

Little Knights Preschool

Education Office - Sebewaing: 989-883-3730

Unionville Campus: 989-674-8691

David Kaiser - School Administrator

Jennifer Vermeersch - Teacher/Director

Christ the King Early Childhood Center (ECC) extends a warm welcome to all parents and their children who will be participating in our program. It is our hope that this experience will be a happy and helpful one for all.

This handbook has been prepared to assist you in the explanation of our program. Please read through it today and then refer to its pages whenever you have a question. It will explain our policies, procedures, and philosophy. It will help in the preparation of both children and parents for participation in a program where home, church, and school work together in close harmony.

Christ the King Early Childhood Center is an outreach of St. Paul Lutheran Church and Immanuel Lutheran Church, governed by Christ the King Lutheran School Board of Education. Any questions and/or concerns regarding our policies should be addressed initially to the Director who then takes it to the Administrator. If necessary, it then will be brought to the School Board of Christ the King Lutheran School.

PHILOSOPHY

Christ the King Early Childhood Center believes that we are here for a purpose - to be a mission outreach and aid to children and parents in all walks of life. As children are an integral part of God's kingdom we feel and believe it is our responsibility to foster growth in each child in his/her relationship with God, the Bible, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive, and creative. Christ the King ECC has developed Christ-centered programs in a loving and caring atmosphere.

Christ the King ECC's curriculum has been designed to meet the above philosophy. Parents who are not members of either St. Paul or Immanuel are invited to attend classes on the teachings of the Lutheran Church-Missouri Synod so that they may understand principles of Christianity shared and lived within the classroom. Parents who do not have a church home are invited to attend church at either St. Paul or Immanuel.

ENTRANCE POLICIES

Christ the King ECC is open to any family regardless of church affiliation and admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center.

OPERATION

CTK will be offering a half day preschool program (7:55am-11:10am), full time preschool

program (7:55am-3:10pm), and a latchkey program (before school 6:30am-7:30am and after school 3:10pm-6:30pm). The parents have the opportunities to choose what type of program, full or half they would like to enroll their child in and the number of days, 2, 3, or 5 days. They may also select which days of the week their child will attend. The type of program, number of days, and days of the week need to be specified when the child is registered.

In certain circumstances, and if enrollment dictates, not all sessions will be available every year. It is our goal to offer each session every year.

Schedules:

Preschool (half & full day): The preschool will follow the school calendar for Christ the King Lutheran School (see the school calendar, found at www.CTKL.org or "Who's Who Book" for exact dates), including all days off for holidays, professional development days, etc.

Latchkey: Latchkey will be offered every day Christ the King Lutheran School is in session. If the school is closed due to Spring Break, Christmas Break, any Holidays, Professional Development days or Snow days there will be NO Latchkey.

ENROLLMENT PROCEDURE

CTK preschool program admits children ages 3 years on or before September 1st to 6 years of age. To be admitted into Christ the King's early childhood program, a registration form must be completed and a \$25 non-refundable registration fee be paid to the Education Office. The registration fee is to secure your child's spot in the classroom. It is non-refundable, but it will be applied to the May tuition. The admittance of your child into the program cannot be guaranteed until the registration fee is paid. In addition, Michigan licensing laws require us to have a copy of each of the following:

1. An updated immunization record
2. A health appraisal completed by a physician (due within 30 days of the start of school)
3. A completed child and information card completed and signed by the parent or guardian. (due the first day of school)
4. Contract
5. Licensing Notebook Form

At the time of enrollment, the parents will need to specify either the full day or half day program, the number days per week, and which days of the week their child will be attending. Changes can be made to the particular days of the week, the number of days, and/or full or half day preference, space permitting (see "Ratios" below)

Changes to Preschool Enrollment:

If parents want to increase the number of days per week or change from half to full day program, the preschool director need to be contacted at least two weeks prior to any changes taking effect. Any changes will be considered tentative until the director verifies the availability the desired days and times. (Changes that are made prior to the start of the school year effective when verified by director.) The center should be notified two weeks in advance if it becomes

necessary to reduce the number of days per week your child attends preschool or if it becomes necessary to switch from full days to half days.

