

## WELCOME

Guardian Lutheran Preschool is licensed by the Department of Licensing and Regulatory Affairs. The school admits students of any race, color national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other administered programs. We request that you respect the policies of the school, the property of the church and school, and obey the safety regulations demanded by the State of Michigan for the protection of your children. Guardian Lutheran Preschool hopes that this experience will be one of mutual enjoyment and cooperation for all concerned.

## PHILOSOPHY

Guardian Lutheran School is maintained by Guardian Lutheran Church to provide a quality Christian education for each child who attends. It does not discriminate on the basis of race, color, national and ethnic origin in any of its programs or policies, including admission. The school's goal is to prepare children for high school and adulthood by guiding them to become aware of, develop, and use their God-given talents and abilities as they grow spiritually, intellectually, and socially.

*Spiritually* - Classroom devotions, weekly chapel services, the religious course of study, and the loving concern of dedicated Christian teachers provide daily reminders of the life, death and resurrection of Jesus Christ, the power of the Holy Spirit, and the love of the Heavenly Father.

*Intellectually* - The curriculum seeks to develop student's potential in skills, work habits, learning techniques, and subject matter that will result in academic excellence.

*Socially* - Recognizing the uniqueness of each person as created by God; being respectful, courteous and considerate of others; learning the importance of group cooperation; accepting responsibilities and appreciating privileges - these are attitudes that are nurtured to equip students to function as God's people in the world.

In a Christian setting the child will be free to explore his environment, express feelings and begin to understand and control them in a forgiving atmosphere through the grace of God. The staff of Guardian Lutheran Preschool regards the development of the whole child as their primary goal. We provide a caring and nurturing environment that promotes the physical, social, emotional and cognitive development of each child. We work to create an atmosphere that will allow each child to feel comfortable and secure while they are away from their home. Parents and staff work together for the benefit of the child.

## CURRICULUM

Guardian Lutheran Preschool's curriculum helps to develop the cognitive, physical and social development of your child. The classroom incorporates age appropriate programs to help children grow in the following key aspects of school readiness:

- Stable relationships with adults who are emotionally invested in your child.
- Group settings offering peer interactions and the opportunity to learn social skills.
- Consistent, predictable daily routines that are part of your child's schedule.

Stimulating, engaging learning materials are available for your child to explore and enjoy. Since young children learn best through play and by direct interactions with objects they can see and touch, classrooms are designed with learning centers, hands on manipulatives and a variety of materials that allow your child to make decisions on their own and to learn through playful interactions. These include blocks, dramatic play, art center, math center, science center, sensory play, small and large motor manipulatives, computers and a reading and book center.

Theme-Based Curriculum is also used at preschool. Teachers plan curriculum according to the weekly theme. Children expand knowledge based on what they already know and activities are planned based on the want to study and learn, in turn linking new learning to old. Art, songs, stories and learning centers are based on the theme being taught, linking the subject matter together, and giving children with different learning styles an opportunity to use their particular talents

Being a Lutheran Preschool, we also incorporate Christian values into our program. The children will participate in Bible stories, songs, and prayer before snacks and lunch.

## STAFF

The Guardian Lutheran Preschool staff meets all the requirements established by the State of Michigan Department of Licensing and Regulatory Affairs.

All staff are CPR, First Aid, and Blood Borne Pathogen certified and are required to complete a minimum of 24 clock hours training, per year, in early childhood development. All employees are encouraged to attend workshops, seminars, and conferences in early childhood.

## Licensing Notebook

Guardian Lutheran Preschool must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 28, 2010 until the license is closed.

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

## PRESCHOOL HOURS AND HOLIDAYS

Guardian Lutheran Preschool is open from 7:00 a.m. to 6:00 p.m. Monday through Friday.

Guardian Lutheran Preschool will be closed on all weekends and the following holidays:

Maundy Thursday, Good Friday and the week following Easter  
Memorial Day

July 4 (the day before if the holiday falls on Saturday, the day after if it falls on Sunday)

Labor Day

Thanksgiving Day as well as the Wednesday before and the Friday after Thanksgiving  
Christmas (The school will be closed two weeks for Christmas. We will notify parents prior to the actual Christmas closing regarding actual dates.)

Tuition is not charged for any holiday listed above. Please refer to the current school year calendar for additional days that the day school and preschool will be closed throughout the school year. On early dismissal days the classroom will be open to children who attend our full day program ONLY.

## SCHOOL CLOSINGS

Guardian Lutheran School will at times be closed due to inclement weather. Guardian Lutheran Preschool will also be closed if Guardian Lutheran School is closed. Please

follow the closing listed on television, radio, on-line and through the school's Remind App.

