday mornings.

### Party Days

All Preschool parties will take place on Tuesday, Wednesday, Thursday or Friday depending on the individual class.

- Dad's Day: a Saturday and date will vary.
- The children will celebrate these seasonal events: Christmas, Valentines, Easter, and Mother's Day

### For three year olds in AM 3 or AM 3+

The parties will be the last hour of the morning. Parents will only attend the Christmas, Easter and Mother's Day. Sibling childcare will be available at no cost with advance sign up. Each child needs to be represented by a parent, grandparent, or other significant adult.

### For four year olds in AM 4 or AM 4+:

The children will have seasonal holiday celebrations. Parents will only attend the Christmas and Mother's Day. Each child needs to be represented by a parent, grandparent, or other significant adult. The party will be the last hour of class. Sibling childcare may be available at no cost with advance sign up.

If preschool has to be closed on a party day due to bad weather, the party will take place on the next school day without the parents.

### Snacks

Children are provided with a snack each class session. We emphasize a variety of nutritious snacks that are tasty and appeal to children. Water is also offered at each snack. Children are not allowed to bring their own bottled water.

Most of the snacks are store bought, however the children will have opportunities to cook, bake, or assemble snacks whenever possible and to coincide with the themed learning that takes place in the classroom.

FaithKids Preschool does not allow snacks that contain peanuts. However, Faith Lutheran Church is NOT a Peanut-Free Building.

If your child has any food allergies, please share this information with your Preschool Team. Food allergies are noted on the child's nametag and posted in the kitchen area as a reminder for the staff. Epi pens are encouraged if necessary.

Parents of children with allergies are asked to visit our preschool kitchen each class session and view the snack packages. The Preschool Director will also provide monthly snack lists to help in planning.

Children will be offered the planned snack for that class session. If they choose not to eat the given snack, the Team will offer them a graham cracker as an alternative.

Snacks that the child does not eat in class **will not** be sent home.

### Special Events

#### Offsite Field Trips

Usually, two are planned for the school year, one in the Fall and one in the Winter. Please check your monthly calendar for details. Field trips take place during class time. No preschool class is held on field trip days. Parents provide their own transportation. The class meets at the field trip site. Maps are provided.

These trips are for children in the preschool class and a parent. Siblings **may not attend**; however, a parent in the class may bring two children from the class.

There is no cost for field trips as the charge for the preschool child and one adult has been included in the Activity Fee.

#### In School Field Trips/Presentations

Examples are:

- the Farm Lady, police officer, the Music Lady, firefighter, dentist, doctor, the Reptile Man
- Gym activities with Coach John Arndt from the FaithKids Sports Academy
- There is no charge for in school field trips or presentations.

Fellowship between families and parents is an important part of FaithKids Preschool. While not mandatory, we encourage every family to participate.

#### End of the Year Picnic

For all classes in May depending on park permit. Picnics are for children in the preschool class, siblings, and a parent or parents.

Preschool families will also be invited to attend Faith Lutheran Church Events.

#### Student Projects

When a child enjoys the process of exploring and creating with different materials he/she will find greater satisfaction in his/her finished products. Therefore, at preschool we will attempt to maintain a balance with these types of classroom projects presented to the children:

- projects that are fun to create (no finished product is taken home)
- projects that are the result of experimenting with materials (few stated guidelines)
- projects requiring the student to follow specific directions

The result of this philosophy is that a child may not have a project to take home at the end of every class session. Some days, doing a take-home project will be entirely up to the child. Most days, the child will have a choice between several projects and be highly encouraged to complete at least one, especially as the child matures and the school year progresses. On occasion, a particular project will be required by every child.

## ACCIDENT/SAFETY PRECAUTIONS AND LICENSING

### Keyless Entry Cards

The north entrance to Faith Lutheran Church is a locked door which requires a keyless card for entry. The south entrance at the carport does not require a keyless card. The lobby will be staffed.

Each family can choose which door to enter. If you want a keyless entry card, the rental fee is \$10. If you wish to rent an additional card or a card is lost and needs to be replaced, the cost will be \$10 each.

The cards are programmed for entrance into the building from 8 am until 4 pm, Monday –Friday. Cards do not work on evenings or weekends. The church office entrance on the south side of the building is open from 8 am to 4 pm and does not require a keyless entry card.