Latchkey Enrollment:

Enrollment in latchkey is open to students in preschool through grade 5. Students do not need to be enrolled at Little Knights Preschool or Christ the King Lutheran School. Latchkey will be held at the Unionville campus only. CTK students in grade 2-5 may take the bus from the Sebewaing campus. Contact the school office for more information. Non-CTK or Little Knights Preschool students should contact their own school office for more information about transportation options.

When registration opens, forms will be available for parents to register their child(ren). Parents are asked to select the days and sessions (either morning or afternoon) that their child(ren) will be there, if possible. Registering for specific days and sessions will reserve your child's space in latchkey for that day and session. Parents will also be given the opportunity to register their children for "Extended Latchkey", which meets when CTK is not in session.

We understand that, for many families, their schedule, and therefore their needs for before and after school care, changes from week to week. We are happy to accommodate such requests and will do everything we can to meet your family's needs. (See "changes to Latchkey Enrollment" below.) Please understand, however, that if specific days and times are not selected, we cannot guarantee space for your child. If a problem arises, we will notify you as soon as possible in order to try to work through it together.

"Extended Latchkey" is also offered on days when Christ the King Lutheran School and Little Knights Preschool are not in session (see "Schedules" above.) Extended latchkey is from 6:30 a.m. - 6:30 p.m.

Changes to Latchkey Enrollment:

In order to ensure appropriate staffing, parents need to request any additional days and/or morning/afternoon sessions by contacting the Latchkey director no later than the end of the last day of school of the week prior. Requests will be filled in the order in which they are received and will be accepted only if the student would not exceed the adult/child ratios set by the State of Michigan (see "Ratios" below.) If we are not able to fill a request, the latchkey director will notify the family as soon as possible to work through the matter.

If a child is registered for a particular morning session and care is not needed, parents may cancel until 6:30 p.m. the day before. If care is not needed for a particular afternoon session, parents may cancel until 8:00 a.m. that same day. After that, the parents will be charged for the full morning or afternoon session.

If a child is registered for a particular session on a particular day and withdraws from that session for four successive weeks, we will no longer be able to reserve his/her space for that day and session. The child's registration for any other days and sessions, if any, will be unaffected. He/she will be able to attend that session, but will need to request that day/time as outlined above. So, for example, Sadie is registered for before school care on Mondays and Fridays. For four successive weeks, however, Sadie's parents have canceled on Monday mornings. After those four weeks, Sadie will no longer have a reserved spot on Monday mornings. She will still have a reserved spot on Fridays. She may still attend on Monday mornings, but her parents will need to

request care no later than the end of the last day of school of the week prior. Their request will be filled if space is available.

Changes to extended latchkey will be handled in much the same way as changes for regular latchkey. If a child is registered for extended latchkey, his/her space is reserved. If a child is not registered for extended latchkey, parents may request care for a particular day by contacting the latchkey director. Requests will be filled in the order in which they are received if space is available.

If a child is registered for extended latchkey and care is not needed, parents may cancel until 6:30 p.m. the day before. After that, parents will be charged for the full session. If a child is registered for extended latchkey and withdraws for four successive days, we will no longer be able to reserve his/her space. The child's registration for other latchkey sessions, if any, will be unaffected. He/she will still be able to request care for an upcoming day as outlined above.

ADMISSION AND WITHDRAWAL POLICY

Students are accepted during the course of the year as vacancies occur. The center should be notified two weeks in advance if it becomes necessary to withdraw a child from the center.

Christ the King reserves the right to remove a child from the center upon recommendation of the teacher and the School Board, should the child be considered a detriment to the other children or the program. Meetings will be set to discuss the issue with the parents, if a course of action is not workable, parents will be given a two week notice for withdrawal of their child. All fees must be paid at the time of withdrawal. We will work with the parents in every situation to do what's best for the child.

SPECIAL NEEDS PLAN

Christ the King Lutheran Preschool welcomes every child into the program. The center will do our best to meet the needs of all the children. Tuscola Intermediate School District works with CTK to provide a variety of free services. Some of the services are speech, occupational therapy, physical therapy. We will make every effort to accept any child and will meet with the child and parent to set up a plan to ensure that the child's needs are met.

CULTURAL COMPETENCE PLAN

The goal of Christ the King Lutheran Preschool is to engage children and parents enrolled in the program. With the diverse population we live in, we believe it is important to form relationships with families, and embracing the cultural variety within the program. The program will strive to make the most of each child's potential, strengthening and building the skills they bring when entering the program. Some examples are:

- Families are informed of activities going on in the community
- Families are invited to share talents, interests, hobbies, traditions in the classroom.
- Families are invited to connect children with their home culture through, music, books, and other materials that are included in the classroom.

CONFIDENTIAL INFORMATION

All information that CTK obtains regarding your child, including but not limited to, records, reports, and child information cards will be confidential. No information concerning the children

will be released to any individual or agency without approval of the parent or legal guardian except as required by law.

TUITION

2017-2018 Fees

Preschool: A tuition and fees schedule will be published yearly, and current rates are available by contacting the Education Office.

Tuition is due in advance and may be paid monthly or yearly. Checks should be made to Christ the King Lutheran School. Payments can be mailed or dropped off at the school office in Sebawaing or be given to the preschool teacher or latchkey supervisor.

A \$10 late fee will be assessed to all tuition exceeding 30 days in delinquency.

HALF DAY (7:55am-11:10am)

2 days \$85 per month

3 days \$105 per month

4 days \$130 per month

5 days \$160 per month

Full DAY (7:55am-3:10pm)

2 days \$170 per month

3 days \$210 per month

4 days \$\$260 per month

5 days \$\$320 per month

Latchkey: A tuition and fees schedule will be published yearly, and current rates are available by contacting the Education Office.

Tuition may be paid weekly or monthly. Checks should be made out to Christ the King Lutheran School. Payments can be mailed or dropped off at the school office in Sebawaing or be given to the preschool teacher or latchkey supervisor.

Latchkey Only fees

\$4.00 per hour

LICENSING

Christ the King ECC is licensed by the State of Michigan and is inspected bi-annually to ensure a high quality of childcare and education. All staff members are mandated by law to report cases of suspected abuse or neglect.

STAFF

A background check, DHS clearance, and Michigan State Police background check are conducted on all staff members.

Staff for 2017-2018:

Mrs. Jennifer Vermeersch

Director/Lead Preschool Teacher

Mrs. Tracey Kovach
Ms. Brooke Lloyd

Preschool Aid
Latchkey Supervisor

Workshops are provided to all staff members for their continued education and for the benefit of our center and the children whom we teach.

RATIOS

Preschool:

The early childhood programs follows the guidelines set by the Department of Social Services regarding the number of children allowed per adult. If the class consists of mixed ages 3 and 4 year old then we follow by the 3 year old ratio which is a 1 adult to 10 child ratio, if the classroom consists of only 4 year old we follow the 1 adult to 12 child ratio.

No more than 20 children per session will be allowed within one class. We would like to have at least 10 - 15 students within a class to insure that the benefits such as social interaction are there for the students.

Latchkey:

Latchkey follows the guidelines set by the Department of Social Services regarding the number of children allowed per adult. If the program consists of 3 year olds the ratio is 1 adult to 10 child ratio, if the program consists of only school age children the ratio is 1 adult to 18 child. We are licensed for, and can accept, a maximum of 20 children per session.

PRESCHOOL CURRICULUM

INDEPENDENT LEARNING: Approximately 45 minutes each day will be spent each day in free choice activities. Activities may include group play, individual play, and learning and activity centers.

RELIGION: The religious learning time will be our Jesus time. A variety of learning materials will be used such as stories, discussions, prayers, songs, and finger-plays, etc. to enrich this area of curriculum.

ALPHABET: A different letter will be introduced each week. The children will learn letter recognition in art activities, songs, show and tell, books, rhymes, and other activities.

MATH: Daily activities will introduce and reinforce the following concepts: number recognition, counting with one-to-one correspondence, patterns, more or less, addition, and graphs.

SCIENCE/SOCIAL STUDIES: Students get the opportunities to do science and social studies activities through Weekly Readers and hands on experiments.

COMPUTERS: Students get 15 minutes a week to play educational games on the computers.

MUSIC: Students will have daily opportunities for listening to music and participating in songs.

WRITING: Students are encouraged to write on a daily basis with sign-in sheets, writing letters, and other activities planned.

Preschool uses a handwriting curriculum called *Handwriting Without Tears*. This curriculum uses singing, music, coloring, building, and playing to help children learn and build confidence.

RECESS/GYM: Students get this opportunity to enhance gross motor skills.

VISITORS & FAMILY HELPERS

For the safety of our students and staff, CTK has a closed door policy that only workers and parents will be in the room with the children, with the exception of the other individuals dropping off or picking up a child with the permission of the child's parent(s).

Parent helpers are welcome and appreciated in the classroom. Their presence has benefits for the students and also provides the parents an opportunity to have a role in the classroom. Parents desiring to help should phone at least one day prior if they would like to donate their time.

Parents should be aware that the state of Michigan requires a background screening, for anyone helping in the classroom. Please contact the school office for more information on completing the background screening.

Parent helpers are welcome to mingle and assist the children during play time and work time. Please sing along and do things with the children at group activities, help set up and clean up snacks, assist children in the restroom when necessary, and help children get ready to go home.

WHAT STUDENTS BRING TO SCHOOL

As Christ the King is providing most of the supplies for your child's education, little needs to be purchased for the first day of school. Below are the few items necessary to complete your child's supplies for school:

- Book bag (suitable for large projects, snow pants & boots)
- One box of tissues
- One glue stick
- Change of clothes (kept in book bag at all times)

For the health of our students, we ask parents to please provide the following for classroom use, as well:

- Bottle of hand sanitizer
- Container of disinfecting wipes or spray
- Parents may choose, instead, to contribute \$10.00 to help the center to purchase these items.

DROP OFF AND PICK UP

When bringing your child to school, you may park in the main school parking lot. Please note that if you park in the main parking lot and enter through the main school building, the doors will be locked promptly at 7:55 am.

Please assist your child in hanging up his/her jacket and book bag on the hooks outside the

classroom.

At dismissal time, please park in the main parking lot. A teacher will walk the students out of the building to the parents. We find this procedure to be much safer than allowing children to be in the parking lot without supervision.

RELEASE POLICY

Children will only be released to their own parents or guardians or another authorized adult, or siblings 16 years or older with a valid driver's license. A child will never be released to anyone other than the parents/guardians without advanced written notification from the parent. Any time someone other than the parent is picking up the child they will need to show valid ID to the staff on duty unless the individual is known to the staff.

Written permission must be given by the parents or guardians for other adults or for siblings to pick up the child.

The parent may add or change the list of authorized people, but must do so in writing or in person. A child will never be released to an unknown individual that is not listed on the child's release card without advanced written notification from the parent.

COMMUNICATION, CALENDAR & NEWSLETTER

From the School to Parents:

To keep you up to date, a monthly school calendar and a weekly newsletter from CTK will be sent home with your child. The calendars and newsletters will also hang on a wall in the hallway. **Please** check your child's folder for this and other information each day your child comes to school.

From time to time we will also post information in the hallway, about church activities, community event, parenting resources and other information that might benefit our families.

In addition, Little Knights Preschool maintains a web page (accessible from the school website: www.CTKL.org) and a Facebook page (www.Facebook.com/LittleKnightsUnionville). Calendars, newsletters, and other special announcements will be posted there as well.

From Parents to Teachers/School

To ensure accurate communication between the parents and staff, we ask that all communication from parents, be written form, requests can be given to the child's teacher or to the School Office at the Sebewaing campus.

SCHOOL CLOSINGS & DELAYED STARTS

3 Hour Delay

In the event of a **2 hour delay** due to inclement weather or other adverse circumstances, the $\frac{1}{2}$ day preschool program at our Early Childhood Center will not be in session. The full day preschool will begin at the 3 hour delay time (11:00am). Morning latch key will be canceled but afternoon latch key will be session.

Closing:

In the event of **school being closed** due to inclement weather or other adverse circumstances, all preschool programs and the latchkey program will not be in session.

Notification:

Please note that Christ the King Lutheran School follows decisions made by USA Public Schools. Announcements regarding school closing or delays will be aired over the radio stations: WKO in Caro, WLEM in Bad Axe, WNEM Channel 5 will carry our announcements via television.

DISCIPLINE POLICY

All activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect and understanding. The program will be structured so that the children may exercise individual freedom, while also respecting the rights of others. In the event that disciplinary action becomes necessary, a staff person will discuss the problem situation with the child/ren involved and attempt to help the child/ren resolve the difficulty in a calm, orderly fashion. Staff will encourage self-control and cooperation using only positive methods of discipline. Children will be guided to understand the consequences of their actions and how they may affect each other.

At no time will any type of corporal (physical) punishment be used. If necessary, a child may be removed from a problem situation and asked to sit quietly outside of the activity area for a short period of time, until he/she is able to regain self-control.

ILLNESS

Children with a temperature, bad cold and/or cough, diarrhea, vomiting, or skin rash should not come to school. If your child has contracted a contagious disease, please notify the School Office at the Unionville campus (674-8691) so that we may alert parents and teachers of the symptoms. Children should be free from temperature, diarrhea, and vomiting for 24 hours before returning to the classroom. The center may request a note from your child's doctor indicating when the contagious disease is no longer contagious.

When a child becomes ill at Christ the King, parents are notified immediately to come and pick up their child. If the parents cannot pick up their child/ren, arrangements must be made by the parents to have someone come pick up the child. Children will be removed from the classroom and placed away from others on a cot until such time as the child is taken home.

When illness keeps your child home, please notify the teacher by phone or with a written note sent with a sibling. Your cooperation in this matter is greatly appreciated.

Children who are well enough to attend school are well enough to play outside unless otherwise requested in writing by a doctor. PLEASE KEEP THE INFORMATION ON YOUR CHILD'S EMERGENCY CARD UP TO DATE. Please notify us of all changes in address, telephone number, and contact person.

MEDICATIONS

Before any medications can be administered, a Medication Form must be completed and signed by the parent. You may pick up a Medication Form from the teacher or from the school office, or download it from the school website.

Because some children may experience a reaction to medications, we ask that all first doses of a medicine be administered by the parents at least 24 hours before the child attends the Center.

CLOTHING

Dress your child so he/she can play outside every day. Please label all coats, boots, shoes, etc. Unmarked clothing may be marked by staff. Children need to be dressed in play clothes which can withstand mud, paint, shaving cream, etc. A complete change of clothing (underwear, socks, shirt, and pants) is required to be kept in their backpack. There are lots of pockets on backpacks, so that is a good place to keep them or a big baggie to hold it together in the backpack works well, too. For the winter months, provide warm coats, mittens, hats, snow pants, and boots. Discretion will be used in records to whether children will be taken outside on days with questionable weather.

SNACK/ LUNCH TIME AND NUTRITION

CTK encourages parents to provide healthy and nutritious meals and snacks. PLEASE limit the sugary treats to birthdays or special holidays. Birthday treats are allowed to be brought in, please inform the teacher when they are being brought in so nothing else is planned for that specific day. Each child is required to bring in a monthly snack (snack and drink). If the snack is not brought in for the month a \$10.00 charge per child will be applied (THIS RULE APPLIES TO PRESCHOOL & LATCH KEY STUDENTS). **PLEASE MAKE SURE THE TEACHER IS AWARE OF ANY & ALL ALLERGIES!** Hot lunch is available to purchase at a price of \$2.55 which includes a milk. Please contact the Sebewaing school office for more questions on hot lunch.

TOYS/SHOW AND TELL

Children are discouraged from, bringing toys to school. Your child will have various opportunities for show & tell throughout the school year. (More details will be included in the newsletters). If toys are brought for Show and Tell, they will only come out at that time. The toys will be returned to their book bags after Show and Tell.

Please Note:

- No toys of any violent nature should be brought to school
- Label any toys that come to school
- Staff cannot be responsible for lost or broken toys.

TRANSPORTATION

USA Public school provides bus transportation for Christ the King students. Bus transportation is provided to any child 4 years and older. If the child meets this requirement the parent can talk to the school office or the teacher to set this up. There is busing available in the morning and the afternoon, but will not be available for those that are picked up at 11:10am (those enrolled in the half day preschool program).

WAIT LIST

Your child will be placed on a wait list if there are no available openings. The director will notify you as openings become available and a \$25 deposit is due to secure your child's place.

BULLYING BEHAVIOR POLICY.

All of the children in the center will demonstrate respect for others and their environment at all times while they are in attendance at CTK programs. The children will be responsible for their behavior and actions.

All children are expected to follow these behavior expectations at all times while they are in attendance at CTK programs.

What is Bullying? Bullying includes, but is not limited to:

- Threats or actual physical harm
- Unwelcome physical contacting
- Threatening or taunting verbal, written communications
- Blocking or impeding student movement
- Taking or extorting money or property

Why Bullying is Not Acceptable Behavior!

