



# **St. Paul's Lutheran Church Early Childhood Center**

## **Parent Information Packet**

**Updated: August 2022**

**St. Paul's Lutheran Church  
22915 Greater Mack Avenue  
St. Clair Shores, MI 48080  
Church Office Number: (586) 777-0215**

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## **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**

8:45am: Books, Greeting and Message Board

9:00am: Clean Up

9:05am: Large Group

9:35am: Small Group/ Centers (literacy, art, writing, counting, colors, etc.)

10:00am: Clean Up

10:05am: Snack

10:30am: Outside (if weather permits)

11:15am: Recall what we talked about today/ open play

11:40am: Pack up

11:45am: 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 our Pastor and families can attend. During class the children will hear Bible stories from the Old and New Testament. Christian education will be incorporated into all aspects of the program. Learning bible verses will be implemented.

## **Class Times, Enrollment Eligibility, and Staff Ratio**

Children must be 3 by Dec. 1st. Class times are 8:45am-11:45am MWF. 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 19th and ends on May 26th. A full school calendar will be provided in September. Arrive no earlier than 5 minutes before class begins (8:45am). Be on time (by 11:45) 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. Our staff to Child Ratio is 2:18.

## **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 rights 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. The following resources are available for our families if they have concerns about their child's development or special needs:  
Macomb Infant Preschool Program <https://www.misd.net/mipp/index.html>  
Early On <https://1800earlyon.org/index.php>  
The Right Connection in Macomb County <http://connection.misd.net/>  
Special Education South Lake  
[https://www.solake.org/apps/pages/index.jsp?uREC\\_ID=769469&type=d&pREC\\_ID=staff](https://www.solake.org/apps/pages/index.jsp?uREC_ID=769469&type=d&pREC_ID=staff)

## Family Culture Plan

We make every effort to get to 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. We invite you to share your culture and language in our classroom. We welcome letters, recipes, books, art, toys, or clothing from your culture that we can add to our classroom. We ask that you send a family picture to display in our classroom. Periodically we send home family activities for you to share your family traditions.

## Nutrition Plan

The purpose of our Nutrition Plan is to provide clear guidelines for providing healthy snacks. It is important to the staff, children, and families to promote healthy eating habits by providing a variety of healthy foods. Families will provide snacks for their child each day they attend the center. We will also send nutrition information and snack suggestions. (See Appendix) 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 you are required to 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 full class time. Notify us if you feel your child

needs more transition time. (I can do 3 days full time for 3 hours if you feel your child does not need the easing in transition.)

## **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. You may call the church or contact Christyn Berghorn at 574-274-1121. You can call or text her if you need to.

## **Birthdays**

You may 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. If your child is not fully potty trained, please let Christyn know so you both can make arrangements.

## **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 text or phone call. 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**

**MWF: \$160/month Non-refundable annual registration fee of \$50.**

Tuition is paid in monthly installments on the first day that your child is scheduled to attend. Upon enrollment registration fee is due. Tuition has been prorated to include absences, holidays, in-service days, conference days, inclement weather days, and other cancellations. Checks are to be made to St. Paul's Lutheran Church with preschool on the memo line. A late fee of \$25 will be added to your child's tuition if it is not paid on the first day of the month your child is scheduled to attend. If a check is returned by the bank for non-sufficient funds, you will be charged \$15.00.

## **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 two fundraisers throughout the year that we ask for parent participation.



## Building Use

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)
- Within 30 days of attendance, a physical done within the last year.
- Children enrolling a consecutive year must have a new health appraisal at the start of the school year.
- Photo release
- Permission slip to participate on walks off of the school grounds.
- Permission slip to enter the church once a week for not more than one hour to practice for various school programs.
- Parent Notification of the Licensing Notebook
- Signed parental permission for a child 33-36 months old to be enrolled in 3-year-old classroom when developmentally appropriate - 8182(5)
- Signed parental permission for a child 45-48 months old to be enrolled in 4-year-old classroom when developmentally appropriate - 8182(6)
- Written documentation that the parent received the written information packet - 8146(2)
- Permission for Ages and Stages Screening

## Health Care Plan

The purpose of our health plan is to provide clear guidelines to promote health and safety. It is important to our children, families and staff because it provides them a safe and healthy environment. The health plan will be implemented by following these policies and procedures:

### Health Records

- At the time of initial attendance, a certificate of immunization showing at least one dose of each immunizing agent specified by the department of community health or an approved waiver must be provided.
- Immunization records must be updated annually. Updated immunizations after 4 months for children under school-age not up to date at enrollment - 8143(4)
- Within 30 days of attendance, a physical done within the last year.
- Children enrolling a consecutive year must have a new health appraisal at the start of the school year.

When your child has their annual Well Checkup, please bring an updated immunization record to be kept on file. Health records will be reviewed and kept on file by the preschool director. Reminders will be sent home in our parent communications.