If the keyless entry card is returned at the last day of school, \$10 will be returned. All cards not returned at the end of the school year will be deactivated.

### Accident Procedures

The Child Information Card must be in the classroom at all times. Information on this card is used if it becomes necessary to contact parents or others listed in case of emergency or for the release of the child from the classroom to someone other than a parent.

If a 911 call is necessary and the child is taken to the hospital, a Preschool Team member will accompany the child. Parents or others listed on the Child Information Card will be called. The Team member will remain with the child until a parent or parent-designated person arrives.

A Team member trained in Child/Infant CPR and First Aid is always in the classroom. An AED is also available.

### Safety Precautions

When a child is involved in an incident where blood or other bodily fluids are present, a TEAM member trained in the Federal OSHA procedures will handle the situation. Latex gloves will be worn by the caregiver to provide maximum safety.

- No child is allowed, under any circumstances, to hurt another child/adult in the classroom.
- Children may not leave the classroom alone.
- No running or gun play is allowed in the school at any time.
- Children may not build anything higher than chin level.
- No gum chewing, personal food or beverage in the classroom.
- Parents must enter the building through designated school entrances.
- No curbside parking is allowed, not even for drop-off or pick-up.
- Doors to the classroom will be closed and locked while the children are present.

### Parent Notification of the Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## EMERGENCY PROCEDURES

### Crisis Management Plan

The law requires FaithKids Preschool to have in place a written Crisis Management Procedure for the care of children and staff. Crisis Management includes, but is not limited to, intruders and bomb threats. The Team is trained at least two times a year.

### Natural or Manmade Disaster

The law requires FaithKids preschool to have in place a written procedure for a natural or manmade disaster. This could include a variety of circumstances. The Team is trained to follow each of the following procedures at least two times a year.

#### Evacuation

In the event we have to evacuate our building. The Preschool Team will walk the children to the Student Center, located on our property near the exit drive. Children with special needs will hold the hand of a teacher or assistant, to ensure their safety. Parents will be contacted by phone or text message. Children will only be released to parents or emergency contacts listed on the Child Information Card. Teachers will ask for photo identification before releasing a child.

#### Seek Shelter

In the event we need to seek shelter, we will use the Tornado Safety Procedure. Children with special needs will hold the hand of a teacher or assistant, to ensure their safety.

#### Power Outage or Building Problem

In the event we have a power outage or building problem, parents will be contacted by phone or text message. Teachers will remain with the students. Children will only be released to a parent, or person on the Child Information Card with photo identification. Children with special needs will hold the hand of a teacher or assistant, to ensure their safety.

### Serious Accident or Illness

In the event that any child is seriously injured or becomes seriously ill while in attendance at FaithKids Preschool, the Team will follow the following procedure.

The Teacher will:

- remain with the sick or injured child
- administer emergency first aid as necessary
  - ◆ ensure and maintain an open airway
  - ◆ Control any bleeding with direct pressure
  - ◆ Ensure proper circulation as necessary (CPR)
- reassure a child and keep him/her calm until the emergency medical personnel take over
- if necessary, accompany the child to the hospital

The Assistant will:

- immediately call 911 and report the emergency (if applicable)
- contact the preschool director and instruct her to wait for and direct the emergency personnel
- contact the sick/injured child's parents
- stay with the remaining children and keep them calm until the Teacher is available to lead the class.

## EMERGENCY PROCEDURES (CONT.)

### Fire Safety

The law requires FaithKids Preschool to have at least one fire drill during each of the four seasons of the year to assure prompt evacuation of the building in case of a fire. One drill will be with the actual fire alarm.

This is the procedure that is followed by the Preschool Team:

#### The Teacher will:

- quickly line the children up and walk to the nearest designated exit
- not stop to get the children's coats or backpacks
- lead the class to the designated grassy area away from the building
- walk and remain calm at all times
- hold the hand of any child with special needs to ensure their safety

#### The Assistant will:

- check bathrooms and classroom to make sure everyone is out
- take along emergency bag and attendance book so all the children in attendance are accounted for
- bring along the story blanket to cover the children
- be the last one out of the building
- walk and remain calm at all times

### Tornado Safety

The law requires FaithKids Preschool to have at least one tornado drill during the Spring between April and May and one during the early Fall between September and October to assure prompt emergency procedures in case of a tornado.

