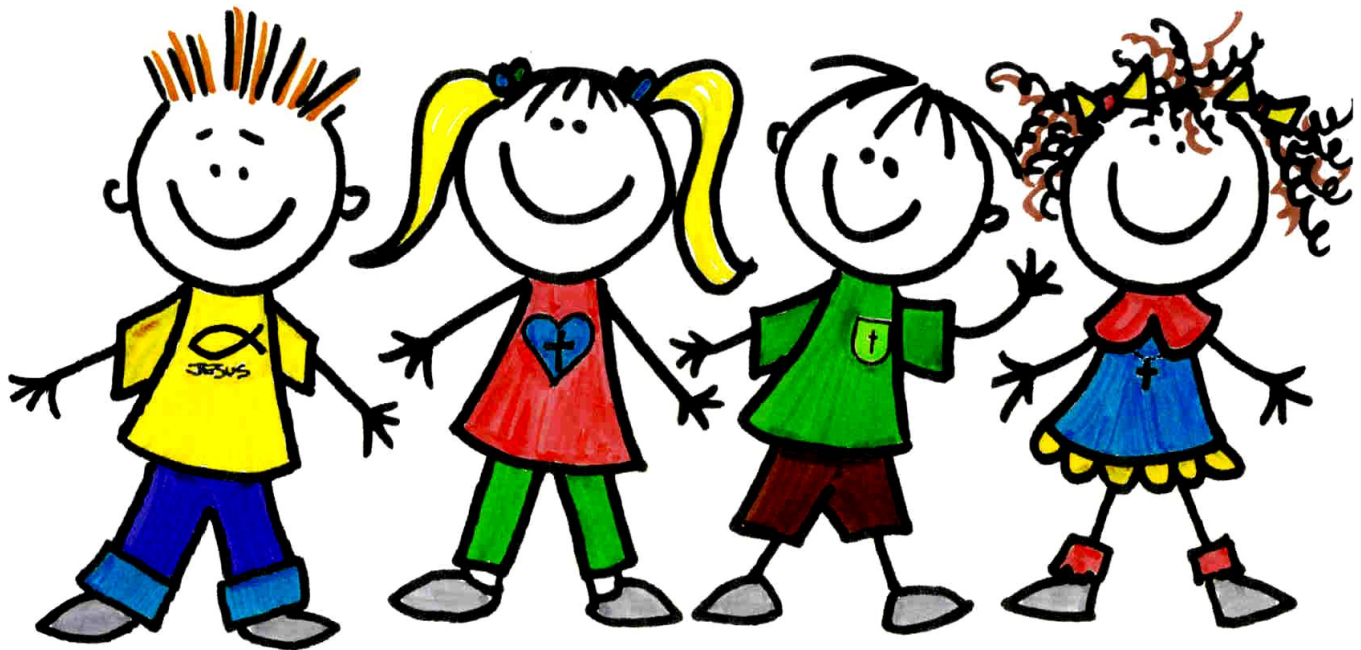


# CHRIST OUR SAVIOR

## LUTHERAN CHURCH

### EARLY CHILDHOOD PROGRAM

#### PARENT HANDBOOK



**Growing Minds for the Future and Hearts for Jesus!**

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# **INTRODUCTION**

We believe that Jesus Christ is the one true Lord and Savior, and that God created children with their own special talents and abilities. Our purpose is to enhance each child's development by building on these gifts and showing them, they are a gift from God.

The Early Childhood Program of Christ Our Savior Lutheran Church is a self-supported ministry. The senior pastor and Church Council oversee the program. We all look forward to a pleasant and cooperative experience with your family as we assist you in bringing up your child in the way of the Lord. We believe when families and teachers work together, it sends a positive message to children. It is for the benefit of the child that we build a healthy relationship.

To maintain this healthy relationship, we must operate as a unit. Through these pages, we have attempted to outline and clarify our policies, responsibilities, and concerns for the wellbeing of your child. We reserve the right to amend this handbook when necessary and will give you written notice of any changes in policies and procedures. Please read this handbook so you fully understand our policies and then sign the parental agreement on the last page.

Christ Our Savior is non-discriminatory. We admit students of any race, sex and national or ethnic origin.

Our program is licensed by the state of Michigan (DC820018075). We follow the rules and regulations set forth by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) Child Care Licensing Bureau. Our maximum enrollment and room capacity are based on state guidelines. By law, we are subject to a renewal inspection every 2 years and an interim inspection on the off years. Those findings are kept on file in the Program administrator's office in a notebook that parents can view at any time. Although Christ Our Savior will use every effort to provide the best supervision possible; while following state regulations, we cannot be held responsible for any illness and/or accident to your child while in our care.

# **MISSION STATEMENT**

Christ Our Savior Lutheran Church and Early Childhood Program believes in the importance of developing, inspiring, and growing young minds and hearts. We provide a program dedicated to partnering with families to enrich children's approach to learning, their spiritual, educational, physical, social and emotional growth. Our classroom environments encourage children to explore the content areas of literacy, math, communities, science, and the arts through engaging play. We believe that children are loved and valued by our savior, Jesus Christ, and we strive to communicate that love in all we say and do.

# LUTHERAN FAMILY VALUES POLICY

**Christ Our Savior Early Childhood Program**, a school that **is** a mission, is operated by **Christ Our Savior Lutheran Church** and is a member congregation of the **Lutheran Church-Missouri Synod (LC-MS)**.