## ENROLLMENT

The Preschool Classroom is licensed to enroll children ages 2 ½ - 5 years old. We do not offer drop-off care. All children must be enrolled for specific days with minimum enrollment being 2 days per week for 2 ½ -3 year olds and 3 days per week for 4 year olds. Schedules of less than the minimum days must be approved by the principal. Enrollment is contingent on the availability of space in each classroom. A waiting list will be established when quotas are met.

Children 30 – 33 months will be at a 1:8 ratio. Children 33 - 44 months will be at a 1:10 ratio. Children 45 months and up will be at a 1:12 ratio. All ratios in the classroom will be determined by the youngest child in attendance each day.

### Non Discrimination Policy

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### FEES

A \$50.00 per child enrollment/registration fee is required and is NON-REFUNDABLE. The school will hold your child's place in the classroom for a predetermined time after receiving the \$50 deposit. After this time, regular tuition payment will be expected in order to hold this placement.

A \$30.00 per child Activity Fee is charged when children enroll. This fee will cover the cost of field trips for the child and special parties or activities in the classroom.

Each preschool family is also required to participate in the Scrip Program. A minimum of \$50.00 must be raised through the program or paid directly to the school each year.

## FORMS

All written forms, such as Enrollment Form, Health Appraisal with current Immunizations, Child Information Card, and Birth Certificate must be completed and in our files before the child is considered officially enrolled. **Your child will not be able to attend Guardian Lutheran Preschool until all forms are completed.** Additional immunizations after enrollment must have written verification by a licensed physician. Health Appraisal and Immunization forms will need to be updated annually for all children.

Please notify us immediately if there are any changes on the Child Information Card including address, phone numbers (home or work) and emergency contact persons.

## ENROLLMENT PROGRAMS

### FULL DAY

The child enrolled for a full day may participate in the program a maximum of eleven hours per day, between 7:00 am and 6:00 pm. The child may attend on a full-time or part-time basis. The Center's developmental curriculum begins at 8am.

Full day children receive a morning and afternoon nutritious snack, which consists of 2 items of the 5 major food groups. Parents will need to provide a healthy lunch for students each day. Students that arrive before 7:45 am have the option of bringing their own breakfast to eat in the classroom. All breakfast foods need to be prepackaged and require no cooking or preparation in order to be eaten.

### HALF DAY

The half-day session runs from 7:00 am to 1:00 pm and includes a morning snack. Parents will need to provide a healthy lunch for students each day. If the parent is unable to pick up the child at 1:00 pm (the end of the half-day session) then the full day rate will go into effect. The parent must call and notify the staff of any change. Afternoon half days are available with the director's approval.

## PRESCHOOL ONLY

The child enrolled in the preschool only program must be a minimum of 2 years 6 months old and be fully potty trained. The child may attend on a 2 – 5 day basis from the hours of 8:00am – 11:45am. A morning snack is included in the program.

## SPECIAL DIETS

A child may bring his/her own food when it is necessary for a special diet due to allergies or religious reasons. A Special Dietary Needs form must be filled out and approved by the Director. Food menus are posted in the Preschool classroom.

## DIAPERING/TOILET TRAINING

All children age 2 ½ and older must be working towards toilet training and wearing regular underwear. It is understood that some accidents will occur. Toilet training shall be planned cooperatively between the child's teacher and the parent so the toilet routine established is consistent between school and the child's home.

## TUITION

### RATES

Tuition rates for Guardian Lutheran Preschool will be given to you at the time of enrollment. Tuition is reviewed on a yearly basis and increases are based on need. If this becomes necessary, the parents will be notified in advance of the adjustment.

**Tuition is paid on the first day the child regularly attends for that week.** Fees may be paid through the online payment program. There is a \$35.00 penalty fee for notification by the bank of non-sufficient funds. If two NSF's are received, **CASH ONLY** payment will be accepted.

**Please do not turn tuition into the classroom. ALL payments must be given to the school office.**

Receipts will be issued for your records via email. Please retain these for tax purposes.

### Tuition Late Fees and Delinquency

**A \$5.00 per week fee will be charged for any tuition turned in late.** If the tuition is not paid by Friday of the current week of the child's attendance, the child will

not be eligible to return to the school the following week. If you are unable to pay the tuition on schedule, please see the Principal to set up an alternate payment schedule. No tuition adjustments can be made for absences due to vacations, illness or withdrawal. **If you do not pay the tuition on time and you do not discuss it with the Principal, your child's place at the School will be forfeited. Delinquent accounts will be turned over to our business administrator.**

#### ADDING DAYS

If you wish to add additional days to your child's current schedule or switch days, consult the Director. Any additional days or switching of days will depend on availability in the classroom and the approval of the Director

#### ABSENCES

Tuition must be paid when a child is absent, regardless of the reason. This includes communicable diseases, family emergencies, etc.

