

Parent Handbook



Li'l SAINTS Preschool

734-429-4528

Saline First United Methodist Church
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Introduction

Welcome to Lil' SAINTS Preschool – a place where your child belongs, and a place where he or she can become all that they were created to be.

Lil' SAINTS Preschool – a dream come true. Since becoming the Pastor of First United Methodist Church of Saline in 1999, I have looked forward to the day when we could include a preschool program as an integral part of our church's Christian Education Ministry. That was one reason that I was deeply committed to adding the new addition that now houses our preschool ministry.

At Saline First United Methodist Church, we consider children as precious gifts of God and a valued part of our church family. Some refer to children as "the church of tomorrow," yet really, they are a vital part of the church today. Age does not validate one's importance and value in God's sight; and could you imagine a church without all of the family there?

In the Scriptures, persons who are part of the Christian community are referred to as saints. This is not a designation for long-deceased people who have accomplished miraculous feats of mercy, but the whole Christian community. We firmly believe that little ones are a real part of our community. In the Gospels Jesus said to his disciples, "Let the little children come to me...for to such as these belongs the kingdom of God."

We're glad that you're considering Lil' SAINTS Preschool for one of your precious little ones. We fully anticipate that your child will add their unique contribution to the preschool environment and that their experience here will add a very special enhancement to their growth and development as one of God's little saints.

Dr. James Tuttle, Pastor

Mission Statement

Lil' SAINTS Preschool, Saline First United Methodist Church (Saline FUMC) is a non-profit, non-denominational Christian Based preschool. We are dedicated to providing a positive Christian environment that parents and children can trust. It is a place where children will be emotionally nurtured, mentally stimulated, and physically challenged to be the very best they can be. Where each person, parent, child and staff will be accepted as an individual and respected for the unique gifts and talents they have to offer, as a child of God. We strive to support and honor the family structure and assist in sustaining its integrity.

Philosophy

Every child is an individual who has his/her own rate of development and own pace of learning. Each child is accepted, loved, nurtured and taught as an individual with these thoughts in mind:

- * Guide a child in their faith journey and in learning to know Christ
- * Encourage and build each child's imagination and creativity
- * Instill a greater sense of self-worth and encourage self-confidence
- * Provide activities and an environment that will nurture the child's self-esteem
- * Use positive intentions when disciplining the children
- * Above all, create an environment, where the children feel nurtured, loved, independent and safe

Curriculum

Lil' SAINTS provides a positive Christian foundation for learning by offering a play based developmental program that encourages the cognitive, social/emotional, spiritual and physical development of each child. Children plan and select many of their own activities from a variety of Christian based interest centers such as dramatic play, blocks, books, writing, science and math experiences, art, music, games and puzzles. Teachers integrate skills and concepts into the daily curriculum through hands-on learning opportunities and small and large group activities. Music enrichment, storytelling, field trips, and special visitors provide additional learning experiences that promote interest, engagement in learning and further conceptual development.

Hours of Operation

Lil' SAINTS Preschool, Saline First United Methodist Church are committed to providing each child with an educational experience as well as providing a faith journey to know Christ. We are open to all children regardless of race, religious affiliation, physical and mental abilities, or family background.

Lil' SAINTS Preschool is for children 2 1/2 to 5 years of age. We are open from 9:00 am to 12:00 pm Monday thru Friday. Enrollment will be by the school year, September through May. Children may be enrolled from two to five days a week. Parents may choose which days of the week they would like their child to attend.

Fees and Payment

Security Deposit is a \$75 non refundable deposit.

Tuition will be determined by the number of days the family has contracted for enrollment. Days may be added to the child's schedule on a space available basis. Tuition is due the first day of your child's scheduled attendance of the month.

Late Fees of \$15.00 will be applied to any tuition that is not paid by the second Wednesday of each month. Any returned check will result in a fee of \$25.00 and may result in tuition being required in cash for the remainder of the contract year at the discretion of the center Director.

General Information

We follow the Saline Area Schools calendar year, with the exception of teacher's conference or in-service days. A separate sheet will be handed out each year with the schedule of days that we will be closed for the upcoming school year.