### **Resources for Health Information:**

Child's Health: <https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx>

Healthy Children. Org: Find a pediatrician:

[https://www.healthychildren.org/English/tips-tools/find-pediatrician/Pages/Pediatrician-Referral-Service.aspx?gclid=CjwKCAjwmv-DBhAMEiwA7xYrd19gnwTfUxPAndB\\_CQyFstak6M6lWeGPW2v9Ppw7Z6044o7xfCFS9xoCjUcQAvD\\_BwE](https://www.healthychildren.org/English/tips-tools/find-pediatrician/Pages/Pediatrician-Referral-Service.aspx?gclid=CjwKCAjwmv-DBhAMEiwA7xYrd19gnwTfUxPAndB_CQyFstak6M6lWeGPW2v9Ppw7Z6044o7xfCFS9xoCjUcQAvD_BwE)

Child Visits C.S Mott Children's Hospital Medicine:

<https://www.mottchildren.org/conditions-treatments/general-peds/well-child-visits>

Michigan Care Improvement Registry:

## **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 must bring their own personal snack.

**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 diaper change.
- (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

**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 of bleach per gallon of water for non-porous surfaces, such as tile floors, toilets, and countertops).

## **Controlling Infection, Including Universal Precautions**

- Staff will follow the 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. \*\*\*\*\****

**Communicable Disease:** We will post all communicable diseases and provide information on the disease by sign-in sheets.

### **Additional 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**

Before St. Paul's Lutheran Church ECC makes an offer of employment or an unsupervised volunteer starts working the program director will perform a

comprehensive background check including fingerprints. Volunteers including parents who do not have background checks will be supervised by a staff member that has had a background check. The volunteer will be within the sight of a staff member and never left alone with the children.

The staff or volunteers background check 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 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. Teachers are trained in CPR and First Aid.

## **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 applications 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 Department of Agriculture Pesticide and Plant Pest Management Ken

## **Family Involvement**

Families 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 family news board. Families are invited to volunteer in the classroom or work on projects outside of the classroom. Family Education programs are presented throughout the year. Programs may include Math Night, Reading Night, Art Night, Garden Night, and Block Night. Families are invited to attend our Preschool Advisory Meetings. We also provide surveys so you can give us your input in writing. Your input is taken into consideration when we plan our program activities and policies. Siblings are welcome at most events and field trips. Each family's culture and traditions are welcomed and celebrated in the classroom. Please let us know if you would like to share a hobby, occupation, language, or family culture with us.

## **Parent Communication, Screenings, Assessments, and Parent Teacher Conferences**

Family partnership and communication is very important to a successful preschool experience for your child. Please indicate on the family information form your preferred method of communication. We will communicate with you by: in person at drop off or dismissal, text, phone calls, weekly plans, monthly newsletters, and parent information handouts. If children live in two households, we can provide additional handouts. We will send Ages and Stages Screening home in the fall to be completed by the parents. We will score and then communicate the results at conferences. We will also share our Anecdotal records and COR Assessments with you. Conferences will be held in the fall and spring.

## **Community and Church Resources**

We are here to support you. We invite the health department to conduct vision and hearing screenings at our center. We share information from Poison



Control, Car Seat Safety Program, CARE, Early On, and the Parent Coalition. Our church has a food pantry that is open every Thursday at 11-noon. We have a helping hands fund to assist with emergency needs and holiday assistance. The following link is a list of emergency resources:

[https://stpaulsmi.com/images/emergency\\_resources\\_oct2020.pdf](https://stpaulsmi.com/images/emergency_resources_oct2020.pdf)  
[99](#)

## **Preschool and Kindergarten Transitions**

Our program consists of children ages 3-5. Some will be transitioning into kindergarten while younger children may remain with our program. We are here to assist you and your child with this transition. Each year we tailor the program to meet the needs of each individual child. We provide information on kindergarten readiness along with information on preschool developmentally appropriate activities. We provide information on local Kindergarten programs and summer reading programs.

South Lake enrollment information:

<https://www.solake.org/apps/pages/enroll>

South Lake Kindergarten Summer Enrichment Camp:

[https://www.solake.org/apps/pages/index.jsp?uREC\\_ID=1545469&type=d&pREC\\_ID=1672399](https://www.solake.org/apps/pages/index.jsp?uREC_ID=1545469&type=d&pREC_ID=1672399)

CPH Reads, A summer reading program: <https://read.cph.org/>

## **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 the Highscope Preschool curriculum <https://highscope.org/> and supplement our program with One in Christ and Handwriting Without Tears materials. 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.

## **Building Information**

The classroom was built in 2006 and has Central Air. The classroom is  $21 \times 33 = 693$  Square Feet and our Play Yard  $40 \times 77 = 3,080$  Square Feet.



## Preschool Supply List

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

- Colored Construction paper

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

## Appendix

### Healthy Snack Ideas

Fruit

Cheese

Crackers

Vegetables

Yogurt

Bagels

Cereal

Ham or turkey

Hummus

Please send a snack that has a component from two food groups. For example, cheese and crackers or strawberries and yogurt. You may send a small unopened bottle of juice or milk with your snack for the day. These are only suggestions, if you have other healthy ideas feel free to try them. Please see the attached calendar for your child's snack day. You may bring a special treat for your child's birthday. If your child has allergies, please send in a snack labeled with your child's name.

### Meal Pattern Guidelines:

[https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP\\_MealBP.pdf](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf)