



# St. Paul's Lutheran Church Early Childhood Center

## Parent Information Packet

Updated: December 2018

St. Paul's Lutheran Church  
22915 Greater Mack Avenue  
St. Clair Shores, MI 48080

**(586) 777-0215 (586) 202-4367**



## **Mission**

St. Paul's Lutheran Church Early Childhood Center shares the Lord Jesus Christ with children and their families, and through the power of the Holy Spirit many will believe in Him and be saved.

## **Program Philosophy**

Our preschool program provides a safe, nurturing, developmentally appropriate and Christ-centered environment for the children. The children will have opportunities to grow spiritually, physically, socially, emotionally and intellectually through a variety of playful learning centers and group activities. We provide many opportunities for parents to be involved in their child's preschool experience.

## **St. Paul's Lutheran Church ECC Preschool Daily Schedule**

8:25-8:50am - Settle in time: Table activities (sign-in, books, coloring).

8:50-9:05am - - Morning Circle: Stories, Songs, Community Building, and Language

9:05-9:30am Wash hand and Snack

9:30-9:45am -- Small Group

9:45-9:50am -- Planning Time

9:50-10:35 - Centers: Art, Sensory, Sand, Loose Parts, Counting and Nature, Books, House, and Blocks.

10:35-10:40am- Clean-up

10:40-10:45am - Review

10:45-11:15am - Outside or Music and Movement Activity

11:15-11:25am - Story Time and Choose Book

11:25am - Dismissal

Parents may visit the center during hours of operation for the purpose of observing their children.

### **Christian Education**

Each week the children attend a short age-appropriate Chapel Service during class time. The Services are led by Pastor David Rutter and families can attend. During class the children will hear Bible stories from the Old and New Testament. Christian education will be incorporated the program.

### **Class Times and Enrollment Eligibility**

Children must be 3 by Dec. 1st. The following enrollment forms are required for admission: Child information card, health appraisal, immunization record, handbook signature form, photo release, prayer pal permission, licensing notebook notification form, registration form, and field trip permission forms. The school year will start on September 9<sup>th</sup> and end on May 22<sup>nd</sup>. A full school calendar will be provided in September.

Arrive no earlier than 5 minutes before class begins (8:30am). Be on time (by 11:30) when picking up your child. Some children show signs of anxiety when their parents arrive late. Parents who are "Chronically late" will be charged a late fee of \$10.00/day. For Security purposes the doors are locked. If you arrive late in the morning or before dismissal, please ring the bell.

### **Health Records**

Immunizations records must be updated annually. When your child has their annual Well Checkup please bring an updated immunization record to be kept on file.

### **Inclusion Plan**

St Paul's Lutheran Church Early Childhood Center is committed to following the Americans with Disabilities Act (ADA). The ADA is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal right in employment, state and local public services, and public accommodations such as preschools, child care centers and family child care homes. Children and families benefit from inclusion. Children with disabilities share learning opportunities with their peers. Inclusion also fosters caring attitudes and teaches children about interdependence and understanding for human differences. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and teachers.

During the enrollment process the director will have an in-depth meeting with the parents and/or other caregivers to develop an education and care plan for each individual child. Depending on each child's needs a weekly or daily report will be given. If a child needs an individual aide it will be the parent's responsibility to

ensure that one is provided. We will be happy to connect the parents to the proper agency to help fulfill this need.

### **Family Culture Plan**

We make every effort to get know our families and learn about the factors that shape their home life and community. This information will help us provide classroom learning and family involvement that is respectful, meaningful, and relevant. Please fill out our family information form and let us know if there are any changes in your family. The cultures and traditions of each family are welcomed and celebrated in the classroom.

### **Nutrition Policy**

Families will provide a snack for the class on a rotating basis. Families will be given a monthly calendar with the days that they will provide snack. We will also send nutrition information and snack suggestions. We ask that you send a snack that comes from two different food groups. For example, juice and crackers or yogurt and fruit. If your child has a food allergy send in an individual snack for your child.