**If a child is absent, please contact the school office by 8:00 am.**

#### WITHDRAWAL

We ask that you notify Guardian Lutheran Preschool, in writing, two weeks in advance of withdrawal.

If a child is withdrawn by the parent, without a two-week notification or asked to withdraw by Guardian Lutheran Preschool, no refund will be given and the position will not be held. Parents will be held responsible for the tuition payment for this two week period.

Upon the director and principal's discretion, any family that does not uphold the policies, values and philosophy of Guardian Lutheran Preschool will be asked to withdraw immediately.

Once a child has been withdrawn, regardless of the reason, another \$50.00 non-refundable enrollment fee will be charged for re-enrollment. If your child's belongings are left at the school, after a period of two weeks, they will become the property of the school.

## ILLNESS/COMMUNICABLE DISEASE

**All children's health will be observed daily upon arrival.  
FOR THE PROTECTION OF YOUR CHILD AND THE OTHER CHILDREN AT THE  
CENTER WE CANNOT ADMIT SICK CHILDREN**

**Any time your child becomes ill during the day, the Director/Teacher will call you.** No child who is ill can remain at the school. If you cannot be reached or are unable to leave work, one of the persons listed on the emergency card will be called. Upon being notified by the school that your child needs to be picked up, he/she must be picked up within an hour of being contacted. If you refuse to pick up your child from the school due to illness, you will forfeit his/her place at the school immediately.

A child with any of the following symptoms or signs of illness will be discharged immediately, or as soon as possible during the day, to his/her parent/guardian/emergency person. The school's Director will determine this discharge.

1. Fever (100 degrees or above). No child can be brought to school with a fever. He/she will be sent home immediately. We will administer Tylenol for pain only, NOT FOR FEVER PREVENTION.
2. Vomiting – 2 episodes in one day
3. Diarrhea – 3 episodes in one day
4. Earache
5. Persistent severe coughing causing the child to become red or blue in the face or making a whooping sound
6. Runny nose (excessive yellow/green thick mucus, excessive drainage for more than two days.)
7. Difficult or rapid breathing
8. Yellowish skin or eyes
9. Eye drainage or infection/conjunctivitis
10. Any type of skin rash/open sores/blisters
11. Sore throat or difficulty in swallowing
12. Evidence of lice, scabies or other parasitic infestation

A child may return the following day, after being sent home for vomiting or diarrhea episodes, but will be sent home after the first (1<sup>st</sup>) diarrhea or episode of vomiting. The child does not have to be free from diarrhea or vomiting for a 24-hour period.

**IN ALL CASES, IF A FEVER IS PRESENT, THE FEVER POLICY WILL APPLY.**

These are symptoms of illness that may be highly contagious. Your child may need to be diagnosed by a physician. Notify the school by 8:00 am or earlier, if your child will not be in that day and what symptoms they are showing.



In case of a CONTAGIOUS DISEASE that other children may have been exposed to, the Michigan Department of Health requires that the school be notified IMMEDIATELY. The following are a list of contagious diseases: Bacterial Meningitis, chickenpox, diphtheria, hand-foot and mouth, head lice, hepatitis, influenza, measles, mumps, pertussis, pinworm, pneumonia, ringworm, rubella, scabies, scarlet fever, strep throat, and active tuberculosis.

The staff of the preschool **cannot** and **will not** administer or apply any medication without a "Medication Release Form". This includes baby powder, ointments, prescription drugs, Tylenol, etc. Prescription drugs CANNOT be administered to siblings. Over the counter drugs must be in the original containers. Please provide a medicine spoon, cup, dropper, etc., with your child's medicine. Breathing machine treatments will only be administered with the Director's permission.

The staff will only administer medication that is prescribed more than twice daily. Parents are expected to administer the morning dose before the child arrives or evening dose after pick-up. An exception will be given for those medications needed to be administered before or with food.

PLEASE REMEMBER: Over the counter medications will not be administered unless a signed Doctors order, with medications' strength, dosage, frequency, and length of duration the medication is to be given, accompanies the original container.

#### READMISSION AFTER ILLNESS

A physician's certification of health for re-entry to the school may be required for re-admitting a child after an illness or injury. Your child must be free of the following conditions for a minimum of 24 hours before returning to school: FEVER

#### INJURIES

In case of an emergency or serious injury, the school will notify the child's parents, and if necessary contact 911. The school is not responsible for any medical bills incurred.