- We should honor God through our words and actions.
- Bullying is not "funny."
- No one should be subject to bullying or feeling negative about oneself.
- We treat others the way we would like to be treated.
- We are kind and respectful.
- We learn to appreciate the uniqueness of each person as an individual and their talents, abilities, likes, dislikes, and differences.
- We strive to be good friends to everyone.

Action Plan / Consequences.

Step 1: Try to work things out between you and the bully using some of the above techniques. Pray about the situation.

Step 2: Ignore the behavior and don't react to the bully. Walk away. See if the behavior changes.

Step 3: Talk to the teacher. Do not hide or conceal your feelings and emotions. The teacher will be the first line of discipline.

Step 4: The Teacher and Principal will discuss an action plan with discipline for the bully. If behavior doesn't change, an in-school suspension may be given to the bully.

Step 5: A meeting will take place with Teacher, Principal, Parents of Bully, and if needed, a Pastor to address the issue and move forward. This may include counseling with the Principal or Pastor, an additional suspension (in-school or out-of-school), or other actions as deemed necessary.

Step 6: If the bullying behavior still has not changed, expulsion from Christ the King will be considered.

Above all, we need to remember that we are all children of God and we should treat others in a Christian way despite our differences. Prayer and communication are important parts of this

process and it is important that inappropriate behaviors are not ignored.

Stand up for yourself, try to work things out, get adults involved if needed, and again remember to pray for everyone in the situation: that the behavior stops, for strength to stand up to a bully, for the bully in that they would come to realize their behavior is hurtful and wrong, and for your class and/or group of friends as a whole in that God would strengthen your relationship as a whole.

BEHAVIOR EXPECTATIONS

Respect Authority:

- Listen to teacher and others in authority
- Follow directions
- Accept responsibility for behavior

Respect the right of others

- Use appropriate language
- Refrain from harassment
- Respect others
- Listen to the speaker

Respect property

- Respect the property of others
- Respect your own personal property
- Respect the school property

Monday PRESCHOOL DAILY SCHEDULE (Half day & Full day)

7:30-8:10am-Arrival & Free Choice Activities

8:10-8:15am-Clean Up/Bathroom

8:15-8:35am-Jesus Time/Circle Time/Music & Movement

8:40-9:00am-Table Activity

9:00-9:20am-Recess (Outside weather permitting or Gym)

9:20-9:45- Snack

9:45-10:10-Small Group

10:10-10:50am- Free Choice/Activity Centers

10:50-11:00am-Clean Up/Prayer

11:00-11:10am-Dismissal (for half day preschool)

11:10-11:40am- Lunch

11:45am-12:15pm-Recess (Outside weather permitting or Gym)

12:20-1:20 - Rest

1:30-1:50 - Snack

2:00-2:20 - Specials

2:20-2:50 - Activity Centers

3:00-3:10pm-Dismissal (for full day preschool)

Wednesdays PRESCHOOL DAILY SCHEDULE (Half day & Full day)

7:30-8:10am-Arrival & Free Choice Activities
8:10-8:15am-Clean Up/Bathroom
8:15-8:35am-Jesus Time/Circle Time/Music & Movement
8:40-9:00am-Table Activity
9:00-9:20am- Library
9:20-9:30am - Bathroom/Get ready for Chapel
9:30-10:00am - Chapel
10:00-10:20am - Recess (Outside weather permitting or Gym)
10:20-10:40am - Snack
10:40-10:50am-Free Choice
10:50-11:00am-Clean Up/Prayer
11:00-11:10am-Dismissal (for half day preschool)
11:10-11:40am- Lunch
11:45am-12:15pm-Recess (Outside weather permitting or Gym)
12:20-1:20 - Rest
1:30-1:50 - Snack
2:00-2:20 - Specials
2:20-2:50 - Activity Centers
3:00-3:10pm-Dismissal (for full day preschool)

Tuesday, Thursday & Friday PRESCHOOL DAILY SCHEDULE (Half day & Full day)

