

# *Our Lady of Hope Preschool and Extended Care*

106 E. Wheaton Ave.  
Clare, Michigan 48617  
989-386-9862

## Parent-Student Handbook



*Our Lady of Hope Preschool and Extended Care  
partners with families and the community to provide  
an environment of encouragement, guidance, and spiritual growth.  
Through a combination of effective instruction and the Gospel message,  
we foster the growth of responsible citizens and disciples of Christ.*

**The staff at Our Lady of Hope Preschool and Extended Care welcome you. We are delighted that you have joined our family!**

**OUR LADY OF HOPE PRESCHOOL AND EXTENDED CARE FACULTY & STAFF**

Our teachers, staff, and director all emphasize the importance of quality in our preschool and extended care programs. We encourage and expect the students to strive to do their best in all that they do: school, peer relations, and interactions with adults. Our goal is to instill a sense of responsibility in the children that will help them to be the “very best individual they can be.” This will allow them to serve God, their family, the community, and themselves to the best of their ability.

**Our Lady of Hope Preschool and Extended Care Staff**

Director: Marilyn Gray

Childcare Staff: Marilyn Gray, Gina Forster, Keri Smith

**Right to Amend**

*The Director retains the right to amend this handbook for just cause.  
Parents will be given prompt notification if changes are necessary.*

## **OUR LADY OF HOPE PRESCHOOL (PAGES 2-9 AND 10-20)**

### **PRESCHOOL PURPOSE**

The purpose of our preschool program is to enhance each child's social, emotional, physical, and mental growth. Children are encouraged to explore, experiment, create, and express themselves. The teacher facilitates learning, guides the children when needed, and offers comfort, advice, encouragement, and knowledge.

### **IS MY CHILD READY?**

- Children should be 4 years old by September 1 for the 3-day program (Exceptions to this rule may apply on a case-by-case basis, please contact the office for more information.),
- able to use the bathroom without assistance,
- be in good physical health
- communicate clearly
- be able to participate in a structured environment

Some children are apprehensive about being separated from their parents during the first few days of school. To help prevent this apprehension, discuss school in a positive way, with your child, before the year begins.

### **SCHEDULE OF OPERATION**

Days:           3 Day Class: Monday / Wednesday / Friday

Times:          7:50 a.m. – 2:50 p.m. (School doors will be open at 7:50 am and 2:50 pm)

Our preschool and extended care will be in operation during the regular Clare Public School year and will follow regular school breaks. If there is a weather delay the preschool will follow the public school's procedure (i.e. if there is a 2 hour delay due to fog the preschool day would begin at 9:50 a.m. with the doors opening at 9:50 a.m.). If Clare Public is closed due to weather, we will also be closed.

### **REGISTRATION**

Registration for Our Lady of Hope Preschool will open in the spring and will remain open until the preschool class is full. Current OLH Preschool and Parish families will have an early enrollment period. Then enrollment will be based on a first come, first served basis. After the class is full, we will place names on a waiting list.

**A \$200 non-refundable registration fee is required to officially enroll in the program.**

## WHAT DO I NEED TO REGISTER MY CHILD?

The following information **MUST** be completed and returned to the office prior to the child's first day of school. With the exception of the health form, we cannot admit your child to Preschool until the following forms are on file.

- Copy of Certified Birth Certificate
- Paperwork Receipt Form
- Child Information Record
- Student Registration Form
- Health Appraisal signed by a health care professional (The Health Appraisal signed by a health care professional must be returned to the school office within 30 days of the first day of school. If not, your child will not be allowed to attend class until it is turned in to the office. This is a state mandated law.)
- Up-to-Date Immunization Record

**If you are choosing not to immunize, an immunization waiver must be obtained through the Health Department and on file with the preschool, prior to enrollment.**

### *Required Childhood Immunizations for Michigan School Settings*

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years Including all 6 <sup>th</sup> grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T <b>OR</b> 3 doses Td if #1 given on or after 7 yrs of age. 1 dose of Tdap*** for children 11 through 18 years <b>IF</b> 5 years since the last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses, if dose 3 administered on or after 4 years, only 3 doses required	3 doses
Measles, * Mumps, * Rubella*	2 doses on or after 12 months of age.	2 doses on or after 12 months of age.
Hepatitis B*	3 doses	3 doses
Meningococcal****	<b>None</b>	1 dose for children 11 – 18 years of age
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

\*\*\* Tdap is required at 11 years of age or older regardless of the grade.

\*\*\*\* Meningococcal is not assessed in MICR/SIRS. If the child is 11 years of age and in a grade lower than 6<sup>th</sup> grade.

## **PARENT INVOLVEMENT**

Supportive parents are an asset! We feel that parents have the greatest influence on their child's school success. Parents who are supportive of the school, the teachers, staff, and learning in general, tend to have children who respect school and enjoy learning. These children accept responsibility for their own actions and strive to succeed in their studies.

We encourage parent involvement in the preschool and ask you to contact the classroom teacher or the Director with any questions, concerns, or suggestions you may have. We encourage parents to visit the school and to help in the classroom or special activities whenever possible. Our success is cultivated through parent involvement. Join us in the important and rewarding job of educating your child!

## **TUITION**

\$200 - Registration Fee (due prior to the first day of school and is non-refundable)

\$3200 - Tuition for the 3 Day Program:

A monthly billing statement will be provided at the beginning of each month, and the tuition payment is due on or before the 10th of each month. Payments may be paid monthly \$320.00 per month from August – May or \$355.56 from September through May. Tuition will be considered delinquent after the 10<sup>th</sup> of the month. Accounts 30 days past due, without any contact with the office, may result in your child being dismissed from the preschool program.

**Non-payment of tuition is cause for dismissal.**

## **WITHDRAWAL/DISMISSAL**

Withdrawal can be made at the request of the parent or teacher if there is unsatisfactory adjustment by the child. Usually within the first few weeks of school the children become comfortable with the preschool program. However, if your child is truly unhappy, the teacher may recommend withdrawal. If your child has a problem, the teacher will work with you to remedy the situation. The teacher will consult with the parents concerning negative behavior on the part of the child. If it is persistent and continuous, the teacher may ask for the child to be dismissed. Situations such as these are rare.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve the Director, Priest, involved staff member and the parents/guardians. The concerns will be clearly stated (ex. late payment, failure to adhere to center policies, behavioral concerns etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a written notice of termination of services will be given.

## **GRIEVANCE PROCEDURE**

In keeping with the church's principle of subsidiary, problems should be solved at the lowest level whenever possible. Thus, it would seem advisable that persons having a problem with another individual go directly to that person before going to that person's superior. If a parent has a complaint about a teacher, it seems only just that the parent discusses the difficulty first with the teacher. If a parent is reluctant to confront a teacher alone, the Director may be asked to be present at a conference. Attempting to work out differences mutually is consistent with the demands of the Gospel.

## **REFUND POLICY**

Upon written notification by the parents of the intent to withdraw their child from preschool, the refund process will begin. All refunds will be prorated, based on the number of calendar months your child has been enrolled in the program. Registration and snack fees are non-refundable after the first day of school.

## **CLASSROOM RULES & DISCIPLINE:**

To create a positive learning environment, our preschool has simple rules to encourage respect and self-discipline in the classroom.

- Listen and follow directions.
- Use inside voices.
- Keep your hands and feet to yourself.
- Use good manners.
- Raise your hand when wanting to speak in large group.
- Always walk in the school building.

Students are encouraged to work out their own solutions to problems. However, a teacher will occasionally need to intervene. These steps are taken to resolve the situation:

1. Remind the child of the classroom rule(s).
2. Redirect the child to another activity.
3. If the problem continues, the child will sit away from the group for a period of time. Afterward, the child and teacher will discuss a better choice they could have made in the situation.

4. If a problematic situation continues, the teacher/director will call or meet with the parent(s) to discuss a solution.

## **PRESCHOOL PROGRAM PLAN**

The program consists of both individual and group activities that incorporate both structured and free-play experiences.

### **Program Goals:**

1. to provide an atmosphere where a child will enjoy learning
2. to encourage sharing with others
3. to encourage positive behavior
4. to help each child develop an understanding of the world around them
5. to assist children in learning basic Christian beliefs
6. to foster social, emotional, cognitive, and physical development

### **Social Emotional Development:**

- confidence and independence
- problem solving
- respect for self and others

### **Cognitive Development:**

- **Language** - verbalizing with peers, building vocabulary, rhyming, stories
- **Math** – counting, shapes, problem solving
- **Science** – planting, growing, seasons, weather, life cycles, nutrition, senses, insects
- **Social Studies** – families, community helpers, holidays, transportation
- **Music** – listening, singing, rhythm, movement
- **Art** – create with crayons, paint, glue, scissors

### **Physical Development:**

- **Large Muscle** – creative movement and exercise
- **Small Muscle** – cutting, stringing, writing, sensory, etc.

### **SNACK:**

We will provide a nutritional snack for the preschool class twice each day. If your child has special dietary needs or food allergies, please notify the Director **and** teacher in writing. A monthly snack menu will be posted outside the classroom.

## **FOOD ALLERGIES:**

While we will do our best to provide alternative snacks to those with food allergies, we may request that a parent provide their own child's snack. If necessary, we can provide a separate table for the child with food allergies to eat at, to prevent cross contamination.

## **LUNCH PROGRAM**

Our Lady of Hope Preschool **does not** offer a daily hot lunch program. A cold lunch from home must be provided each school day. This should include a beverage. All lunches will be stored in the students' lockers until lunch time.

***Please note: A child will not be deprived of a meal if the parent fails to provide it.***

## **ARRIVAL & DEPARTURE**

On the first day of school, you may arrive with your child a few minutes early and help familiarize them with the room. Then, we ask that you give your child a reassuring hug and kiss and tell them that you will be back to pick them up. **Then leave promptly.** We have found that this makes things easier for both you and your child. If your child begins to cry be assured that crying stops soon after you leave.

**Arrival: All parents/guardians are required to walk their child into the preschool building and sign-in their child each morning.** Please, line up with your child outside the doors at the east end of the building (nearest the playground). In the morning, preschoolers may enter the building through these doors between 7:50 a.m. and 8:05 a.m. If you are arriving after 8:05 a.m. please come to the door and ring the doorbell for admittance.

**Departure: All parents/guardians are required to sign their child out each afternoon.** Pick-up time for preschool is 2:50-3:00 p.m. To minimize your child's distress, please pick your child up promptly. Please wait outside the school entrance and the doors will be unlocked at 2:50 p.m. Unless your child is registered for afterschool care, you must pick up your child by 3:00pm. Afterschool care begins at 3:00pm.

## **DRESS CODE**

Clothing should be neat, clean, and free from rips, holes, and tears, comfortable, warm, practical, and of modest length. Students are expected to play outside in colder weather.

**Shoes:** All preschoolers are asked to wear or bring gym shoes for recess each day. **Flip flops, open toed or backless sandals are difficult for children to run in and should not be worn at school for safety reasons.**

**Skirts, Jumpers/Dresses** – We ask that girls wear shorts under their dress so they may play freely.



**Blouses, Shirts, and Tops** – Blouses, shirts, and tops must thoroughly cover the midriff during normal routine wearing for class activities.

**Hats or headgear** – No hats or headgear may be worn in the classroom except on special days.

**PRESCHOOL SUPPLIES NEEDED FROM HOME:**

**All Items Must Be Labeled With Your Child's First And Last Name.**

- a complete set of clothing (pants, shirt, underclothing, socks) in a Ziploc® bag to be left in the child's locker.
- large school backpack -big enough to fit folder inside (bring every day)
- a child sized water bottle (bring every day)
- two 2-pocket folders with your child's name on the front top right corner (one for at school for unfinished work and one that will go home each day with work and notes)
- 1 small blanket and a small pillow for rest time - a mat with a sheet is provided, **please no sleeping bags or large blankets.**
- 1 paint shirt (oversized t-shirt) with their name inside