#### HEAD LICE

If head lice are found at home, the school must be notified. Any child found to have head lice will need to be picked up immediately. Treatment with a recommended product must be completed before the child can return to school. The child must be

free from lice, as well as, their nits before admittance will be granted. The box top of the lice control product must be brought in as proof of treatment.

## HANDWASHING

The hands of children shall be washed before and after eating, after using the toilet, after outdoor/gym time or whenever hands are visibly dirty.

The hands of caregivers shall be washed before and after eating and serving food, after using the toilet, before and after assisting children in using the toilet, after contact with a child's body fluids, including wet or soiled underwear, runny noses, spit, vomit, etc, before and after giving or applying medication or ointment to a child.

## DISCIPLINE

Guardian Lutheran School seeks to serve God by modeling His love to students. Our goal of the discipline procedures of Guardian Lutheran School is to allow students to recognize their dual nature as both saint and sinner. We hope to build on the experiences of the saint and lead the sinner to the cross for repentance.

Families who enroll children at Guardian are encouraged to offer prayerful support for those who share Christ with their children. Parental support of teacher interaction helps build student respect for those in places of God-given authority. Communication, a vital two-way procedure, is important in the area of discipline.

Guardian Lutheran Preschool staff uses a *positive method* of discipline, which will encourage self-control, self-direction, self-esteem, and cooperation. No physical punishment is allowed. Disciplinary situations are handled with empathy and redirection. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited in compliance with licensing sub rule 2 of Rule 107 of R400.5107 for the State of Michigan.

If a child has a severe discipline or behavior problem (excessive biting, hitting, kicking, inappropriate use of language, bullying or disruptive behavior), the teacher will consult with the parents, so that together, they can find ways to help the child through this difficulty. An incident report will be filled out, given to the parent at departure and returned to the classroom on the next day that the child is in attendance. Guardian Lutheran Preschool reserves the right to withdraw a child from the school due to behavior problems. Guardian Lutheran Preschool reserves the right to discharge any child who is having difficulties adjusting to our program. If a child, for any reason, physically hits, kicks, bites or has inappropriate use of language with a staff member,

the parent will be called immediately to pick up their child for the remainder of the day. This behavior will not be tolerated and if inappropriate behavior continues, the child shall be withdrawn from the school.

#### ARRIVAL AND DEPARTURE OF CHILDREN

The parent or authorized person must accompany the child into the building, record his/her time of arrival on the time sheet, sign their name or initial, and make sure a teacher is notified of the child's presence. Please try to have children at school by 8:00 am. Morning snack will be served at 9:00 am. Children arriving *after* 9:00am may not be served a morning snack if snack has already been completed.

The parent or an authorized person must physically come into the building and notify the teacher that they are assuming the responsibility for the child. The parent or authorized person must record the time of departure and sign the attendance sheet. Identification will be necessary for any person who is not familiar to the staff.

#### AUTHORIZED PERSON

**THE CHILD WILL NOT BE RELEASED TO ANYONE OTHER THAN THE ENROLLING PARENT OR TO A PERSON LISTED ON THE CHILD'S EMERGENCY CARD.**

**I.D. IS REQUIRED**

A parent may authorize another person (with picture ID) to pick up their child, but it must be **in writing with the parent's signature**. The school requires this in advance.

In case of an emergency, the parent may fax a note with a copy of their photo ID and their signature. **NO PHONE CALLS WILL BE ACCEPTED.**

If a child cannot be released to a parent due to custody/legal reason, the school must have a legal copy of the Court Order in the child's file stating this fact.

If there is any question whatsoever about the authenticity of the person requesting the child, the school reserves the right to protect the child and the school by notifying the Police Department.

## LATE SIGN-OUT FEE

Parents are asked to arrive prior to **6:00 pm** to allow time to sign their child out, gather his/her belongings, projects, etc. and exit the building by 6:00 pm. We do not encourage parents or staff to remain in the building past 6:00 pm. Please make arrangements for someone to pick up your child if you are unable to arrive by 6:00 pm. Repeated late departures may result in the withdrawal of the child from the Center.

**LATE FEES ARE ISSUED REGARDLESS OF THE REASON!** All late fees are added to your account.

The late fee schedule is as follows:

6:01 - 6:03 =	\$ 8.00
6:04 – 6:08 =	\$11.00
6:09 – 6:13 =	\$14.00
6:14 – 6:18 =	\$17.00
6:19 – 6:23 =	\$20.00
6:24 – 6:28 =	\$23.00 etc.

