

St. Paul Lutheran
Extended Care/Day Care
Handbook
“26-27”

Introduction

St. Paul Lutheran Day Care extends a warm welcome to all parents and to their children who will be utilizing the program. It is our hope that this experience will be a happy and helpful one not only for the children, but for parents as well.

This handbook has been prepared to assist you in the understanding of our program. Read this handbook through and then refer to its pages whenever you have questions. It will explain our policies, procedures and philosophy. It will help in the preparation of your children for participation in the program.

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Purpose

The day care is operated by St. Paul Lutheran School to provide consistent, quality child care by qualified, trained, caring staff. The day care functions in the capacity of assisting parents by providing a safe, environment to transition from school until parents can pick their children up.

St. Paul Lutheran Day Care unites with both home and school to facilitate growth, responsibility and to extend teaching/learning experiences.

Philosophy

The philosophy of St. Paul Day Care is to provide a safe, caring Christian environment in which to build relationships and self-esteem for future success in school and life. A variety of learning experiences are provided to meet the cognitive, social, and emotional needs of the children. We will encourage the children to investigate, create, discover, and understand the world in which they live either solo or with one another and the environment.

Goals

1. To help children establish themselves away from home.
2. To help children learn to interact with peers.
3. To broaden children's growth experiences: mental, physical, spiritual, educational and social.
4. To establish a foundation by forming a close home-school-day care relationship.
5. To develop and maintain in children positive attitudes toward themselves and their achievements.
6. To help to develop and maintain respect for God, adults, others and the rights and property of others.
7. To promote self-growth and self-esteem.
8. To promote the building and maintaining of relationships.

Program

St. Paul Lutheran Extended Care/Day Care is licensed by the State of Michigan and is inspected to ensure the highest quality.

St. Paul Lutheran offers an after-school child care program with days of operation coinciding with the school calendar. A Summer Day Care Program is subject to availability.

The program director shall be present full time when children are present or no less than 6 hours in a full day program operating 6 or more continuous hours. A qualified assistant must also be present to maintain a proper ratio of caregivers to children.

Fees

A non-refundable, one-time, yearly registration fee, which is used toward purchasing snacks and supplies, is required upon entrance to the program.

Parents will be assessed hourly rates for service. These fees will be assessed on the 25th of each month. Payment is due at the time of billing.

Late Fees

A \$10.00 late fee will be charged for children that are picked up within 15 minutes after the program hours. After 15 minutes has elapsed, you will be charged \$10.00 for each 15 minutes or portion of a 15 minute period you are late. Payment should be made at the time of pick-up. This will be strictly enforced, and habitual tardiness may result in termination of services.

Admissions

Children will be admitted to St. Paul Lutheran Extended Care/Day Care if they are at least 3 years old and potty trained through the 8th grade or age 15. Child information cards and well-health statement forms must be completed prior to the first day of attendance.

Dismissal

Children may be asked by action of the Board of Parish Education upon the recommendation of the Principal or Director to leave the program for the following reasons:

- a. Failure of parents to pay fees.
- b. Social, behavioral or physical discipline problems.
- c. Lack of cooperation of parent/guardian or child
- d. Abuse of pick-up and delivery time.

Withdrawal

Parents who decide to remove their child/ren from the program are required to give two weeks written notice.

Anyone who terminates day care and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

Discipline

Desirable social and behavioral traits will be reinforced and undesirable traits will be restricted. Aggressive feelings will be channeled into acceptable forms. Behavioral guidance will be given in a measure appropriate to the child's level of maturity. Discipline and all dealings with children will be motivated out of sincere love and concern for the child's total well-being. This will be directed toward the development of inner discipline so that the child may learn to consider the needs of others. We believe that simple, basic rules with a positive attitude and approach make this possible.

Our basic rules are:

1. Walk inside the school
2. Keep hands and feet to self
3. Put toys etc. away after use
4. Use a quiet voice
5. Act Kindly
6. Talk with respect

Snacks

The school supplies nutritious snacks for the children's snacks may include fruit, crackers, pretzels, fruit snacks, cheese, cereal and granola bars. Children are encouraged to experience many different foods. If parents wish to send snacks please check with the teacher before doing so. If your child has food allergies or follows a special diet, please inform the teacher so appropriate arrangements can be made.

Medications

We are not by law allowed to dispense any prescription or over-the-counter medications without written consent from the physician and the child's parent. Medications must be in original, unexpired containers. Written permission must be signed and dated by the parent. When medication must be administered, two staff members must witness the administration and document date, time, dose and each staff person must initial the document that is kept on file with the medication.

Upsets/Changes in Routine At Home

Sometimes variations in a child's behavior are for reasons other than physical. It is a good idea to inform the teacher by note or phone call if things unexpected happen at home. For instance – illness at home, visits from grandparents, the death of a pet, moving, bad tantrums etc....

Daily Schedule

3:00 – 3:30 ~ Arrival and sign-in

3:30 – 3:45 ~ Snack

3:45 – 6:00 ~ Homework, quiet play in the room, play in the gym if open, play outside if weather permits or have computer time until the children are picked up.

Instructions for Play Rules

A. Rules

1. Each child should learn to take turns with all equipment.
2. Whenever a child leaves a piece of equipment, another child is free to use it.
3. No throwing of equipment!
4. Children should be discouraged from bringing toys from home. If they do, they must take responsibility for them.

B. Instruction

1. Be alert to see that children do not injure each other or themselves.
2. Foresee and thus prevent possible accidents.
3. No child should be left unsupervised.
4. Children help to put toys back at clean-up time.
5. Let children handle their own squabbles over equipment as often as possible; step in only when necessary.

Delivery/Pick-up

Children not picked up by 3:15 p.m. without direct parent, teacher or coach supervision will be placed in Day Care. Emergency situations – so designated by the Day Care worker and principal – will not be billed.

Children attending Day Care at St. Paul on regular school days will come directly to day care at the end of the school day. Children from other schools are dropped off by bus at the double doors on the North side of the building. Children are to be picked up at the doors closest to the red brick house. Parents etc. must physically enter the building and sign out their children or they will not be released. Also, children will not be released to anyone not authorized to pick them up per information on the child's information card. When special circumstances occur, a note, dated and signed by the parent with the necessary information must be given to the director or the child will not be released.

School Closings

In the event of inclement weather, we follow the Bay City Public Schools. The announcements are on ABC, CBS, NBCTV and many radio stations with the consecutive days being announced on Channel 5 (WNEM) or radio 99.7 FM and 790 AM.

Vacations

When the day school is off for vacation such as Thanksgiving, Christmas and Easter, Day Care will not be in operation. Early dismissal days and summer vacation are handled on an as needed basis.

Health Care Plan

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in child care settings.

Health Care Plan

Illnesses may be spread by way of:

- ❖ Human waste such as urine and feces,
- ❖ Body fluids such as saliva, nasal discharge, eye discharge, open skin sores, and blood,
- ❖ Direct skin-to-skin contact,
- ❖ Touching a contaminated object,
- ❖ The air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind, the following policies shall be implemented at St. Paul Extended Care/Day Care.

Hand washing

Staff must wash their hands:

- ❖ When arriving at school.
- ❖ Before preparing or serving any food or drink.
- ❖ After handling animals or insects.
- ❖ After sneezing or blowing the nose.
- ❖ When hands are dirty.
- ❖ Before administering medication.
- ❖ Before and after giving first aid.
- ❖ After using the restroom.

Children must wash their hands:

- ❖ When arriving at school.
- ❖ Before eating.
- ❖ After using the restroom.
- ❖ After sneezing or blowing the nose.
- ❖ After playground activities.
- ❖ After handling animals or insects.
- ❖ When hands appear to be dirty.

How hands should be washed:

- ❖ Wet both hands.
- ❖ Apply a small amount of liquid soap.
- ❖ Rub hands together for at least 15 seconds to work up a good lather.
- ❖ Be sure to wash between your fingers, under the nails and all hand surfaces from the tips of the nails to beyond the wrists.
- ❖ Rinse hands well under a stream of warm running water.
- ❖ Leave water running while you dry your hands – you do not want to turn off the “dirty” faucet with your now clean hands.
- ❖ Dry your hands well.
- ❖ Use the towel to turn off the faucet.
- ❖ Dispose of the towel in the trash.
- ❖ Use hand lotion to prevent chapped and cracked skin.

Teaching the children:

- ❖ Time should be taken to teach the children the correct hand-washing technique as described above or with step-by-step diagram posted in bathrooms by the sink.
- ❖ When to wash hands.
- ❖ How to wash hands (demonstrate to children).
- ❖ Observe the child hand washing.
- ❖ Correct his/her technique as necessary.

Handling Bodily Fluids:

St. Paul Extended Care/Day Care staff shall use universal precautions (i.e. protective gloves) when handling potential exposure to blood, including blood containing body fluids and tissue discharges. Treat all situations involving potential contact with blood, body fluids, or medical waste with caution.

1. Wash hands after contact with any bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser; not bar soap.

2. Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.

3. When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth – flush with water immediately. Notify supervisor immediately. It is recommended that medical help be sought within 2 hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed. Any approval that the employee feels that they need from their supervisor is to be “assumed” in exposure situations.

4. Treat all linen soiled with blood and/or body secretions as infectious. Soiled linens and materials should be handled as little as possible and with minimum agitation. All linen should be bagged in a red-labeled biohazard bag at the location where it is used.

5. Trash must be placed in covered containers bagged in impervious bags’ secure tops when filled, double bag only if break through is anticipated.

6. Areas, surfaces or articles that are grossly soiled with blood or other body fluids must be cleaned with detergent/disinfectant.

Cleaning & Sanitizing of equipment

St. Paul Extended Care/Day Care staff shall complete regular cleaning and sanitizing of equipment, toys and surfaces. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease.

<u>Area</u>	<u>How Often?</u>	<u>With What?</u>
-Countertops and tabletops	Daily and when Soiled, before and After food is served.	Spray/bleach solution Green Works All Purpose Cleaner Windex Multi-Surface Vinegar
-Cubbies	Weekly	Spray/bleach solution
-Bare floors	Swept daily, mopped weekly	Commercial floor cleaner

-Small rugs	Vacuum daily, launder weekly or when visibly soiled	Laundry Detergent
-Carpets and large Area rugs	Vacuum daily, shampoo every 3 months or when visibly soiled. Must be dry when children return.	Commercial cleaner
-Door & cabinet handles	Daily or when visibly soiled	Spray/bleach solution Greenworks all purpose cleaner Windex Multi-surface vinegar
-Telephone receivers	Weekly	Spray/bleach solution Green works all purpose cleaner Windex multi-surface vinegar
-Toys (not contaminated with body fluids).	Bi-weekly	Spray/bleach solution
-Dress –up clothes, Stuffed toys	Bi-weekly and when head or skin infection is identified	Laundry detergent
-Water tables	Weekly	Spray/bleach solution
-Trash cans	Bi-weekly or when visibly soiled, empty daily	Spray/bleach solution
-Food preparation and Food service area	Before and after food activity; between preparing raw and cooked foods	Spray/bleach solution
-Eating utensils	After each use; do not reuse single service items	Bleach soaking solution
-Refrigerator	Monthly or visibly soiled	Spray/bleach solution
-Hand-washing sinks, Faucets, counter tops, Soap dispensers, cabinet Handles and floors	Daily and visibly soiled	Spray/bleach solution Green works all purpose cleaner Windex multi-surface Vinegar
-toilet seat, flush Handles, doorknobs, Stall handles	Daily and visibly soiled	Spray/bleach solution Green works all purpose cleaner Windex multi-surface
-Toilet bowls/urinals	Daily	Spray/bleach solution
-Any surface contaminated With bodily fluids	Immediately	Spray/bleach solution

Controlling Infection

If a child becomes ill while at St. Paul Extended Care/Day Care, the child's parents will be called immediately to pick that child up. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled any toys or other items in the classroom those items will be sanitized to reduce the risk of other students contracting the illness.