**PRESCHOOL FLEXIBLE DAILY SCHEDULE**



7:50 Arrival/Table Time  
8:20-8:40 Prayer & Circle Time  
8:40-9:00 Bathroom Break & Snack  
9:00-10:30 Centers & Small Group Activities  
10:30-11 Recess & Outdoor Time  
11:00-11:40 Lunch  
11:45-12:00 Story Time  
12:00 -1 Rest Time  
1 -1:20 Bathroom /Table Activities  
1:20-2:00 Small Group/Centers/Free Play  
2:05-2:20 Recess  
2:25- 2:40 Snack  
2:40-2:50 Review the Day/Prepare for Dismissal



**BEFORE AND AFTER PRESCHOOL CARE:**

Before school and after school care can be provided, based on availability. This is a separate program and has separate fees. You must pre-register to be in this program. The cost of the program is \$12/day/child.

## **OUR LADY OF HOPE EXTENDED CARE PROGRAM (pages 10-21)**

### **OUR PURPOSE**

The purpose of our Extended Care Program is to create a safe, cheerful, faith-filled, nurturing and licensed environment for children **ages four to twelve years old** to attend after school.

### **SCHEDULE OF OPERATION**

Days: Monday through Friday

Times: Mornings: 7:00 – 8:00 am  
Afternoons: 3:00 p.m. – 5:30 p.m.

**A Staff Member will walk the children to and from Clare Primary School.**

Our extended care will be in operation during the regular school year. It will follow all regular breaks and **no services will be available when Clare Public Schools are closed**. All delays and cancellations will be in accordance with Clare Public School. Delayed arrival at school means delayed opening of morning care (one hour before the start of school).

### **REGISTRATION**

Registration for Our Lady of Hope Extended care is open to all children ages 4-12. Children must be enrolled/registered each school year.

**A \$25 non-refundable registration fee is required per family to officially enroll in the program.**

### **WHAT DO I NEED TO REGISTER MY CHILD?**

The following information **MUST** be completed and returned to the office **prior to the child's first day of attendance**. There is **NO** admittance to Our Lady of Hope Extended Care Program until the following forms are on file.

- Healthy Child Form
- Child Enrollment Form
- Child Information Card
- Copy of Up-to-Date Immunization Record (See page 4 for required immunizations.)
  - **If you are choosing not to immunize, an immunization waiver with our facility name on it must be obtained from the Health Department and on file with the Director of the Extended Care Program before the start of care.**
- Prepaid fee and schedule for the child
- Paperwork receipt signature page

## **EXTENDED CARE FEES**

**Extended Care fees are prepaid.** Rates are \$12.00 per child per day. **There is a 3-day/week minimum commitment, for extended care.** For parents with part-time/rotating schedules, a written schedule as to the days your child will be attending for the month, is required to be turned in to the director, one week prior to the start of the month. Once a schedule is set you are required to adhere to the schedule. **You are required to pay for scheduled days even if your child is on vacation or absent from care.**

**Care will be provided on half days of school at a rate of \$22/day/child. Families who do not schedule to attend on the half days will not be charged for that day.**

## **PICK-UP TIME**

Children may be picked up from extended care at any time between 3:09 and 5:30 p.m. All children must be picked up no later than 5:30 p.m. Please come to the doors at the east end of the building and ring the doorbell for admittance. **The person picking up the child must be listed on the child's information card, or they will not be allowed to pick-up the child. Anyone who is picking up a child is required to sign-out the child out before leaving.**

## **LATE PICK-UP**

**Our extended care closes at 5:30 p.m. If a parent or the person responsible for pick-up arrives after 5:30 p.m. they will be charged a \$1.00 per minute late fee per child with no cap.**

If the parent calls ahead of time and explains that they may be late because of an emergency or another reason, it is up to the Director's discretion to decide if payment is required.