## RELEASING A CHILD IN DANGER

As child development professionals, we are committed to protecting the individual rights of children. It is our responsibility to ensure that each child is healthy and safe.

If a parent or guardian arrives to pick up a child and is obviously impaired due to drug use or alcohol, the following measures will be taken:

1. We will offer to keep the child in our care until the other parent, guardian or emergency contact person can pick up the child.
2. If the parent refuses to leave the child we will notify the police immediately.

## NO SOLICITING OF EMPLOYEES

### Private Duty By Employees

Guardian Lutheran School does not refer or recommend any Guardian Lutheran Preschool employee for private duty. If a parent contracts an employee for private duty, Guardian Lutheran School assumes no responsibility for any injury or harm to the child who is being cared for by an employee on off-duty hours and/or off premises.

## Transporting Children Before and After Care

Guardian Lutheran School employees will **not**, under any circumstances, be allowed to transport a child/children before or after care on any given day. An exception will be made if the employee is a parent of a current student or an immediate family member.

## PARKING LOT

Guardian Lutheran School has provided a parking lot for you to park your cars. It is large and has plenty of room for everyone. You are required to use the lot to park your car when you bring or pick up your child. Please enter through the main doors under the blue canopy. The doors are locked. Please ring the bell and you will be let in.

Please do not allow your child to run out to the driveway or the parking lot during arrival or departure. The children are encouraged to obey the same safety rules that are enforced throughout the day.

## NECESSARY ITEMS PARENTS MUST PROVIDE

There are certain necessary items that the parent is required to provide for the child. These items will be left at school as long as the child is enrolled. **Each item is to be labeled with the child's name.** If the label comes off and/or an item is lost, we will not be responsible.

A full set of clothing is required in case of an accident or spills. The soiled clothes must be taken home and laundered, and replaced the following day. Bedding must be laundered weekly. If a child throws up/soils school blankets/clothing, the parent is expected to launder and return them.

Clothing – shirt, pants, socks, and underwear

Gym Shoes – a clean pair of gym shoes are required to remain at school for gym time

Bedding – fitted, single bottom sheet, a small blanket or cover, a pillow is optional

All items must be clean when they arrive and of washable materials.

## DRESS CODE

You are to dress your child in the clothes in which you wish him/her to play. Clothing may get soiled or stained from daily activities such as painting, sand or water play, etc.

**Do not** send your child to school in valuable clothing. Children must be able to remove their clothing him/herself when using the bathroom. Parents should avoid dressing their children in overalls or pants with belts (these can make it difficult to be independent in the bathroom). Shoes that provide adequate support for running and climbing are required. Sandals, flip-flops, slip on shoes do not meet these requirements.

## OUTDOOR PLAY

Outdoor play is an important part of the daily curriculum. It provides the children with time for supervised, self-directed play with less adult directed activities. It is time for loud noises, running, climbing, jumping and moving together in groups. It allows the children to experience whole body play that is often limited indoors due to space and the structure of indoor play.

If a child is too sick to participate in outdoor play, they should not be in attendance at school.

Items required for outdoor recreation:

Winter – snowsuit, boots, mittens, scarf, hat

Summer – bathing suit, towel, swim shoes

Spring/Fall – pants or jeans, jacket, hat optional

### **ALL REMOVABLE GARMENTS THAT THE CHILD WEARS MUST BE LABELED WITH HIS/HER NAME.**

Outdoor play will be planned each day when temperatures are 20 degrees Fahrenheit (with wind-chill) or above, or below 90 degrees Fahrenheit (with heat index). The children will not participate in outdoor play if it is raining or during severe weather conditions.

## BRINGING FOOD AND POSSESSIONS TO SCHOOL

A child may NOT bring breakfast foods, unless arriving before 7:45am, individual snacks, gum, candy, etc. to school. Jewelry items may be worn as long as the child does not remove them from their body. Please remember that items brought from home can be considered a choking hazard for children. Guardian Lutheran School will not be responsible for lost items brought from home. All items that are brought from home must remain in the child's locker and not be brought into the room.

With teacher approval, special snacks may be brought for the entire classroom. Please check with each teacher to check for classroom allergies and restrictions. NO HARD CANDY. Please refrain from store bought cupcakes with heavy icing, store bought birthday cakes or any dessert type item that the child is not able to eat independently.

The children are not allowed to play with SHOW AND TELL articles brought from home. TOYS ARE TO BE BROUGHT TO SCHOOL ONLY ON SHOW AND TELL DAY and stored in the classroom's designated place. SUPER HERO TOYS, GUNS, SWORDS OR OTHER WEAPONS ARE NOT ALLOWED FOR SHOW AND TELL. All toys must be labeled before coming to the school. Guardian Lutheran School will not be responsible for unlabeled or lost items. Check with your child's teacher for specific SHOW AND TELL days.