Parent –Teacher Conferences: Scheduled conferences are planned for all parents to meet with their child's teachers. These conferences are opportunities to share insights and concerns. Teachers will provide each parent with an overview of his/her child's development. Additional conferences may be scheduled by either teacher or parent request.

Discipline: The classroom environment at LSP is created to foster positive interactions among classmates and teachers. Rules are reasonable and revolve around two main concerns – safety and kindness. The teacher's role is to help students learn appropriate behavior through positive approaches to discipline, thereby encouraging self – direction, self control and self esteem in the students. We understand that preschool children are just beginning to learn how to get along in a group. To help with these new socialization skills, teachers encourage

problem solving skills. They praise positive behavior and redirect any behavior that might be unacceptable. We welcome parent input and encourage parent-teacher communication to promote positive classroom behavior. We not only want your child to feel safe, we also want them to be safe.

Inclement Weather: We are concerned for the safety of staff and especially the children when traveling to and from school. Therefore we will be following the Saline Area Schools for inclement weather closings (Snow Days). There will be no tuition refund or make up for any days when LSP is closed due to circumstances beyond the school's control (i.e. weather utilities failure, etc.)

Illness is cause for concern in young children. Therefore we ask your child not attend if they have any of the following symptoms.

- A temperature of 102 degrees or higher, or at the teacher's discretion
- A severe uncontrollable cough
- Difficulty breathing
- Diarrhea that cannot be contained
- Vomiting more than twice in a 24 hour period
- Cannot participate comfortably in routine activities
- Needs more care than can be given in a group setting

If your child displays any of the above symptoms during preschool hours staff will fill out an illness form and inform parents via telephone whether their child needs to be picked up early.

Communicable Diseases: The following is a list of communicable diseases that exclude a child from attending school.

1. Chicken pox: May return to school after all skin lesions have dried. (at least six days after lesions start)
2. Mumps: May return to school after swelling is completely gone. (approximately nine days)
3. Strep throat: May return to school after the first 24 hours of antibiotic treatment.
4. Measles or German measles: May return to school not earlier than 4 days after the onset of the rash.
5. Pink eye or conjunctivitis: May return to school when eyes are clear.
6. Hepatitis A: May return to school with physician's clearance.
7. Ringworm or pinworm: May return to school after a physician's prescribed treatment.
8. Lice: May return to school when free of infestation as the result of treatment with a medicated shampoo that kills lice.
9. Scabies: May return to school after the first 24 hours of prescription treatment.
10. Impetigo: May return to school after the first 24 hours of treatment.

11. Unidentified rash: May return to school after the rash disappears or with a physician's clearance.
12. Meningitis/H. Flu: May return with a physician's clearance.

If a child contracts a communicable disease, please notify LSP as soon as possible. Parents of the other children will be alerted to the presence of the disease. Your confidentiality is assured.

If your child has a special medical condition or health need, we request that you inform Lil' Saints Preschool so that the staff may act appropriately in the case of a medical emergency.

***Any child who is sent home ill will be expected to remain home until the child is symptom free for 24 hours.**

Allergy Plan: Today more children have allergies than in previous years. All known allergies will be posted on our door each year. **Our classroom is a nut free zone.** We ask that if you do bring something in to share, please check with a teacher prior to bringing it. Each child that requires medicine, because of an allergy, will be required to have an action plan in place, signed by the child's doctor. This form will be posted in the room so the staff will be aware of the steps to take. If your child does have an Epi-Pen, please discuss this with their teacher or Director. Each staff member has training on how to administer an Epi-Pen and how to follow an action plan. If you have any questions about the action plan, please ask your child's teacher, as we will have a locked medicine box for allergy related medicines.

Incident Report: Unfortunately accidents are a real part of childhood. Our staff does everything within their power to prevent injuries to your child but, there will be accidents. Any injury or accident to your child will be documented. You will receive an "Incident Report" on your child every time there is a need.