Christ Our Savior Early Childhood Program is a school **with** a mission, but it is more than that. The Missouri Synod Lutheran Church considers Christ Our Savior Early Childhood Program to **be** one form of Christian mission to its members and to the community. LC-MS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to "make people wise unto salvation through faith in Jesus Christ." (1 Timothy 3:15).

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at Christ Our Savior Early Childhood Program. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LC-MS is a creedal church with defined beliefs on many points of the Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LC-MS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of LC-MS's positions on several contemporary questions of conduct and morals.

Christ Our Savior Early Childhood Program expects that families of its students will not act in a way that is contrary to or disrupts the teachings of the LC-MS in matters of religious faith and personal conduct. Families who are not LC-MS members are, of course, not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school.

LC-MS doctrine and practice are derived from the Christian Scriptures, the Lutheran Confessions, and the applicable resolutions of the LC-MS. For the purposes of this policy, the decision of the Senior Pastor and/or the Program Administrator of what constitutes the beliefs and teachings of the LC-MS and what actions, or conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the Program Administrator, who can refer questions to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of an LC-MS church.

# ENROLLMENT POLICY

Enrollment occurs twice a year; Fall school year and Summer. All enrollments shall be on a trial basis for a period of four weeks from the date of the initial enrollment. If your child has special needs, the staff will discuss continued enrollment of your child with you based on those needs.

Before your child's first day of attendance in our center you must present:

1. A fully completed registration form and signed handbook.
2. A fully completed Child Information Record.
3. Registration and material fees.
4. A fully completed photo permission slip.
5. A fully completed sunscreen permission slip.
6. A Health Appraisal Form fully completed by a physician.\*
7. A fully completed record of immunizations.

\*The health appraisal form, signed by a licensed physician, and based on your child's latest well child visit must be turned in within 30 days of attendance. The exam date must be within the preceding 13 months. A new form must be submitted yearly for infants and toddlers and every 2 years for preschool age and pre-K.

# TERMINATION OF CARE POLICY

Christ Our Savior may terminate services for the following reasons, but not limited to:

- Non-payment of fees
- A child being absent for 10 or more consecutive school days without notification
- Non-compliance with Christ Our Savior Early Childhood policies and guidelines
- Failure to meet necessary health appraisal and immunization requirements
- Disruption of the program due to behavior problems that interfere with child's personal growth or that of others.
- Consistent behavior that negatively affects other children
- Behavior or development is such that the child requires one-on-one care giving.

We work cooperatively with the child and parents offering suggestions and support. If undesirable behavior does not subside and we have exhausted all reasonable methods of behavior management, the child may be released from the program.

If you wish to withdraw from the program, you must supply the Program Administrator with **two weeks'** written notice. If two weeks' written notification is not provided you will be expected to pay all tuition fees for the two weeks following your child's last day. If your child is withdrawn for any reason, the next person on the waiting list will fill the spot. If you would like to re-enroll your child, you must wait for the next available opening.

# DAYS AND HOURS OF OPERATION



## CHILDCARE HOURS:

**Monday through Friday 7:00am-6:00pm**

## PRESCHOOL HOURS:

**Monday through Friday 8:30 am-11:30 am**

Parents may enroll their child for 2 or more days that are consistent from week to week; or have talked to the Program Administrator about a flexible schedule.

### **Children must be enrolled at least two days per week.**

A specific weekly schedule must be arranged at the time of enrollment. If you need to add an occasional day, you may request a drop-in day by filling out a request form (located on the parent table), your request must be approved by the Program Administrator. If approved, you will be charged the drop-in rate.

## CAREGIVER: CHILD RATIO

Birth – 30 months	1:4
30 months to 3 years old	1:8
3 years old	1:10
4 and 5 years old	1:12
6 to 8 years old	1:20

The center will be closed for the following holidays

Good Friday  
Memorial Day  
The last Friday of the School year  
July 4  
The week prior to Labor Day  
Labor Day  
Thanksgiving Day and the day after  
Christmas Eve  
Christmas Day  
The week between Christmas and New Year's Day  
New Year's Day



## **PRESCHOOL / PRE-K DAILY SCHEDULE**

8:30-9:15	Arrival, Social Interaction, Table Activities
9:15-9:45	Large Group Activity
9:45-10:00	Snack
10:00-11:00	Exploring literacy, mathematics, Science, communities, art, health, and safety through: Arts and Crafts (theme related) Dramatic Play Block Play Toys and Games Discovery Center Sensory Tables Library Cooking Teacher / Student Interaction
11:00-11:15	Religion
11:15-11:30	Music & Movement
11:30-11:45	Outdoor Play (weather permitting)

## **AFTERNOON SCHEDULE**

11:45-12:15	Lunch
12:15-12:25	Potty, preparation for nap
12:25-12:30	Storytime
12:30-2:45	nap
	Non-nappers:
12:30-1:00	Table centers
1:00-1:30	Fine motor, manipulatives, games
1:30-2:00	Open Play
2:00-2:30	Outdoor or Gym play
2:30-2:45	Story/ snack preparation
3:00-3:15	Snack
3:15-3:30	Story
3:30-4:30	Outdoor or gym play
4:30-4:45	Circle / Music & Movement
4:45-5:15	Art, puzzles, etc.....
5:15-6:00	Open play, group play, parent pick up