## **EXTENDED CARE PLAN FOR THE CHILDREN**

- A Safe Environment
- Emphasis on Christian virtues
- Age-appropriate groups and activities
- Homework help
- Indoor & outdoor play and activities
- Snacks

## **EXTENDED CARE RULES**

To create a positive environment, our extended care has simple rules to encourage respect and self-discipline in the program.

- Listen and follow directions.
- Show respect to fellow students, staff, and property
- Use inside voices when in the building.
- Keep your hands and feet to yourself.
- Always walk in the school building.

## **EXTENDED CARE DISCIPLINE**

Students are encouraged to work out their own solutions to problems. However, staff will occasionally need to intervene. These steps are taken to resolve the situation:

1. Remind the child of the rule(s).
2. Redirect the child to another activity.
3. If the problem continues, the child will sit away from the group for a period of time while the child and staff discuss the situation.
4. If a problematic situation continues, the director will call or meet with the child and parent(s) to discuss a solution.

## **FLEXIBLE EXTENDED CARE SCHEDULE**

- Pick up children at Clare Primary School (3:09-3:15) (take attendance)
- Walk all Clare Primary School Students to Our Lady of Hope
- All students put bags on hooks, use the restroom and go to classrooms for attendance
- Dress for outside play (if necessary)
- Go outside for recess (20-30 minutes).
- Bathroom Break & Wash Hands
- Prayer/Snack in Classroom
- Quiet time/Homework or reading (15 – 20 minutes)
- Activities and free play in classrooms (games, crafts, toys, etc.).
- Parent/guardian pick-up at or before 5:30pm



*(Preschool & Extended Care Information)*

**CHILDREN WITH SPECIAL NEEDS**

When a child with special needs is admitted to our preschool or extended care program a plan to meet the Child's needs will be created and put in place before their first day of attendance. Special Needs includes dietary and non-food allergies as well as social, emotional, or physical challenges. In an emergency, the classroom care-provider will be responsible for assisting any child with special needs.

**HEALTH AND WELLNESS**

**DIETARY NEEDS OR ALLERGIES**

If your child has special dietary needs, food allergies, or non-food allergies please notify the Director and teacher in writing.

**ILLNESS: WHEN TO STAY HOME?**

**(This Exclusion Policy applies to staff and volunteers as well as children.)**

**Due to COVID regulations please assess your child's health each day before they come to our building.** Sometimes it is hard to tell if your child needs to stay home. Here are a few tips to help you make the best decision.

**FEVER**

A temperature over 100 degrees Fahrenheit is considered a fever. Children should be fever-free **WITHOUT** medication and feeling better for at least 24 hours before sending them to preschool/care.

**VOMITING**

Anytime a child vomits, he/she needs to be isolated from other children for 24 hours. If your child vomits in the night, keep him/her home from preschool/care the following day.

**COLDS**

A runny nose by itself is not necessarily cause to keep your child home. However, if the runny nose is accompanied by a persistent cough, sore throat, headache, nausea, or the child is too tired to concentrate, he/she is probably too ill to come to preschool/care.

Also, consider the color of the nasal discharge. A clear discharge is usually seen in allergies or at the onset of a viral infection. A bacterial infection can produce yellow or greenish colored discharge from the nose. Bacterial infections can be treated with medication. See your physician for diagnosis. Many children suffer from chronic low-grade sinus infections that hang on for months if untreated. Their symptoms include fatigue, sore throat, especially first thing in the morning, headache, and stomachaches.

## **RASH**

Any rash of unknown cause should be considered contagious. Please have your child examined by a physician to determine the cause and communicability of the rash before sending him/her to preschool. The child may not return to preschool/care unless there is a letter from the medical professional stating that the rash is not communicable in nature, or the rash is no longer present.

## **HEAD LICE**

Children with lice need to be isolated from other children and will be immediately excluded from preschool/care. **Head lice do not have anything to do with personal cleanliness.** They are passed from one person to another by sharing combs, hats, or by proximity to clothing items or bedding of an infected person. If you notice the tiny louse, or more likely, the "nits"(eggs), small white dots attached to the hair, please confirm that you have head lice by consulting with a medical professional. Head lice are often treated with a special lice-killing (pediculicide) shampoo and require removal of all nits.