Child Abuse and Neglect are crimes in the state of Michigan. It is the legal responsibility of the early childhood community to be on the look out for suspected abuse and report it to the proper authorities

Staff and Volunteering Screening: Michigan Administrative Rule R 400.51002 Licensee: states (2) A licensee shall have the following administrative responsibilities regarding staff: (b) Development and implement a written screening policy for all staff and volunteers, including parents, who have contact with children. All LSP staff members have submitted to a Michigan Department of State Police Criminal History check. All volunteers at LSP work under the direct supervision of an LSP staff member. No volunteer shall be responsible for children in the classrooms, bathrooms or playground without a staff member present. A volunteer Confidential Background Information sheet must be on file at LSP before anyone may volunteer at LSP. Forms are available from the Director.

Safe Sanctuaries Church: The First United Methodist Church of Saline is committed to providing a safe and secure environment for all children, youth, vulnerable adults, volunteers, and paid staff who participate in ministries and activities sponsored by the church. Our Safe Sanctuaries Child Protection Policy reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships and others. Persons or organizations that would like to use First United Methodist Church of Saline as a meeting place need to make this commitment as well.

Pest Management: Once a month the building is sprayed with brand 388B Advance Ant Gel Bait. The pesticide is used in the kitchen, hallways and bathrooms and applications are applied only when the children are not at school. Information about 388B Advance Ant Gel Bait can be obtained by calling a toll free number for a national pesticide information center 1-800-225-3320.

Emergency Procedures

Injuries requiring medical treatment beyond the capabilities of standard first aid will immediately result in the staff contacting a parent. If the staff feels that the injury is extreme, EMS will be contacted before a parent. If the staff is unable to contact a parent they will contact any other person(s) listed on the child's emergency card. The emergency card grants permission for LSP to secure transport for the child for emergency medical treatment or call EMS services. Emergency cards are located in each classroom and the director's office. Parents are requested to keep the emergency card information up to date. If any information changes about place of work, phone numbers, your insurance carrier, or your home address, please complete a new emergency card. Ask your child's teacher for the exact location in the classroom and verify the information periodically.

Fire Evacuation Plan: In the event of a fire, the children will be evacuated from the building through the nearest exit and moved to the safest point away from the building. Each classroom is responsible for taking a current attendance sheet with them to ensure that all children are accounted for outside. Emergency exits in each classroom are clearly marked. Fire drills will be practiced at least once each quarter.

A person discovering fire should do, or delegate the following tasks:

1. Remove all children from immediate danger, bring emergency cards with you
2. Notify a member of the staff to report the fire, if possible, or dial 911 directly
3. State that there is a fire
4. State the location of the facility (address and phone number are located by each phone)

5. Activate the fire alarm by pulling the handle on the red box
6. Close doors to the room or area on fire
7. If time permits, close all doors and windows
8. If time permits, clear corridors of obstruction
9. If time permits, obtain a fire extinguisher and take it to the scene of the fire. Place in front of the door and vacate the area. Exercise fire containment techniques only when it is safe to do so

Smoke detectors and fire extinguishers have been placed throughout the facility and are inspected regularly. A fire extinguisher is located in the main hallway. All staff is aware of the locations of fire extinguishers. Staff has been trained to handle fire evacuations and fire extinguishers.

Tornado Evacuation plans have been developed in cooperation with the local civil defense authority. Tornado drills will be practiced twice during April through October.

Parental Responsibilities

Parental Involvement: Because Lil' Saints Preschool is not a cooperative preschool, all parental involvement is optional. However, parents are welcome to participate in parties and special events. You are also encouraged to share your special talents or interests with the children at other times during the school year. Remember you are always welcome to visit and spend some time with your child at school.

Backpack: Each child is asked to bring a backpack to class each day. It should be 12 inches wide by 15 inches long, which is large enough to carry notes and newsletters from the school as well as BIG creations made by the children.

Clothing is an important aspect of a child's ability to be comfortable in order to participate in the learning atmosphere. At Lil' SAINTS Preschool, we provide children with an atmosphere that allows children to discover and explore their environment freely. We get very messy in our play and ask parents to dress children in play clothes. These are clothes that allow your child to move freely and easily remove their clothing with little assistance. Please do not send your child in clothing that has special meaning and that you do not want to get dirty. We do not think about how our play will affect the longevity or appearance of their clothing. So, to help prevent unpleasant surprises at pick-up, please dress your child in clothing that is washable and inexpensive.