### LIBRARY

Preschool children will be able to visit Guardian's school library once a week. The books checked out can be kept one week and then should be returned. The children will need to return the book they checked out the previous week in order to check out another one. Overdue notices will be sent out for those books not returned. A library "basket" will be provided outside of the classroom for children to deposit their book in.

### GYM TIME

The children will participate in a gym class on a weekly basis. Please provide clean soled gym shoes that the children can put on with as little help as possible. Please have these shoes at school as soon as possible. Velcro tabs or slip on shoes work well. Shoes will be kept at school. **PLEASE LABEL THEM WITH YOUR CHILD'S NAME.**

### BUDDIES

The four year old preschool class will have the opportunity for a "Buddies Program". Monthly the four year old children will be paired off with a 4<sup>th</sup> grade buddy. During "Buddies" planned activities may include reading, writing, literature, art, cooking, science or math

### CONFERENCES

The staff of Guardian Lutheran Preschool is always willing to discuss a child's progress, accomplishments, problems or concerns you may have. Each morning and afternoon staff is available for informal discussions. If you have a small matter you wish to discuss, please check with your child's teacher regarding the best time during their schedule. If you prefer a private conference, please make an appointment with the school's Director.

Parent/Teacher Conferences will be held in November. Additional conference opportunities may be offered in March. All parents will be given the opportunity to meet with their child's teacher.

## COMMUNICATION

Communications is very important to us. Feel free on a daily basis to talk with your child's teacher. Daily communications will be supplied through our daily progress reports. Preschool children will receive a monthly newsletter from your child's teacher. Sleeping and Eating charts will also be posted on a daily basis. For current or upcoming events or program changes, please check RenWeb or the Parent Board containing monthly news and events.

## FIELD TRIPS

Preschool children are given the opportunity to experience field trips throughout the school year. Field trips give our children the chance to explore different experiences that we are not always able to give in the classroom setting. They provide a change of environment and can be a great learning tool.

Field trips are a component of our program. No other childcare arrangements are available at the school. If a parent chooses not to send his/her child on the field trip, the parent needs to make other arrangements for care of the child that day, outside of the school. Also, regular tuition payment is still required for that day. Permission slips giving parental consent for the field trip must be signed in order for the child to participate. **Only the child's fee will be covered by the activity fee.** Adult fees must be paid before the day of the field trip.

## PARTIES

In order to stay within state ratios, children whose normal schedule does not include the day of the party, must be accompanied by a parent or adult.

A child's birthday is celebrated, if possible, at snack time or lunchtime. Parents may provide the refreshments for this celebration. If so, please notify the child's teacher in advance of that day. Please provide snacks that do not require preparation such as cheese and crackers, fruit, muffins, etc. Private birthday parties are not permitted on the school premises. No addresses or phone numbers will be given out to other parents without permission.



## CHILD PROTECTION LAW

All childcare providers are required by law to report any **SUSPECTED** child abuse or neglect to the State of Michigan Department of Human Services.

In compliance with the law, our procedure regarding **SUSPECTED** child abuse is as follows:

- Contact State of Michigan Department of Human Services immediately.
- File a written report within 72 hours after making the telephone report.

## DAMAGED EQUIPMENT OR PROPERTY POLICY

If any property of Guardian Lutheran Preschool is damaged or broken accidentally by a child, there will be no charge to the parent. However, if equipment or property has been broken or damaged deliberately, the parent will be responsible for the cost of replacing the item(s).

## GUARDIAN LUTHERAN PARENT HANDBOOK

In addition to the Guardian Lutheran School Preschool handbook, the Guardian Lutheran Parent Handbook also governs the preschool program. Copies of this parent handbook are always available on both the school website and within the parent's Renweb account, as well as in paper form in the school office.

**Changes to the Parent Handbook will be printed in the Cougar Capsule.**

Attachment #1

## **Nutrition Plan**

The Nutrition Plan incorporates the standards of the Department of Licensing and Regulatory Affairs, and goes beyond to include the proven best practices and current science in childhood nutrition. The intent is to support planning that enriches a healthy environment for the children and staff.

Guardian Lutheran Preschool follows the meal plan according to the Child and Adult Care Food Program administered by the Michigan Department of Education Based on 7 C.F.R. Part 226, 1-1-05 edition of the U.S. Department of Agriculture, Food and Nutrition Services.