Additional measures to "delouse" the home are needed and are usually found in literature contained in the purchased shampoo. Do not overlook this part of treatment to insure complete eradication. **We ask that parents inform the school if lice are discovered on your child, so that other children in their classroom may be checked.** Children will not be admitted to school until all nits have been removed from the hair. The child should be checked by a medical professional, after being treated and before he/she returns to school.

## **OTHER**

For other specific diseases or health difficulties it is always a good idea to contact a health care professional. For more information, you may also contact: Central Michigan District Health Department of Clare County. Website: <http://www.cmdhd.org>

## **MEDICATION**

If your child has been put on an antibiotic a general guideline is your child should be on the medication for 24 hours before returning to school (and fever free).

It is always recommended that medication be dispensed to children by their parents, however, if your child is taking medication and he/she needs it while at the center, you must take the following steps.

## **WHAT IS CONSIDERED MEDICATION?**

Medication includes both prescription and non-prescription medications and includes those taken by mouth, inhaler, or by injection (epi-pen), applied as drops to the ear, eye, or nose or applied to the skin.

## **PROCEDURES FOR ADMINISTERING MEDICATION**

- The student's parent/guardian must provide the center with written permission and a request to administer medication. Medication should be brought to the center by the parent/guardian.
- **All medications must be kept in an originally labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.**
- When administered, medication will be given to a child by a childcare staff member only.
- Written instructions which include name of student, name of medication, dosage, time to be administered, method of administration, and duration of administration must accompany the medication. A form (BCAL 1243) is available through the office or online and must be on file before any medication will be administered by the center.
- All medication will be given only according to the instructions on the original container unless otherwise authorized by a written order of the child's physician. **Childcare staff cannot add medication to food or drink unless indicated on the prescription label.**
- All topical, nonprescription medication requires written parental authorization.
- A staff member shall keep all medication out of the reach of the children and shall return it to the parent/guardian when the parent determines that it is no longer needed, or it has expired.

## **HEALTH & SAFETY PROCEDURES**

Outbreaks of communicable diseases are inevitable. To minimize the effects, frequency, and severity of outbreaks at our center the following policies have been adopted:

### **BODILY FLUIDS AND BLOOD BORNE PATHOGENS (HIV, HEPATITIS B, ETC.)**

Extra precautions are necessary whenever handling bodily fluid. The term bodily fluid includes blood, urine, feces, vomit, respiratory secretions (i.e., nasal drainage), saliva and drainage from skin lesions, cuts, or abrasions. Contact with bodily fluid presents a risk of infection from a variety of germs ranging from the common cold to Hepatitis B and HIV. Many germs including HIV and Hepatitis B may be carried by individuals who have no symptoms of illness.

Therefore, whenever touching another person's bodily fluids (especially blood), gloves should be worn. If gloves are used, please dispose of them properly in the wastebasket. Hand washing after contact and after removing gloves, is mandatory. Disposable items (gloves, cleaning sponges and towels) shall be deposited in a plastic bag, which shall then be placed in a second bag and put into the garbage.

If unanticipated direct skin contact with bodily fluids occurs, be sure to wash all affected skin areas with soap and running water for a minimum of 30 seconds.

## **HAND WASHING POLICY**

The number of “germs” on our hands is tremendous! Hand washing is the single most important method in reducing disease transmission. In accordance with the communicable disease policy, hand washing is to be done by adults and children:

### **ALL STAFF AND VOLUNTEERS:**

- Prior to start of workday at the center
- Prior to care of children
- Prior to serving food/feeding children
- Prior to administering medication
- After using the bathroom or helping a child in the bathroom
- After handling bodily fluids
- After handling animals
- After handling garbage
- Whenever hands are soiled

### **CHILDREN:**

- Prior to meals, snacks, or food preparation experiences
- After using the bathroom
- After handling animals
- When soiled

This will help to decrease disease transmission at our center, and it will teach an important life skill to the children.

### **Effective hand washing includes several key elements:**

1. Clean, running water to wet the hands
2. Soap to cleanse
3. Friction caused by rubbing the fronts, backs and in between the fingers of the hands (15 seconds of scrubbing is recommended) to lift the microorganisms to the surface
4. Rinse with running water
5. Dry with a clean, unused towel, preferably a paper towel.

*\*\* An alternative hand washing procedure (when running water is not available) is to use one disposable wipe for each child, discarding it after the child has thoroughly wiped their hands or to use hand sanitizer.*





## **SANITIZING AND CLEANING**

### General Procedures:

1. Table surfaces are washed with water and detergent; rinsed with clear water, and then sanitized with center approved sanitizer before and after snack/lunch time, at the end of the day and as necessary throughout the day.
2. Toys/manipulatives are submerged or sprayed with a solution of 1 tablespoon chlorine bleach to 1 gallon of water and then sun or air-dried. This is done monthly or more often, in accordance with toy rotation or illness outbreak.
3. Stuffed toys and dress up clothing are laundered with hot water or discarded when soiled.
4. Carpeting is vacuumed daily and washed via extraction method quarterly or sooner if necessary

## **PEST MANAGEMENT**

As part of our pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. If you would like notification of pesticide applications, you must submit, in writing, a request for notification to the school office. In certain emergencies, pesticides may be applied without prior notice.

## **ASBESTOS CONTAINING MATERIAL**

This is to inform you that all Asbestos Containing Material (ACM) has been removed or encapsulated in the classroom or restroom areas of the building. The only ACM remaining in the building(s) are in areas inaccessible to student and center personnel. A government required re-inspection conducted in 2004, found our building(s) to meet current asbestos management criteria. A copy of the “management plan” for control of ACM is available for your review from the Director and at the Diocesan Center in the Business Office located at 5800 Weiss St. Saginaw, MI.

## **EMERGENCY PROCEDURES:**

Our Lady of Hope Pre School and Extended Care Staff and students are trained on emergency Procedures for events such as Fire, Tornado, Lock Down, Site Evacuation, Active Shooter and Bomb Threats.

In any case of an emergency, parents and guardians will be contacted after the situation is under control and the scene is secure. In an emergency, parents will be contacted by phone or in person. In a non-emergency situation, parents and guardians will be notified by a note home. The Paraprofessional will be responsible for assisting any child with special needs.

## **ACCIDENT/INJURY**

Universal precautions will always be taken. Should a student be involved in an accident while in care, these procedures will be followed.



1. First aid will be administered, using blood borne pathogen safety measures. (Students will be asked to self-administer whenever possible, that is wash their own scrape and put on the band aid.)
2. The Director will be notified.
3. **For a non-serious injury, the parents or authorized persons will be notified verbally at pick up time.**
4. **For a serious injury, the parents or authorized persons will be notified by phone as soon as possible.** They and/or a school representative will decide if the child should stay in school, go home, or go to the hospital or doctor's office. The parents will make the necessary arrangements.

In the event the parents cannot be reached right away, the Director will follow instructions on the student's emergency card as to where the child will be taken, to receive emergency care.

5. A report will be made noting the circumstances of the accident and kept on file in the preschool office. For any head injury, a copy of the report will also be sent to our insurance carrier.

## **ILLNESS: (While in Care)**

Universal precautions will always be taken. Should a student become ill while in care. These procedures will be followed:

1. The Director or teacher in charge will assist the child who is not well.
2. The child will be moved to a safe place away from other children but still supervised by a qualified adult in a licensed space.
3. Parents (or if necessary other adults on the child's information card) will be called to pick up the child.