It is important that each child have at least one extra change of clothing that is seasonally appropriate. Children are prone to accidents, either spills, messy play or during the toilet learning experience. All clothing should be labeled with your child's name or initials.

During the winter months it is especially important to bring in all appropriate clothing for your child. We do go outside at least once a day, time permitting depending on the conditions outside. Please have a winter coat, boots, hat, mittens, scarf, and snow pants available for your child. Fall and spring months sometimes require a lightweight jacket or sweater. Keep these things in mind as you dress your child for the day.

Diapering: toileting. Michigan Administrative rule R 400.5209 states:

- (1) Diapering shall occur in a designated area that shall be all of the following:
 - (a) Physically separated from food preparation and food service.
 - (b) Within close proximity to a hand washing sink that is used exclusively for this purpose.
 - (c) Have non-absorbent smooth, easily sanitized surfaces in good repair and maintained in a safe and sanitary manner.
 - (d) Of sturdy construction with railings or barriers to prevent falls.
 - (e) At an adult work surface height to minimize children's access.
 - (f) Have diapering supplies within easy reach.
 - (g) Have plastic lined, tightly covered container exclusively for the disposable diapers and diapering supplies that shall be emptied and sanitized at the end of each day.
 - (h) Cleaned and sanitized after each use.
- (2) Only single use disposable wipes or other single use shall be used to clean a child during the diapering or toileting process.
- (3) The caregiver shall frequently check diapers/training pants and change diapers or training pants that are wet or soiled.
- (4) Toddlers in wet diapers or training pants may be changed in the bathroom.
- (5) Diapering shall not be done on any sleep surface.
- (6) The caregiver shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids.
- (7) Guidelines for diapering and hand washing shall be posted in diapering areas.
- (8) Disposable gloves, if used for diapering, shall only be used once for a specific child and be removed and disposed of in a safe and sanitary manner immediately after each diaper change.
- (9) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposal diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the child's parent or licensed health care provider.
- (10) The following shall apply when cloth diapers or training pants are used:
 - (a) No rinsing of the contents shall occur at the center.
 - (b) There shall be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized.
- (11) Toilet learning/training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home.

(12) Equipment used for toilet learning/training shall be provided. Adult sized toilets with safe and easily cleaned modified toilet seats and step aids or child-sized toilets shall be used.

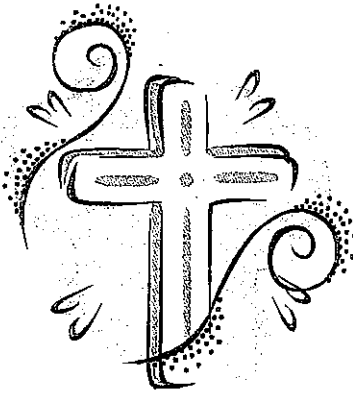
(13) Non flushing toilets (potty chairs) may be used under the following conditions:

- (a) Easily cleaned and sanitized.
- (b) Used only in bathroom areas.
- (c) Used over a surface that is impervious to moisture.
- (d) Cleaned and sanitized after each use.

Meals: We will provide one snack a day. This snack usually consists of juice/water and crackers or fruit. As a reminder, we need to know of any allergies that your child may have. If you are unsure of any allergies present please ask a staff member.

Pick-up and Drop-off time can be very stressful for parents and children alike. We try to assist in any way possible to make the separation as smooth as possible. It is the responsibility of each parent to sign-in and sign-out their child. In the case of any emergency we refer to our sign-in and sign-out sheets to help verify who is and is not present for that day. This is very important for the safety and security of each child. Parents can drop off your child after 8:45 AM.

No child will be allowed to leave with any adult unless that person is authorized by the child's parent to do so. Photo identification is required for individuals the staff does not recognize or are unfamiliar with. Each person who will be picking-up children must be written on that child's emergency card. This policy is for the safety of all children and will be enforced at all times.



Daily Schedule
Lil'SAINTS Preschool

9:00-9:15	Arrival/Exploration
9:15-9:35	Prayer, 1 st Group time
9:35-10:35	Choice Time/Exploration
10:35-10:50	Clean-up
10:50-11:05	Music and Movement
11:05-11:30	Snack
11:30-12:00	Outside