This is the procedure that is followed by the Preschool Team:

#### The Teacher will:

- be notified of a tornado warning
- quickly line up children and lead them to the designated hall
- have the children take their coats to cover their heads
- have children kneel down, facing wall, with hands and coats covering their heads
- remain in hall with children until the all clear is given
- walk and remain calm at all times
- hold the hand of any child with special needs to ensure their safety

#### The Assistant will:

- check bathrooms and classroom to make sure everyone is out
- bring along emergency bag and attendance book so all the children in attendance are accounted for
- bring along the story blanket to cover the children
- be the last one out of the classroom
- walk and remain calm at all times

## HEALTH REQUIREMENTS, RESOURCES & CLEANING PROCEDURES

### HEALTH REQUIREMENTS

A State Health Appraisal form signed by a physician is required at the time the child starts school and is valid for two years from the date of exam. If a physical expires at any point during the school year, it is the parent's responsibility to replace it with a new updated one. We request a new health appraisal be turned in at the beginning of each school year to avoid expiration.

All students enrolling after September orientation must have a validated immunization record on file in the classroom in order to attend school. The complete State Health Appraisal form must be in the classroom within 30 days for the child to continue in class.

### ILLNESS AND HEALTH CARE PLAN

Parents are required to notify the school whenever the child has been exposed to a contagious disease other than colds and flu.

#### It is required that a child be kept home or will be send home from childcare if he/she has:

- a fever must be fever-free for 24 hours without fever reducing medication)
- an infectious runny nose (green)
- a severe cough
- been vomiting within the last 24 hours
- been on antibiotics less than 24 hours
- 3 or more episodes of diarrhea in a 24 hour period
- suspicion of a communicable disease or contagious rash

If a child becomes ill while at Preschool, parents will be contacted to pick up the child. In the event Preschool is unable to contact the parents, someone listed on the Child Information Card will be contacted. The child will be separated from the program (as not to expose the other children), and made as comfortable as possible until a parent or designated person arrives. No medication will be administered. It is imperative that you not send your child when he/she is ill or has a possibly contagious disease. In the event of a contagious illness or disease, please report it to the center in order that we may inform other parents. If staff suspects a communicable disease or contagious rash, parents will be notified and a doctor's note will be required to return to Preschool.

If FaithKids preschool becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, then we will notify parents of the name and the symptoms of the disease. Signs will be posted outside of the classroom.

### HEALTH CARE RESOURCES

FaithKids Preschool has access to health care professionals from Faith Lutheran Church staff members. In addition, the following is a list of Health-related resources for reference:

Macomb County Immunization Clinic:	586.469.5372
Oakland County Health Division:	<a href="http://www.oakgov.com/health">www.oakgov.com/health</a>
Mental Health Crisis Lines:	
Oakland County	800.231.1127
Macomb County	586.307.9100
Adult and Child Protective Services	
Oakland County	800.231.1127
Macomb County	586.412.6109
State of Michigan	855.444.3911

## **CLEANING PROCEDURES: HANDS, SURFACES, EQUIPMENT, TOYS**

It is the goal of FaithKids Preschool to have a clean and sanitary classroom environment for both children and adults. Before and after each snack, all table surfaces are disinfected with soapy water, sprayed with a bleach/water mixture, and allowed to air dry. All serving utensils and containers are cleaned as well. All toys, equipment, and other hard surfaces are cleaned periodically. Soft items such as dress up clothes and stuffed animals are sprayed with a disinfectant.

All children present in the classroom are required to wash their hands after going to the bathroom and before having a daily snack. A bathroom is located in each classroom so individual children can use it when necessary. Before snack, the entire class walks to a larger bathroom where more sinks and toilets are available.

All staff members are required to wash their hands upon entering the classroom and before and after preparing any food items.

A box of Kleenex is always available in the classroom. Children are encouraged to blow and wipe their own nose, dispose of their own dirty tissue, and then wash their hands.

If a child soils their pants while in the classroom, the parent will be contacted to come and change the child. The child will be removed from the class until the parent removes the wet or soiled clothing. The Preschool team will not change the child.

Likewise, if a child throws up in the classroom, the child will be removed from the class and the parent will be contacted. Faith Lutheran Church custodial staff is contacted immediately to clean up any bodily fluids and disinfect the area. Disposable latex gloves are worn by all adults during clean up.