7:30-8:10am-Arrival & Free Choice Activities
8:10-8:15am-Clean Up/Bathroom
8:15-8:35am-Jesus Time/Circle Time/Music & Movement
8:40-9:00am-Table Activity
9:00-9:20am-Recess (Outside weather permitting or Gym)
9:20-9:45am - Snack
9:45-10:10am - Small Group/Art
10:10-10:50am- Free Choice/Activity Centers
10:50-11:00am-Clean Up/Prayer
11:00-11:10am-Dismissal (for half day preschool)
11:10-11:40am- Lunch
11:45am-12:15pm-Recess (Outside weather permitting or Gym)
12:20-1:20 - Rest
1:30-1:50 - Snack
2:00-2:20 - Specials
2:20-2:50 - Activity Centers
3:00-3:10pm-Dismissal (for full day preschool)

LATCH KEY SCHEDULE (Before & After school care)

6:30-7:30am - Breakfast/Free Choice Activities
3:10-3:30pm - Arrival (School Age)
3:30-4:30pm - Outside weather permitting or Gym

4:30-6:30pm - Free Choice / Prepare to go home

All times are subject to change at any time.

EMERGENCY COMMUNICATIONS

It is our first concern to keep the children as safe as possible. The center will do their best to communicate with parents what is taking place in emergency situations. The director will send out mass text, some notifications will come from the school administrator. If the event has affected the whole district notifications may come from USA School, E-Alerts through the school or Channel Five News (WNEM) website.

REUNIFICATION PLAN

Parents will be reunited with their children after an all clear is given. This may include, but not limited, to surrounding areas being deemed safe and everyone is accounted for.

Fire - Once the fire alarm has sounded all of the children and staff would exit out the East Entrance Doors. They would proceed north to side walk outside the church. Before all the children leave the building a head count is take and once all children get to the "safe spot" which is the sidewalk outside of the church, another head count would be taken. If the building is not safe for us to return into, the center would go to another building on site.

Tornado - Once the tornado alarm has sounded all of the children will go to the office storage room. Before leaving the room a head count is taken and also taken again after the children get to the "safe spot". All children and staff will stay in the "safe spot" until it is announced to return back to the classroom. The center will never relocate in a tornado unless something is wrong with the building or the Administrator feels it is appropriate. If this is necessary we would relocate to another safe building. Parents would be notified by phone call or text message

Other natural or man-made disasters -

1. **Flood** - If the center would have a flood arise, all the children and staff would go to another building on school grounds. If all CTK is flooded we would relocated to higher grounds off site.
2. **Blizzard** - If a blizzard arises all the children would remain in and at the center. All parents would be notified to come and pick their child up immediately.
3. **Gas leak** - If a gas leak arises the center will be evacuated immediately. Everyone will be relocated to a safe place on school grounds. If all are unsafe on school grounds we will relocate to another safe location.
4. **Chemical spill** - If a chemical spill would happen in the area, the center would go into "shelter in place" mode. This is a method to protect school, daycares, and homes from hazardous effects of chemical accidents. Evacuations should only be need in rare circumstances since evacuations increase the risk of exposing individuals.
5. **Sewer back up** - If a sewer back up would arise, if the problem is expected to be fixed in less than an hour, the center will go to another building on site. However, if it is the whole sites sewer system and it will take more than an hour to fix, the center will have to

close until the problem is resolved.

6. **Power outage-** If a power outage would arise, the center will notify parents if it lasts longer than an hour. The center would remain close due to the power outage. If the power outage occurs in the late afternoon/evening and the company doesn't feel it will be restored by 6:30am the following day, the center will be closed.
7. **Crisis Management including but not limited to intruders and bomb threats-** The steps that we follow are not shared for safety purposes. If an event such as this takes place, we will await further instructions from the Administrator or the police as what we can do, or if it is safe to stay on site or get relocated.

Any time we need to notify parents of these natural or man-made disaster, it will be done via phone call from the Administrator or a mass text message. In some cases they may be posted on WNEM channel five.

CONTROLLING INFECTION AND UNIVERSAL PRECAUTIONS

Blood and other bodily fluids will be treated as being potentially infectious and proper precautions are taken in dealing with them. Vinyl/Latex gloves must be worn when providing first aid to bloody injuries or cleaning surfaces soiled with blood or other bodily fluids.

Contaminated surfaces are cleansed and disinfected with a bleach solution or approved disinfectant. Hands must be washed after gloves have been removed.

HEALTH RESOURCES

The Center for Diseases Control (CDC) Web Site www.cdc.gov/vaccines

Michigan Department of Community Health Web Site www.michigan.gov/immunize

Tuscola County Health Department 989-673-8114

Huron County Health Department 989-269-9721