## **TODDLER MORNING SCHEDULE**

8:30-9:15	Group Activities
9:15-9:30	Clean Up
9:30-9:40	Circle Time
9:40-10:00	Wash hands & snack
10:00-10:45	Learning centers and diapering
10:45-10:55	Clean Up
11:00-11:20	Outdoor Play / Gym
11:20-11:30	Bible Time
11:30-12:15	Wash hands, lunch
12:15-12:30	Diapering / Potty
12:30-2:45	Nap Time

## **TODDLER AFTERNOON SCHEDULE**

2:45-3:00	Diapering / potty
3:00-3:15	Snack Time
3:15-4:00	Outdoor Play
4:00-4:45	Learning Centers Clean Up
4:45-5:00	Gym (if outdoor play was not available)
5:00-5:10	wash hands / diapering
5:15-5:30	Quiet play
5:30-6:00	Toddlers combine in preschool room for pick up

# INFANT ROOM SCHEDULE\*\*

7:00-8:40	Arrival (Self-Directed Floor Play)
8:40-9:00	Feeding/Snack*
9:00-9:20	Diapering*
9:20-10:00	Sensory Activities/Art
10:00-10:40	Circle Time/Bible Story
10:40-11:20	Outside Time
11:20-11:40	Feeding/Lunch*
11:40-12:00	Diapering*
12:00-2:00	Nap*
2:00-2:20	Diapering*
2:20-2:40	Feeding/Snack*
2:40-3:20	Outside Time
3:20-4:00	Story Time
4:00-4:20	Diapering*
4:20-4:40	Feeding
4:40-6:00	Self-Directed Floor Play

\* Diapering, feeding, and sleeping will occur on demand as needed

\*\* Schedule is subject to change

## **STAFF QUALIFICATIONS**

Members of our teaching staff are carefully selected for their interest and training in early childhood education and their love for children. All the lead teachers in our classrooms must possess a certification or degree in Early Childhood Education OR a State approved number of credit hours in Early Childhood Education.

## **STAFF TRAINING**

Staff are required by licensing to complete at least 16 clock hours of training each year. Training includes child development, child discipline, health and safety, nutrition, curriculum, administration, and licensing. Staff are also trained in CPR, First Aid, Blood Borne Pathogens (within 6 month of hiring), Shaken Baby Syndrome, Safe Sleeping (Infant & Toddler Staff) and Child Abuse and Neglect reporting.

## **SCREENING OF STAFF**

In compliance with licensing rule 400.5102 dictated by the State of Michigan, all staff will receive a comprehensive background check through the FBI fingerprinting system, NCIC Sex offender checklist and the Central Registry. No individual listed on the public sex offender registry will be permitted employment at the center. All staff must provide proof of a negative TB test before having contact with children. Staff are mandated by law to report suspected abuse or neglect of a child.

## **VOLUNTEERS**

Volunteers, including parents and grandparents of the children enrolled in the center, may be used in the classroom at times, on party days and field trips. Volunteers at the center, including parents of children will not have unsupervised contact with children who are not their own. Any person volunteering at the center will agree to a public sex offender registry clearance before having contact with children. Anyone appearing on the registry will be denied contact.

# ORGANIZATION OF PROGRAMMING

Our program operates within 4 rooms: **Infant** 0-18 mo., **Toddler** 18 mo-3yrs, **Preschool** 3-4yrs, and **Pre-K** 4-5 yrs., and is split into two sessions: The "School Year", which runs from the day after Labor Day through the last Thursday of May or the first Thursday of June, and "Summer Camp" which begins Monday following the end of school year and runs for 11 or 12 weeks. You must register for each session.

We are closed the **full week** before Labor Day for teacher training, room cleaning, and classroom set-up.

We offer year-round programming for children from birth to 5 years old, and a summer program for children 5-8 years old. Children can be enrolled two to five days a week.

Tuition is charged weekly for those children enrolled in childcare, and monthly for those enrolled in preschool only. Please refer to the tuition rate sheet.

Summer enrolled students are divided into age-appropriate groups with activities geared for their age. There is a separate registration for summer.

Our summer sessions are offered for 11 weeks for children aged birth through 8 years of age. All children attending the summer program must complete a summer registration form. The registration form is divided into 11 or 12-week sessions. You may choose the weeks you want for each session but must be consistent days. You pay only for the weeks you sign up for. You are responsible for paying for all the weeks you sign up for, even if you choose not to come.

## CENTER CLOSINGS

The center will be closed for the following holidays: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, and New Year's Day. **ALL CLOSED DAYS ARE LISTED ON THE SCHOOL CALENDAR.** You will not be charged for any day the center is closed due to a holiday. The week between Christmas and New Year's Day the center will be closed and there will be no tuition charged for these days. There will be no preschool and pre-K classes during that time. The time off is reflected in the year's tuition if you are enrolled for the preschool ONLY programs (8:30-11:30) and not any childcare.

Special enrollments are sometimes offered for childcare during the Christmas and Easter break. You will be notified of these opportunities, as they arrive. Tuition is charged on the days the center is open **ONLY** to those families who sign up for care.

We are closed during the last week of August for teacher training, room cleaning, and classroom set-up. There will be no tuition charged for these days.

Please check the school calendar for full or half days that the center may be closed due to field trips.