### **Easing In**

To help with the transition into school we will have an "easing in" period in the fall. The children attend for one hour the first session of school and two hours on the second session. The third session is the full class time. Notify us if you feel your child needs more transition time.

### **Absences**

If your child will be absent you must call and leave a message. If illness is the reason for the absence, explain its nature.

### **Birthdays**

You can send a special treat for your child's birthday. We try to have your child's special day placed closest to their actual birthday and include it on the snack calendar.

### **Clothing and Bathroom Procedures**

Dress your child in play clothes. We will be engaging in many creative activities. Children should wear comfortable, closed toed, non-slip shoes. Send a complete change of clothes in a zip-lock bag labeled with your child's name. Dress

your child in clothing they can handle by themselves; avoid belts, onesies, etc. Take your child to the bathroom each day upon arrival.

### **Field Trips**

Several field trips are scheduled during class times and are optional. Families will meet at the field trip site; no rides are provided. More detailed information will be sent home in advance of each trip.

### **School Closing**

St. Paul's Lutheran Church Early Childhood Center will be closed due to inclement weather when the South Lake School System is closed. If the school is closed due to building problems, you will be contacted by telephone. A calendar will be provided in September that includes days off for teacher in-service days, conferences and holidays.

### **Discipline Policy**

The teachers use developmentally appropriate positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation. The teachers do not use any form of corporal (physical) punishment, or deprive a child of any of their needs in any situation. The teachers will use positive redirection, clear age-appropriate rules, expectation and open communication with parents regarding discipline situations. Teachers will also assist children in learning self-control and cooperation through modeling appropriate reactions and encouraging the use of language to communicate emotions.

### **Child Release**

We will release your child only to those persons whose names are listed on your child's information card. They will be required to show picture identification and must sign the attendance form. Children will need to be signed in and out each day.

### **Tuition**

Tuition is paid in monthly installments on the first day that your child is scheduled to attend. Upon enrollment tuition is due for September with registration fee. Tuition has been prorated to include absences, holidays, in-service days, conference days, inclement weather day, and other cancelations. Checks are to be made to St. Paul's Lutheran Church Early Childhood Center. A

late fee of \$25 will be added to your child's tuition if it not paid on the first day of the month your child is scheduled to attend. If tuition and late fee is not paid by the 15<sup>th</sup> of the month, your child may not attend until tuition is paid in full. If check is returned by the bank for non-sufficient funds, you will be charged \$15.00.

**MWF: \$130/month**  
**Non-refundable annual registration fee of \$60.**

### **Supplies and Fundraisers**

Parents are asked to provide consumable supplies (approximately \$20 per child). A list of supplies is included in this packet. These supplies are used collectively throughout the year. Parents are asked to provide items for special projects and class parties. We will have 2 fundraisers throughout the year that we ask for parent participation.

### **Building Usage**

Our preschool classroom adjoins the Parish Hall in our church facility. Periodically our church has funerals and funeral luncheons in the Parish Hall. The Parish Hall is also used for church rummage sales and elections.

### **Child Records**

Before your child's first day of attendance we must have the following documents completely filled out and on file as stated by R 400.5111 in the Licensing Rule Handbook: (available on-line at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare))

- Completed Child Information Record (BCAL-3731), updated annually or when there are any changes. - 8143(1)
- Certificate of immunization showing at least one dose of each immunizing agent specified by the department of community health or an approved waiver.
- Updated immunizations after 4 months for children under school-age not up to date at enrollment - 8143(4)
- Health Appraisal: A physical evaluation performed within the preceding year signed by a licensed health care provider. Any restrictions shall be noted.
- Children enrolling a consecutive year must have as new health appraisal at the start of the school year.
- Photo release and Prayer Pal Permission

- Permission slip to participate on walks off of the school grounds.
- Permission slip enter the church once a week for not more than one hour to practice for various school programs
- Signed parental permission for a child 33-36 months old to be enrolled in 3-year-old classroom when developmentally appropriate - 8182(5)
- Written documentation that the parent received the written information packet and parent notification of Licensing Notebook - 8146(2)
- Permission for Ages and Stages Screening

### **Medication**

Due to the duration of our day we will not administer medication. Exceptions include emergency epinephrine pens or asthma inhalers. We must have a medicine log for these items.