## **STAFF SCREENING POLICY**

**All Staff will be required to submit to the following screening requirements:**

- Live Scan Fingerprinting
- Virtus Training (Protecting God’s Children—Program for Adults)
- Standards of Ministerial Behavior
- ICHAT - Criminal Background Check (Diocesan Form)
- TB- Test Results (verified within 1 year before employment)
- Mandated Reporter training
- Employment Application including references and education credentials

A Staff member shall not be present in the center if he or she has been convicted of any of the following:

- a. A listed offense, as defined in section 2 of the sex offender’s registration act, 1194 PA 295, MCL 28.722.
- b. Child abuse or child neglect.
- c. A felony involving the harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

**A Staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or neglect.**

## **VOLUNTEER SCREENING AND SUPERVISION POLICY**

**All volunteers will be required to submit to the following screening requirements:**

- a public sex offender registry (PSOR) clearance **before** having any contact with a child in care. A copy of this clearance must be kept on file at the center.
- Clearance for Child Abuse/Neglect Central Registry (DHS Clearance)
- Virtus Training (Protecting God’s Children—Program for Adults)
- Standards of Ministerial Behavior
- ICHAT - Criminal Background Check (Diocesan Form)

**Any individual registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in care.**

Volunteers who have contact with children at least 4 hours per week for more than two consecutive weeks must have health statements and Tb test results on file at the center.

## **MANDATED REPORTERS**

The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. seq. **requires** that center personnel or volunteers must file a report when they have **reasonable cause to suspect** abuse or neglect.

A written statement must be signed and dated, by the volunteer before first volunteering in the classroom, indicating all the following information:

- The individual is aware that abuse and neglect of children is against the law.
- The individual has been informed of the center's policies on child abuse and neglect.
- The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

## **STAFF AND VOLUNTEER WELLNESS /ILLNESS EXCLUSION POLICY:**

- Vomiting and/or diarrhea within the past 24 hours.
- Fever of 100 degrees or more-within the past 24 hours.
- Head lice: We have a "no-nit" policy. Staff and volunteers should be checked upon returning to the center and are allowed back in only when there are no nits present.
- Strep throat, Scabies, Scarlet Fever, Conjunctivitis ("pink eye"), Meningitis and/or other communicable diseases: Ask your physician for his/her recommendation – but not less than 24 hours after beginning medication for treatment.
- Chicken Pox: after the sores, have dried up (Scabs are no longer oozing).
- Colds, influenza and/or other viral infections: Ask your physician and/or use your best judgment.

## **STAFF SUPERVISION OF VOLUNTEERS POLICY**

Any staff that has volunteers working with children **must** directly supervise and be in direct sight of the supervised volunteer. Volunteers who have any of the screening requirements pending will not be allowed to supervise children in or out of the room alone at any time.

## **STAFF TRAINING**

### **ONGOING TRAINING PLAN**

Our Lady of Hope Preschool and Extended Care staff will be required meet the following training requirements:

- All orientation of the centers policies and practices and the childcare administrative rules of all staff must be completed prior to unsupervised care of children.
- Infant, Child, and Adult CPR (Updated Every 2 years)
- First Aid (Updated Every 2years)
- Blood Borne Pathogens Training prior to unsupervised training with children and within 6 months of hire.
- Emergency Procedures (Fire, Tornado, Serious Accident and Crises Management) reviewed bi-annually
- Mandated Reporting responsibilities of suspected child abuse and neglect will be reviewed annually.
- Primary care giving, appropriate supervision, medication administration, health care plan, supervision of volunteers, and field trip procedures.
- 16 Clock Hours of annual training each licensing year. Topics may include child development and learning, health, safety and nutrition, family and community collaboration, program management, teaching and learning, observation documentation and assessment, interactions and guidance, professionalism, and licensing rules for childcare centers. **Staff are not required to be trained in every topic area each year.**

**Training may be obtained through the following ways:**

- In-service trainings
- Sessions offered by community groups, faith-based organizations, Great Start, and Michigan State Extension
- Workshops and courses offered by local or intermediate school districts or colleges.
- Trainings, workshops, seminars, and conferences on early childhood, child development or childcare
- Administration and practices offered by early childhood organizations
- Online trainings (must have an assessment of learning.)

**Verification of all professional development education or training will be kept on file at the center. Documentation will include:**

- Training topic
- Date of Training
- Presenter
- Copies of Any Issued Training Certificates and SB-CEU's or College Credit Earned
- Core Knowledge Area
- Clock Hours