# WEATHER POLICY

When Livonia Public Schools are closed due to the weather, the center will be closed. School closings are announced on morning news stations, local cable stations, and on [www.clickonDetroit.com](http://www.clickonDetroit.com), and a message will be sent to you through the Remind app. Instructions for signing up on Remind will be sent home

## WHAT TO BRING AND WHAT NOT TO BRING

You will need to provide a continual supply of diapers, wipes and diaper ointment for Infants, Toddlers, and Preschoolers who are NOT toilet trained. If you are actively training at home, you may send pull-ups in lieu of diapers. Washable and comfortable clothes are preferred. We paint, play outside, and participate in many other messy activities; therefore, an extra set of underwear and clothes must be kept in your child's cubby basket. Should a child have an accident, and no change of underwear has been provided, we will supply your child with a new pair of underwear, and your account will be charged \$3.00.

Please label all articles of clothing, including jackets and boots. Tennis shoes and other soft-soled shoes are the safest, whereas sandals, hard-soled shoes, and boots can lead to injuries. **Flip flops are not permitted. Open-toed shoes must be worn with socks. Crocs must have a back strap.**

**Adult Shoes are not permitted in the infant room.** To protect our infants from dirt and pesticides that can be tracked in on shoes, we ask that parents use the boot covers that are provided at the door before entering the infant room or remove your shoes. Staff will not wear footwear in the infant room that has been outside. Your infants must have a pair of gripper-soled socks, or a pair of shoes kept at the center to use while in our care. Walking infants should have shoes to wear outside.

During the winter months snow pants, boots, mittens, and hats should be sent with your child or kept at school. It is imperative that they are dressed appropriately. **No pajamas except on pajama day. Please mark all clothing with your child's full name.**

Toddlers 18 months and older, and Preschool children up to 5 years are given an opportunity to rest in the nap room after lunch. Parents are responsible for providing a small, child-size blanket, sheet, and a pillow for their child's sleep cot. Infants will be permitted to sleep on demand. We will provide cribs for infants up to 12 months old and cots for children over 12 months. When enrollment permits, children 12-18 months may sleep in a crib. Crib sheets will be provided in the infant room. **Blankets will not be permitted in cribs.** Sleep sacks are acceptable provided they allow arm movement. Parents need to provide a plastic or cloth tote bag to keep their child's nap items in. Nap items will be sent home weekly for washing. All children aged infant to 4 years old must lay down at nap time to rest. Nap is optional for Pre-K children.

Children are not to bring toys or other items from home unless specified by the teacher. Sharing possessions is often difficult and these items can be easily lost or broken

**Water cups with lids will be provided for toddlers. Preschool children should not bring water cups or bottles to school.** Water will be provided for children at breakfast, snack time, lunch and throughout the day. You may provide milk or juice for lunch.

## **DROP OFF AND PICK UP POLICY**

Our hours of operation are 7:00am to 6:00pm. Preschool and Pre-k begin at 8:30am and end at 11:30am. We recommend that all preschool children arrive at school by 9:00am to fully participate in the program.

Children must be signed in and out every day. Sheets are on the classroom doors. Parents will be assigned a key card to come into the building to pick up their child.

If someone other than a parent is to pick up your child, the person's name must be on the emergency information card. Please update this card as needed. You must also notify us in advance if someone else will be picking up your child. Staff will ask for identification for people with which they are unfamiliar. If you suspect that there will be a dispute over which parent may pick up your child, please supply us with a court order regarding the matter.

If your child remains in care after 6:00PM, you will be charged a late fee of \$10.00 plus \$1.00 per minute/per child after 6 pm. If the late pick-up becomes problematic, we reserve the right to dismiss your child from the program.

Children enrolled for **PRESCHOOL ONLY** (8:30-11:30) must not arrive before 8:30am. An hourly drop-in rate will apply for these children if they arrive before 8:30am or remain in care after 11:30am.

## **HEALTH PRACTICES**

Children will wash their hands with soap and water after using the bathroom, blowing their nose, or coughing, before meals and after outdoor play. Staff will wash their hands with soap and water after using the bathroom, helping a child in bathroom, diaper change, blowing noses and dealing with injuries, prior to preparing meals and after outdoor play with children.

Staff will wear gloves when helping a child in the bathroom or cleaning up any bodily fluids. Spilled bodily fluids will be absorbed using UPSET. The area will be swept and disinfected with cleaner. Bodily fluids will be disposed of in a plastic bag then sealed before being thrown away.

### **CLEANING**

Toys will be regularly washed in a commercial dishwasher. Toys that cannot be washed in the dishwasher will be cleaned with a disinfectant. Classrooms are cleaned nightly by the cleaning service. Tables and counter tops in classroom will be washed, rinsed, and sanitized prior to and after meals, after art or table play and at the end of the day.

## CONTROLLING INFECTION

In the case of illness in the center, toys and high touch surfaces will be washed, rinsed, and sanitized multiple times a day to help prevent the spread of illness.

## FOOD SERVICE POLICY

Proper nutrition has a crucial role in the physical, mental, social, and emotional development of children. We will follow the guidelines provided to us by the USDA for all meals.

While in the infant room, parents will provide all food and beverages for their child. Bottles and lunch items must be clearly labeled with the child's name and date. Please specify which items should be for meals and snacks. We encourage you to add a variety of food experiences as your infant grows into a toddler.