## **Food Services**

General Information

### *Program Meals and Snacks*

Full day children receive a morning and afternoon nutritious snack, which consists of 2 items of the 5 major food groups. A parent provided lunch will be served each day. Students that arrive before 7:45 am have the option of bringing their own breakfast to eat in the classroom. All breakfast foods need to be prepackaged and require no cooking or preparation in order to be eaten.

The half-day session runs from 7:00 am to 1:00 pm and includes a morning snack and a parent provided lunch.

The preschool only program runs from 8:00am – 11:45am and includes a morning snack.

Snacks are provided at 9am and 3pm, with a parent provided lunch served at 11:45am – 12:00pm.

Water is available throughout the day to all ages upon request or as needed.

### *SPECIAL DIETS*

No child may bring his/her own food for snacks unless it is necessary for a special diet due to allergies or religious reasons except for the parent provided lunch. A Special Dietary Needs form must be filled out and approved by the Director. Food menus are posted in the classroom and outside the classroom door. Substitutions will be made

according to the U.S. Department of Agriculture, Food and Nutrition Services and with permission of the parent/guardian.

### *Food Preparation*

All food is prepared in an onsite kitchen. Meals are prepared at the time they are served on a daily basis.

### Preschool and School Age Guidelines

- Scheduled meals are served at 9:00am, 12:00pm, 3:00pm
- Children's snacks are served family style.
- Adults are seated with children at meal times.
- A Preschool Eating Chart is posted daily indicating each child's eating pattern.

All children enrolled and present will be offered snacks and the lunch meal served.

### **Nutrition Education**

Nutrition education sources are based on the current science and aligned with standards set by national experts in childhood nutrition such as USDA, American Dietetic Association and the Centers for Disease Control and Prevention.

### *Nutrition Education for Children*

Nutritional information is shared with the children through:

- Books
- Daily Activities
- Meal Times
- Hand Washing and Teeth Brushing
- In House Health Presentations
- Off-Site Fieldtrips

### *Nutrition Education Parents/Guardians*

Nutritional information is shared with parents/guardians through:

- Parent Handbook
- Posted menus onsite and on website
- Pamphlets and flyers in parent resource center

## *Nutrition Education for Staff*

Nutritional information is shared with the staff through:

- Staff Meetings
- On-Site Educational Training
- Off-Site Educational Training
- Community Organizations
- Professional Development Organizations

### **Nutritional Resources**

Snack/Meal Menu Guide

<http://www.dearbornchristianlearning.com>

CFOC "Preventing Childhood Obesity in Early Care and Education Programs"

<http://nrckids.org/SPINOFF/PCO/PreventingChildhoodObesity2nd.pdf>

Let's Move

<http://www.letsmove.gov/>

Nutrition and Physical Activity Self Assessment for Child Care (NAP SACC)

<http://www.napsacc.org/>

NAP SACC adapted for Michigan

<http://michigan.gov/preventobesity>

click on "Child Care"

Sesame Street

<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/food/providers>

USDA Food and Nutrition Services

<http://www.fns.usda.gov/fns/nutrition.htm>

Child and Adult Care Food Program

<http://www.michigan.gov/CACFP>

## **Health Care Plan**

### **Health practices and policies including procedures**

#### ***Hand Washing***

The hands of children shall be washed:

- a) Before and after eating
- b) After using the toilet or having their diapers changed
- c) Coming back inside classroom from outdoor play
- d) Whenever hands are visibly dirty.

The hands of the caregiver shall be washed:

- a) Before and after eating, serving snacks and lunches
- b) After using the toilet, assisting children in using the toilet, or changing diapers
- c) After contact with a child's body fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.
- d) Before giving or applying medication or ointment (gloves) to a child
- e) After working with wet, sticky, or dirty items.

#### ***Hand Washing Procedure:***

1. Wet the whole hand with warm water.
2. Apply soap
3. Rub whole hand including palm, back, between fingers, and around fingernails
4. Rinse thoroughly with clean water
5. Dry hands on a disposable paper towel and throw away in trash

#### ***Handling Bodily Fluids***

When handling children's bodily fluids, precautions must be taken to prevent spreading.

Always use gloves when handling bodily fluids.

Diapers may not be rinsed.

Diapers must be disposed of in designated plastic lined containers.

Clothing with vomit, urine, feces, or blood should be removed from the child and/or staff immediately and put in a sealed plastic bag.

All bodily fluids on flooring, tables, chairs, toys etc., should be cleaned up with disposable paper toweling and disinfectant.

Paper toweling and gloves should be disposed in sealed plastic bag.

Thoroughly wash hands of both caregiver and child.