### **Allergies**

Please alert us of all environmental and food allergies so we can take the proper precautions for your child. Children with food allergies will bring their own personal snack.

### **Health Care Plan**

#### **R 400.5114 (g)**

Hand washing.

All staff and volunteers shall wash their hands at all of the following times:

- (a) Prior to starting the workday at the center.
- (b) Prior to care of children.
- (c) Before preparing and serving food and feeding children.
- (d) Before giving medication.
- (e) After each diapering.
- (f) After using the toilet or helping a child use the toilet.
- (g) After handling bodily fluids.
- (h) After handling animals and pets and cleaning cages.
- (i) After handling garbage.
- (j) When soiled.

Staff and volunteers shall assure that children wash their hands at all of the following times:

- (a) Before meals, snacks, or food preparation experiences.
- (b) After toileting or diapering.
- (c) After handling animals and pets.

(d) When soiled.

The following procedures will be used for hand washing:

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

When soap and running water are not available during an outing, hand sanitizers, and/or single-use wipes may be used as a temporary measure.

The following are not approved substitutes for soap and running water:

- ✚ Hand sanitizers
- ✚ Water basins
- ✚ Pre-moistened cleaning clothes

### **Handling Bodily Fluids:**

**When handling bodily fluids, the staff will implement the following steps:**

- Put on gloves
- Clean bodily fluid when helping a child with toileting, first aid or an illness (vomit).
- Wash contaminated surfaces with soap and water, rinse and sanitize
- Wash hands of child
- remove gloves and wash hands

### **Cleaning and Sanitizing of all Equipment, toys and other surfaces**



- ✓ Wash surface with warm water and soap detergent
- ✓ Rinse with clean water
- ✓ Submerge, wipe or spray with sanitizing solution (1 tablespoon of non-scented bleach per gallon of water for food/mouth items and 1/3 cup on bleach per gallon of water for non-porous surfaces, such as tile floors, toilets, and countertops).

**Controlling Infection, Including Universal Precautions**

- Staff will follow above universal precautions listed above under "Handling Bodily Fluids".
- Toys that are "mouthed" are removed and washed, rinsed and sanitized. Toys and equipment are washed, rinsed and sanitized when dirty or when they come in contact with a sick child.
- Dress-up clothes, pillows, and smocks are washed on a weekly basis or when soiled.
- A parent will be notified if there are any observed changes in their child's health. If any child becomes ill at school, he/she will be separated from the other children and the parent will be asked to take them home.
- Parents must keep their child home if they have one or more of the following:

***Nasal Discharge***

***A fever now or in the last 24 hours***

***Open cold sore***

***An unexplained rash***

***Listless because of a cold or medication***

***Diarrhea in the last 24 hours and is not eating normally.***

***Vomiting***

\*\*\*\*\*Staff will also remain home if they have any of the symptoms mentioned above.

**Health Resources:**

- Macomb County Health Department: (586)469-5235
- Free confidential human referral service: 211
- Information on immunizations [www.michigan.gov/immunizations](http://www.michigan.gov/immunizations)

- Great Start: [greatstartforkids.org](http://greatstartforkids.org)

### **Serious Accident, Incident, Illness, or injury**

- In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following will be followed:
- **The Teacher** will remain with the sick or injured child. Emergency first aid is to be administered if necessary.
  - **A) Ensure and maintain an open airway**
  - **B) Control any bleeding with direct pressure**
  - **C) Ensure proper circulation as necessary (CPR)**
- **Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care.**
- If the Teacher has to accompany the child to the hospital the assistant will remain in charge of the facility and the secretary will assist with remaining children until the teacher can return.