Breakfast will be provided for toddlers, preschool and pre-k children who arrive before 8:15am. Please let the morning staff know if your child has already eaten breakfast. A menu will be posted in each classroom.

Parents must provide lunch. Lunches should be brought to school in clean lunch boxes or paper bags and **clearly marked** with your child's name. We provide refrigeration for lunches and a microwave for heating food. The USDA recommends a lunch consisting of ½ a protein sandwich, raw vegetables, fresh or dried fruit and milk. Soda pop and gum are not allowed in children's lunches and will be sent home with the child. Please ensure that foods with a high choking hazard such as hotdogs, carrot sticks, whole grapes, popcorn, and marshmallows are not sent in lunches. Please be considerate of food allergies in your child's classroom.

Lunch boxes should be cleaned weekly at home.

## BEHAVIOR MANAGEMENT POLICY

It is the aim of Christ Our Savior Early Childhood Program to encourage the highest possible standards of Christian conduct. While discipline and developing Christian habits is primarily the parent's responsibility, teachers and parents must work together when the child is in school.

**Physical or corporal punishment is not used.** Rather, positive methods, which encourage self-control, self-direction, self-esteem, and cooperation, are employed. Parent-teacher consultations may be requested if a child is excessively uncooperative or disobedient. In all cases, the least disruptive method of intervention that will be effective is to be employed. Intervention should be explained to the child as natural and logical consequences of the behavior. The methods of good child management practices are verbal and non-verbal communication with the child, re-direction of a child to another activity or area, encouragement of the child to make restitution for the misbehavior (comfort or take care of a person who is hurt or help a child repair or replace damaged object), loss of privileges, and removal of the child to an area visible to the teacher until the child is ready to rejoin the group.



We will work cooperatively with the child and parents offering suggestions and substitute behavior for the child to learn. If the behavior does not subside, and, in fact, escalates in occurrence, a conference will be held between the teacher, the Program Administrator, and parent, and the child may be dismissed.

## **BITING POLICY**

At Christ Our Savior, we recognize that biting occurs with young children. There are many possible explanations for this behavior. It is a behavior that may occur under any of the following circumstances: exploring through oral sensory play, teething, a growing need for chewing, attempting to control others by biting and gaining power, lack of language skills causing a child to bite in order to be understood, expressing an interest in others by biting, cause and effect exacerbated by the loud reaction that a child gets after a bite occurs, imitating what other children have done, anxiety, frustration or fear due to situations such as crowding or separating, gaining attention due to the reaction that was given to a first random occurrence of biting, and wanting something another child has and biting to get it.

Our reaction to biting will be one of calm control. We will follow these procedures. The children will be separated. The bitten area will be cleaned with soap and water and the bitten child comforted. The 'biter' will be removed from the situation and will be given these types of words, "biting hurts", "look at (victim's name)... he/she is crying." Whenever possible the teacher will help the children find the appropriate words or ways of handling the situation. The incident will be reported on an accident report form. The parents of both children will receive a copy of the report. The name of the child who did the biting is not given to the injured child's parents. In extreme situations, we will shadow a child who is biting consistently and will document incidents. We will work cooperatively with the child and the parent to offer suggestions and substitute behaviors for the child to learn. If the biting does not subside and, in fact escalates in occurrence, a conference will be held between the teacher and the parent, and the child may be withdrawn from the program.

## **INJURY AND ACCIDENT POLICY**

### **INJURIES**

When a child is injured, regardless of the nature of the injury, an accident report is filled out at the time of the incident. First aid is administered following specific guidelines:

- Minor injuries such as cuts, scrapes or bumps are taken care of by washing with soap and water, ice packs or band aides
- If the injury requires further evaluation and /or treatment, the parents will be notified immediately.
- Any time a child has a head injury, no matter how slight, a call is placed to the parents.

- In the event of a serious injury your child's emergency card gives Christ Our Savior Early Childhood Program the permission to call 911.
- Any costs or charges for 911 emergencies will be the sole responsibility of the parent.

## **ILLNESS AND MEDICATION POLICY**

**Health Supervision of Children:** All children are required to have on file a completed medical examination within 30 days after admission. A medical form is provided to you by the center before enrollment and must be updated every year for children under 33 months and every 2 years for children over 33 months. All shots must be up to date and documentation provided at the time of admission.

**Notification of Disease Procedure:** If a child in the Center comes down with a communicable disease, a note will be posted on all classroom doors and a Remind message will be sent to parents. The message will include date of exposure, incubation period, and symptoms.

**Re-admittance of Child:** must meet the limitations as adapted from the Academy of Pediatrician's report of the committee on infectious diseases, children with any of the conditions below must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours:

- Fever of 100.4 degrees or more
- Rash (undiagnosed)
- Conjunctivitis
- Diarrhea; increased number and water content of stools
- Vomiting
- Children with specific infections such as but not limited to: Pertussis, Whooping Cough, Strep Throat, head lice and scabies, Hand, Foot and Mouth disease, Chicken Pox, Impetigo, Mumps, measles, Rubella, Hepatitis A.
- Influenza
- Discolored eye, ear, and nose discharge
- Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, labored /difficult, and/or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite.

