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Lil' SAINTS Preschool Philosophy

Lil' SAINTS Preschool 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.

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 age-appropriate based interest centers such as pretend play, blocks, library, writing table, media table, STEM 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 while preparing them for Kindergarten.

Lil' SAINTS Preschool is 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.

Hours of Operation

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 in the Tuesday, Thursday program for three-year old's or the Monday, Wednesday, Friday program for four-year old's. Children in the Four-Year Old Program must qualify to be enrolled as a Kindergartner the following school year.

Fees and Payment

Security Deposit is a \$75 nonrefundable deposit.

Tuition for the two-day, Three-Year Old Program is \$200 each month.

Tuition for the three-day, Four-Year Old Program is \$200 each month.

Tuition is due the first day of your child's scheduled attendance of the month.

First United Methodist Member Discount: Current members of the First United Methodist Church of Saline qualify for a 10% discount on enrollment for their oldest child. This discount is only applied to the monthly tuition. A legal guardian of the enrolled child must be a member of the church.

Sibling Discount: A family who enrolls more than one child in Lil' SAINTS Preschool qualifies for a 10% discount on the youngest attending child. This discount is applied to the monthly tuition.

A family may only apply one discount per school year. If a family meets the requirement for both discounts they may apply **one** discount that offers the higher value.

Payment Options: Tuition payments may be paid with cash, check or automatic withdrawal through Vanco Payment Solutions.

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
- 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 in the classrooms. 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 and the 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 lookout for suspected abuse and report it to the proper authorities

Staff and Volunteering Screening: Michigan Staff and Volunteer Rule R 400.8125:

(3) Both the following shall be developed and implemented: (a) A written screening policy for all staff and volunteers, including volunteers who are a parent of a child in care. (4) A criminal history check using the Michigan Department of State Police Internet Criminal History Access Tool (ICHAT), or equivalent for a person’s state of official residence, shall be completed. A copy of the ICHAT shall be kept on file at the center.

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 38B 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 38B 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 or 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 Information and 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 every day, time permitting and depending on the conditions outside. Please have a winter coat, boots, hat, mittens (mittens are often a better choice for little fingers), 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 and Toileting

Rule 400.8137 (1) Diapering shall occur in a designated diapering area that complies with all of the following:

- (a) Is physically separated from food preparation and food service.
 - (b) Is within close proximity to a sink that is used exclusively for hand washing.
 - (c) Has non-absorbent, smooth, easily cleanable surfaces in good repair.
 - (d) Is of sturdy construction with railings or barriers to prevent falls.
 - (e) Is at an adult work surface height.
 - (f) Is washed, rinsed, and sanitized after each use.
- (2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface. Subrule (1)(e) of this rule does not apply.
- (3) Diapering supplies shall be within easy reach of the designated diapering area.
- (4) A plastic-lined, tightly covered container shall be used exclusively for disposable diapers and training pants and diapering supplies that shall be emptied and sanitized at the end of each day.
- (5) Only single-use disposable wipes or other single-use cleaning cloths shall be used to clean a child during the diapering or toileting process.
- (6) Diapers and training pants shall be checked frequently and changed when wet or soiled.
- (7) Guidelines for diapering 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
- (9) Toilet learning/training shall be planned cooperatively between the child's regular caregivers and the parent so that the toilet routine established is consistent between the center and the child's home.
- (10) 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.

LIL' SAINTS Preschool has child-sized toilets in our classrooms that are safe and easy to clean.

Meals: We will provide one snack a day. This snack usually consists of water and crackers, cheese, vegetables or fruit. Juice or a sweet snack may be offered during special occasions or parties. 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 their children after 8:50 AM and pick them up at noon.

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.