**Assistant** will call 911 and report emergency. Once the proper emergency medical personnel have been contacted, the parent of the sick or injured child will be immediately notified. If conditions do not warrant immediate notification of emergency personnel, the parents will be contacted immediately and notified of the situation. If a parent can't be reached the next person on the child information card will be contacted.

If the accident is minor such as a bump or scrape the parent will be notified at pick-up with an incident report.

### **Volunteer and Staff Supervision and Screening**

#### **R 400.5104a (3)**

Before staff or volunteers may have unsupervised contact with children while at St. Paul's Lutheran Church ECC, the staff or volunteer shall have a comprehensive background check including fingerprints. Volunteers including parents who do not have this background check will be supervised by a staff member that has had background checks. The volunteer will be within the sight of a staff member and never left alone with the children.

Before St. Paul's Lutheran Church ECC makes an offer of employment or a volunteer starts working the program director will perform a comprehensive background check which includes finger Prints.

The staff or volunteers background check results will be kept on file.

The following statement shall be signed and dated by the staff at the time of hiring:

1. I am aware that abuse and neglect of children is against the law.
2. I have been informed of St. Paul's Lutheran Church ECC policies on child abuse and neglect.
3. I know that I am mandated by law to report abuse and neglect.

### **Staff Training**

Our staff is required to complete 24 annual clock hours of training on a variety of topics, including child development, inclusion, curriculum, child discipline, health and safety, working with parents and licensing rules. Our staff has current CPR and First Aid training.

### **Injury or Emergency**

If your child has a minor injury you will be notified at the end of the day. If your child has a significant injury, we will call you or a person listed on the emergency card. In case of a serious accident or illness the teacher will stay with the injured child, help the child stay calm and administer first aid as necessary. The assistant will contact 911, if necessary, then call parent or guardian.

### **Withdrawal Policy**

Families who wish to withdraw from our program must provide a written two-week notice. The enrollment contract may also be terminated if the child's needs are deemed to be beyond the scope of the program. After conferring with the parents, it may be in the child's best interest to refer the child to an alternate program. Any registration fee or advance tuition payments are non-refundable.

### **Pest Management Program**

Advanced notification of all pesticide application will be provided to parents in writing and posted on the parent information board. This advance notice will contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center,

and a number to the Michigan Department of Agriculture Pesticide and Plant Pest Management Division (877) 632-1783, Ken Rauscher.

### **Family Involvement**

Parents are given many opportunities to share in their child's preschool experience. Newsletters are sent home with family activities and preschool events each month. Program plans are posted on a parent news board. Parents are invited to volunteer in the classroom or work on projects outside of the classroom. Siblings are welcome at most events and field trips. Each family's culture and traditions are welcomed and celebrated in the classroom.

### **Curriculum Statement**

St. Paul's Preschool has a developmentally appropriate preschool curriculum. Developmentally appropriate means that we use what we know about child development, the individual child, and the child's family and culture to plan our program. We use a combination of curriculums, Handwriting Without Tears and One in Christ to supplement our program. We use themes, centers, large group, small group, and individual activities. We provide scaffolding activities to help children learn and grow. We start with the child where they are developmentally and provide an environment where they can play and learn.

### Information Packet Documentation

Policies in this Information Packet may be revised as necessary. Updated policies will be provided to you.

I have read and agree to the policies in the St. Paul's Lutheran Church Early Childhood Center Information Packet (Revised December 2018)

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



## Preschool Supply List

- Tissue
- 1 roll of paper towel
- Napkins
- 1 package of 5 ounce cups
- 1 package of small paper plates
- 1 package of large paper plates
- School glue
- 1 package of play dough
- 1 ream of white copy paper
- 1-gallon Zip-lock bags
- 1 package of diaper wipes
- 1 package of markers

Or a \$20 gift card for Michaels or JoAnn's