**Children who become ill at school:** We reserve the right to send children home if they are ill. You will be called if your child has a temperature of 100.4 degrees F or above, is vomiting, has had two episodes of diarrhea, or shows signs of pink eye or headlice. When a parent is called due to their child being ill at school, it is expected that the child will be picked up in less than 1 hour.

**Sick children:** Please be considerate that if your child is sick, keep them home. When sick children are brought to school, they give their illnesses to staff and other children, and the illness is spread throughout the program. **DO NOT** medicate for a fever and bring the child to the center. We must all do our part to keep the center's children and staff as healthy as possible.

**Medication:** When the school administers prescription medication, the following provisions shall apply. All medication will be given or applied only with prior written permission via a medication form. Forms are available in the office. Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. Prescription medication will only be given in accordance with those instructions. All medication must be in the original container, stored according to instructions and clearly labeled. Any medication left at the school beyond its prescription date will be discarded. A caregiver will maintain a record as to the time and amount of any medication given or applied.

**OVER THE COUNTER MEDICATION WILL NOT BE ADMINISTERED BY THE CENTER.**

**Emergencies:** Each child shall have an emergency card on file at school. All parents and guardians must sign for emergency treatment and provide Health Insurance information. Emergency numbers should be updated as soon as they change and the Child Information Record reviewed for accuracy, initialed, and dated yearly.

## **DIAPERING AND TOILET LEARNING POLICY**

The parent or guardian must provide diapers and wipes. Diapers must be disposable. Please label all belongings. Staff will follow a specific diaper changing procedure that involves wearing vinyl gloves, washing hands, cleaning, and sanitizing the equipment and proper disposal of contaminants. This procedure is posted in the classroom.

Toilet learning will be planned cooperatively between the parent / guardian, and the staff so a routine can be established. If your child is toilet learning, please dress them in clothing that they can easily pull up and down. Please provide Pull Ups instead of diapers. Avoid overalls, onesies, jeans with buttons and zippers or diapers during the learning process.

Parents are required to provide an extra pair of underwear and change of clothes in case of an accident. Should a child have an accident, and no change of underwear has been provided, we will supply your child with a new pair of underwear, and your account will be charged \$3.00.

Please do not send your child in underwear until he / she is fully toilet trained, accident free for two weeks.

Children do not need to be toilet trained to be in our 3-year preschool room, but in most cases, we ask that once they are in the preschool room parents are actively working on training. Children who will be enrolled in the Pre-K room must be toilet trained.

Preschool age children who are not trained and are enrolled in childcare will be charged the toddler tuition rate until the child is accident-free for 2 weeks.

**Preschool only** (those attending from 8:30-11:30am) children who are not toilet trained will be charged an additional \$3.00 per day in their tuition until the child is trained. This fee will be billed weekly.

## **IN-SCHOOL ACTIVITIES & FIELD TRIP POLICY**

Children who attend the center are expected to participate in the day's activities, including recess and field trips. We do not have extra staff to stay inside or behind with children. If children are well enough to be at school, they should be well enough to go to recess. We will go outside for recess if the temperature is above 19 degrees. If the temperature cooperates, we will go outside in the snow, so please dress your child appropriately.

We believe that field trips offer an exciting learning benefit for your child. Due to strict licensing regulations, we are unable to transport children in our vehicles, therefore on field trip days we will require a parent or responsible adult of your choosing to transport your child and attend the field trip. The center will be closed during the time of the field trip and our staff will attend with the students. Field trips are part of our learning program therefore no tuition adjustments will be made for that day. Children who are not scheduled to attend school on a field trip day are welcome to attend the field trip but cannot return to the center after the trip. We will schedule any field trips far in advance, giving you the opportunity to plan accordingly.

It is the parent's responsibility to pay for field trips or other special programs offered to the children at our center, unless otherwise noted. The cost is in addition to regular tuition. You will be made aware of such costs ahead of time. Monies for these events are due before the event and should be paid with tuition by check, money order or online through Zelle.

## FEES AND TUITION POLICY

Tuition rates are subject to change as conditions may require. You will be given 30-day notice before any changes take place. The school depends on the student's tuition to pay teachers' salaries and overhead costs. These costs cannot be reduced because of absenteeism due to illness or vacation, therefore you are expected to pay your child's weekly, and/or monthly tuition, always unless otherwise noted.

To maintain a quality program and comply with licensing regulations, we are required to employ staff based on the number of children enrolled. Therefore, the school cannot reduce or refund tuition for daily absences. Please notify the center if your child will be absent.

Tuition is to be paid by check, money order or online through Zelle. **NO CASH PLEASE.** Weekly childcare payments are due the Friday before the week of care. A late fee will be assessed if payment is not made by **6:00 pm** Monday, the week of care. Monthly preschool payments are due on the 1<sup>st</sup> of each month. A late fee will be assessed if monthly payments are not made by the 3<sup>rd</sup> of the month.

There will be a \$35 charge to your account for checks returned to us due to insufficient funds. The amount of the check and the returned fee must be paid by money order or on-line promptly. After a returned check we may ask you to make all further payments to us either online or by money order.

Registration and material fees are paid at the time of registration and are non-refundable. The registration fee is charged one time. Material fees are charged at the beginning of each school year and summer session.

Parents are required to provide an extra pair of underwear and change of clothes in case of an accident. Should a child have an accident, and no change of underwear has been provided, we will supply your child with a new pair of underwear, and your account will be charged \$3.00.