### ***Cleaning and Sanitizing***

All equipment must be sanitized on regular basis.

Food containers and utensils: Washed in hot soapy water, rinsed thoroughly, immerse in sanitizing solution for at least 1 minute, air-dry.

Toys and other child equipment: Toys that are mouthed - washed on daily basis  
¼ cup chlorine bleach to 1 gallon of water or 1  
tablespoon chlorine bleach per quart of water and left  
to air-dry.

Toys that are not mouthed or for older children: Washed and sanitize regularly or  
when are visibly soiled. Large  
equipment should be sprayed  
and sanitized with 1 tablespoon  
chlorine bleach to one quart  
water. During cold and flu  
season, sanitize toys and  
equipment more often.

Floor: Cleaned daily, with spills and spots cleaned up immediately. Vinyl flooring  
should be swept or vacuumed and then sponge-mopped with detergent and  
disinfectant. Carpeting should be vacuumed daily, with periodic shampooing of  
the whole area. Eating area need to be swept or vacuumed after each meal.

Sleeping equipment: Cots washed regularly with ¼ chlorine bleach to 1 gallon of water.  
Every child individual sheet and blanket will be sent home weekly and changed  
immediately when soiled.

Tables and chairs: Washed and sanitized with 1 tablespoon chlorine bleach to 1  
quart water regularly or when visibly soiled. Tables should be  
washed before and after meals.

Toilet area: Toilet seats should be cleaned after they are soiled with urine or feces. Spray with disinfectant spray.

***Controlling infection, including universal precautions***

Health History and Immunizations for children: All enrolled children must have a copy of their immunizations on file the first day they attend. A health appraisal must be on file within the first 30 days they attend. Health appraisals for infants and young toddlers; the evaluation must be performed within the preceding 3 months. Older toddlers and pre-school age; the evaluation must be performed within the preceding year. Both must be signed by a licensed physician or his or her designee. All children's health appraisal must be updated yearly

Health History for staff:

The school shall have on file evidence that each staff member is free from communicable tuberculosis, verified with 1 year before employment. If a volunteer has contact with children at least 4 hours per week for more than 2 consecutive weeks, this will also apply for him or her.

Exclusion for Illness:

A child with any of the following symptoms or sign of illness will not be allowed to be in attendance at the center.

1. Fever (100 degrees or above).
2. Vomiting (2 episodes in one day)
3. Diarrhea (3 episodes in one day)
4. Earache
5. Persistent severe coughing causing the child to become red or blue in the face or making a whooping sound.
6. Runny nose (excessive yellow/green thick mucus, excessive drainage for more than two days)
7. Difficult or rapid breathing
8. Yellowish skin or eyes
9. Eye drainage or infection/conjunctivitis
10. Any type of skin rash/open sores/blisters
11. Sore throat or difficulty in swallowing
12. Evidence of lice, scabies or other parasitic infestation

(See Parent Handbook)

Reporting Requirements:

- When a child is known to have a specific disease, measures will be taken to make sure that the disease does not spread to others.
- Parents will be notified in writing to any contagious disease in the classroom.
- Contagious disease must be reported to Wayne County Health Department. A weekly report is sent to confirm illness in the

Preschool.

- Once a year a full immunization report is filed with Wayne County Health Department.

### ***Health Related Resources***

*Wayne County Health Department* – 33030 Van born Road, Wayne MI 48184  
(734) 727-7036 [www.waynecounty.com](http://www.waynecounty.com)

*Poison Control Center* – Children’s Hospital of Michigan - 3901 Beaubien Blvd.  
Detroit, MI 48201  
1-800-222-1222 [www.mitoxic.org](http://www.mitoxic.org)

*Center for Disease Control* – 1600 Clifton Rd., Atlanta GA 30333  
1-800-331-3435 [www.cdc.gov](http://www.cdc.gov)

*American Red Cross* – 23400 Michigan Ave. Suite 100, Dearborn, MI 48124  
(313) 274-5450 [www.semredcross.org](http://www.semredcross.org)

*American Heart Association* – 24445 Northwestern Hwy, Suite 100,  
Southfield, MI 48075  
(248) 827-4214 [www.americanheart.org](http://www.americanheart.org)

*American Lung Association* – 25900 Greenfield, Suite 401, Oak Park MI 48237  
(248) 784-2000 [www.alam.org](http://www.alam.org)



Child's Name: \_\_\_\_\_

**Statement of Understanding**

I have read the parent handbook containing the program description, policies and information, and tuition and fee schedule of Guardian Lutheran Preschool. I understand and agree with the philosophy and policies, and accept the conditions and terms stated therein.

Parent's or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_