A specific weekly schedule must be arranged at the time of enrollment. Drop-In care is available when space permits for children already enrolled in a program. You must call the Program Administrator to check for availability. You will be charged the hourly drop-in rate.

If you need special arrangements for payment of tuition, please see the Program Administrator or church business manager. After leaving the program unpaid account balances will be sent to a collection agency.

## DISCOUNT POLICY

A 10% tuition discount is offered for each sibling enrolled in the program.

# FEE INFORMATION SHEET

## CHILDCARE

(Includes Preschool)  
Tuition billed Weekly

**FULL DAYS - 5+ HOURS OF CARE PER DAY**

**HALF DAYS - 3 TO 5 HOURS OF CARE PER DAY**

## INFANT

BIRTH TO 18 MONTHS

FULL TIME RATE OF **\$52.00 PER DAY**  
PART TIME DAILY RATE IS **\$36.00**

	5	4	3	2
FULL DAYS	\$260.00	\$208.00	\$156.00	\$104.00
PART DAYS	\$180.00	\$144.00	\$108.00	\$72.00

## TODDLER

18 MONTHS TO 33 MONTHS

FULL DAILY RATE OF **\$50.00 PER DAY**  
HALF DAILY RATE OF **\$34.00 PER DAY**

	5	4	3	2
FULL DAYS	\$250.00	\$200.00	\$150.00	\$100.00
HALF DAYS	\$170.00	\$136.00	\$102.00	\$68.00

## 3 YR PRESCHOOL & 4 YR PRE-K

IF YOUR CHILD IS NOT TOILET TRAINED, PLEASE REFER TO THE TODDLER RATES  
YOUR CHILD MUST BE POTTY TRAINED BEFORE PLACEMENT IN THE PRE-K ROOM

FULL DAILY RATE OF **\$44.00 PER DAY**  
HALF DAILY RATE OF **\$31.00 PER DAY**

	5	4	3	2
FULL DAYS	\$220.00	\$176.00	\$132.00	\$88.00
HALF DAYS	\$155.00	\$124.00	\$93.00	\$62.00

**REGISTRATION - \$65.00      FALL MATERIAL FEES - \$100.00**

**SUMMER MATERIAL FEES - \$40.00**

DROP-IN FEE IS **\$8.50 PER HOUR**

**PAYMENTS ARE DUE ON FRIDAY PRIOR TO THE WEEK BEING PAID FOR.  
IF YOUR PAYMENT IS NOT MADE BY MONDAY AT 6:00 P.M. YOU WILL BE  
CHARGED A LATE FEE OF \$15.00**

# FEE INFORMATION SHEET

## PRESCHOOL/PRE-K ONLY

8:30-11:30 am

### PRESCHOOL AND PRE-K

	5 DAYS	4 DAYS	3 DAYS	2 DAYS
<b>10 MONTHLY PYMTS</b> (1 <sup>st</sup> payment due at enrollment, remaining payments due on 9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/2, 4/1 & 5/1)	\$349.60	\$282.30	\$213.20	\$142.10
<b>1 YEARLY RATE</b> (Due at enrollment)	\$3496.00	\$2823.00	\$2132.00	\$1421.00

**IF YOUR CHILD IS NOT TOILET TRAINED YOU WILL BE CHARGED AN ADDITIONAL \$3.00 per day**  
This charge will be billed WEEKLY until your child is fully trained. Please add this charge into your monthly payments

**REGISTRATION - \$65.00**

**MATERIAL FEES - \$100.00**

DROP-IN FEE IS **\$8.50** PER HOUR OR ANY PART THEREOF  
and must be approved by the program administrator prior to drop in date

YOUR PRESCHOOL AND PRE-K PAYMENTS WILL NOT BE REDUCED DUE TO SCHOOL CLOSINGS  
THE DATES WE ARE CLOSED ARE FACTORED INTO THE YEARLY TUITION

**PAYMENT IS DUE THE 1<sup>ST</sup> DAY OF THE MONTH. IF YOUR PAYMENT IS NOT MADE BY 6:00 P.M. ON THE 3<sup>RD</sup> DAY OF THE MONTH, YOU WILL BE CHARGED A \$15.00 LATE FEE.**

# EMERGENCY PROCEDURES

## Evacuation Plan

### **Rooms 8, 9 & 10** (Nap room) & 14 (pre-K)

Exit children out east end of hallway through double doors and out to parking lot by church bell

### **Room 15** (preschool)

Exit children out west end of hallway through the Early Childhood Entrance doors and out to handicapped spots in parking lot

### **Room 16** (toddlers)

Exit out outside classroom exit and through gate to sidewalk by Ford Field

### **Room 13** (Infants)

Place all infants in evacuation cribs and exit the classroom out the west end of the hallway through the Early Childhood Entrance doors and out to handicapped spots in the parking lot.

### **Gym**

Exit out far west door to the back of the church property

**Children with mobility issues, including but not limited to infants and non-walking toddlers, will be carried by caregivers or transported in strollers / wagons in the event of evacuation and/or relocation.**

**Children with chronic medical conditions: AC #2 will take medication from the classrooms, along with medication forms for each child. Lead caregivers will administer medication as specified on the form.**

## Relocation Plan

In the event of relocation, above emergency procedures will be followed, and relocation will occur at the Livonia Athletic Center on Stark Rd. – children and caregivers will walk down the sidewalk West of the church to Stark Rd and take refuge in their building. Parents will be called to pick children up there.

**Children with mobility issues, including but not limited to infants and non-walking toddlers, will be carried by caregivers or transported in strollers / wagons in the event of evacuation and/or relocation.**

**Children with chronic medical conditions: AC #2 will take medication from the classrooms, along with medication forms for each child. Lead caregivers will administer medication as specified on the form.**



## Shelter in Place / Lockdown Plan

### 1. Program Administrator or person in charge –

- a. Disable the door locking system by swiping the “CRISIS CARD” at **ANY CARD READER**. **This disables ALL cards & fobs**, requiring alternate keys to open the building until the system is reset at the MASTER READER in the Church Office. CRISIS CARDS are in the CHURCH OFFICE, the PRESCHOOL OFFICE and CLASSROOM 14
- b. Call 911

### 2. Lead Caregivers

- a. Bring all children and attendance sheets to room 15 or the supply room. Barricade doors with a chair. Close all blinds, close and lock all windows, barricade all doors and windows. Keep children from the windows. **DO NOT OPEN DOORS FOR ANYONE. DO NOT LET ANYONE INTO THE BUILDING UNTIL THE AUTHORITIES INDICATE IT IS SAFE TO DO SO.**
- b. If moving to room 15 or storage room is not possible, close all blinds, close, and lock all windows and barricade all doors.
- c. Take attendance, notify police of the status of anyone who is hurt.

**3. AC #1** - Assist the Lead in getting children to the designated area quickly keeping children calm, quiet and occupied.

**4. AC #2** - Secure a phone, the emergency bag with the child information records. Assist Lead in keeping children calm, quiet and occupied, making sure their needs are met.

Parents will be notified of an emergency through the Remind app and given special instructions of when and where to pick children up.

# COMMUNICATIONS POLICY

Teachers will communicate regularly with parents about classroom activities using daily child reports, (for infants and toddlers) and weekly newsletters for all rooms. Any upcoming special events, and changes to the school calendar will also be communicated in this way.

School closings for weather, power outages or building problems will be communicated through the [REMIND ME app](#).

In addition to the weekly newsletters, the Program Administrator may use this app to communicate reminders of upcoming event dates, such as fundraising, special programs, graduation, etc.

To sign up for the notifications:

On your *iPhone* or *Android phone*, open your web browser and go to the following link: **[rmd.at/9c9fkd](http://rmd.at/9c9fkd)** and follow the instructions to sign up for Remind.

OR if you do not have a smartphone

Text the message @9c9fkd to the number 81010.

You may go to [rmd.at/9c9fkd](http://rmd.at/9c9fkd) on a desktop computer to sign up for email notifications.

## PARENT RESPONSIBILITIES

- Parents should read all calendars, lesson charts, notes, and newsletters. They contain announcements, reminders, helpful hints, and information about what your child is doing at the center.
- Parents should not allow their children to bring toys or money to the center except when designated by the teacher.
- Parents will provide the center with an extra change of clothing for their child.
- Parents will label all the child's belongings.
- Families are strongly encouraged to attend school activities, functions, and performances.
- Parents, you are responsible for your children's behavior and safety while you enter and exit the school building. This includes, but is not limited to, the school program or school sponsored events and activities.

## **ACCESS INTO THE BUILDING/SECURITY SYSTEM**

Our security system requires that parents access the building using keycards. Your family will be issued 2 keycards at enrollment at no charge. You must sign for the cards and notify us if one is lost or stolen. We will replace the card for a \$5.00 charge. To ensure the safety of all children and staff, we ask that you notify us immediately if a card has been lost or stolen so we can deactivate that card. You will keep your cards until your child is no longer enrolled in any of our programs. We ask that you return the card on your child's last day with us. The keycards will give you access to the building only during preschool hours. Mon – Fri 7am to 6pm, excluding holidays.

## **PHONE SYSTEM**

When dialing the Early Childhood number, you will be prompted to press 2 to reach the Early Childhood Program. Your call will then be routed to the Program Administrator's office. If the Program Administrator or office assistant is unavailable to answer the call, you will have the option to press a number to reach the classroom your child is in, or to leave a message for the Program Administrator. Because our teachers are involved with the children, we ask those calls coming into the classroom pertain ONLY to your child's day, such as absences, early pick up times, or someone else picking up your child. Calls about billing or schedule changes, or lengthier conversations regarding concerns about your child should be left on the voicemail system and the Program Administrator will return those calls in the afternoon.

## **GRIEVANCE POLICY**

If you disagree with a policy or procedure set forth in this handbook, feel your child has been dismissed unfairly, or you are unhappy with a situation regarding a teacher, you have the right to file a grievance.

Please follow these procedures:

1. Bring the question or complaint to the individual involved for quick resolution.
2. If the situation cannot be resolved then follow with this sequence of authority for resolution:
  - a. Program Administrator
  - b. Senior Pastor
  - c. Personnel Committee/  
Church Council



# SIGNATURE PAGE

I have read the Parent Handbook and Policy Statements and agree to all that is included. I also agree to meet all my financial responsibilities.

Child's Name (printed) \_\_\_\_\_

Parent's Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be photocopied. The original will go in the child's file and the copy to the parent.



(Revised 8/14/25)