When staff/volunteers become ill or can't come to work because of illness, a qualified, trained substitute shall supervise. Staff volunteers shall not return to work until symptom free for at least 24 hours or symptoms disappear and no new ones develop.

Communicable disease reports must be submitted to Bay County Environmental Health weekly or when symptoms of a potential communicable disease are presented among children or staff. When performing tasks that involve body fluids, employees will adhere to the following universal precaution procedures.

Symptoms of illness: Your child should be kept at home on any given day if within the preceding 24 hours he has shown any of the following symptoms: vomiting, loose stools, sore throat, rash, runny nose, or fever. If the symptoms disappear and no new ones develop, the child may return the next day.

The teacher will inform parents if their child has been exposed to a contagious infection such as: pinkeye, measles, chicken pox, etc.

First Aid

The children are under constant trained supervision while in the day care, and so far as possible, danger situations are foreseen and prevented. The day care is equipped to deal with minor accidents.

Emergency Procedures: Accident, Injury or Incident

In the event of changes in a child's health, a child's accident, injury or incident or when a child is too ill to remain in the group, the following plan shall be followed:

1. Place responsible adult in charge of children
2. Administer emergency first aid treatment to injured or ill child.
3. Parents or other authorized persons shall be notified by:
 - ❖ The written injury report they receive at pick-up will include information in the event of scrape, bump, bruise etc.
 - ❖ A phone call in the event of head injury etc
 - ❖ E-mail
 - ❖ Text message
4. Remain with ill or injured child until parent arrives.

An incident includes, but is not limited to, the following:

- ❖ A child is lost or left unsupervised
- ❖ Alleged sexual contact between children or a child and a staff member or volunteer.
- ❖ Physical discipline of a child by a staff member or volunteer.

(1) A verbal report needs to be made to the department within 24 hours of the occurrence of any of the following:

- (a) A child is lost or left unsupervised
- (b) Inappropriate contact
- (c) Death of a child in care
- (d) A fire on the premises
- (e) The center is evacuated for any reason

(2) A verbal report needs to be made to the department within 24 hours of notification by a parent that a child received medical care or was hospitalized for an occurrence while the child was in care.

(3) (3) A written report outlining (1) and (2) needs to be provided to the department within 72 hours of the verbal report.

Health Related Resources

St. Paul Extended Care/Day Care is involved with a variety of agencies in and around Bay County. Information is shared and referrals are made to agencies such as:

- ❖ Bay County Health department
- ❖ Bay Arenac Behavioral Health
- ❖ Child Protective Services
- ❖ Early on
- ❖ Head Start
- ❖ Bay-Arenac ISD

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advance notice of these applications through two means, for example: a letter home and a note posted on the entrance door. This advance notice shall contain information about the target pest or purpose for the pesticide application; information about the pesticide to be used; approximate location of application, date of application; who to contact at CNC for more information; and the National Pesticide Information Center phone number.

Evacuation Drills and Emergency Action

In keeping with state regulations, our school is inspected periodically and is equipped with the necessary fire extinguishers required by law. Practice fire and tornado evacuation drills are conducted regularly throughout the school year. Evacuation routes are posted in the classroom. Lock down procedures are also posted and practiced in case of an intruder in the building or on the school premises.

Staff Policies and Procedures

The Extended Care/Day Car is part of the Christian Day School and is to be supervised by the Principal and governed by the Board of Parish Education. By resolution of the congregation, the Day Care is to be a self-supporting agency of St. Paul Lutheran Church.

A certified teacher/director shall administer the Day Care program with a qualified, trained assistant(s). The principal in conjunction with the Board of Parish Education shall contract the teacher/director. The teacher/director shall have the following qualifications:

- a) Be at least 21 years of age
- b) Have earned a high school diploma or GED
- c) Have current certification in adult, child and infant CPR and First Aid (counts as 2 hours toward annual training hours)
- d) Complete 16 clock hours of annual training in addition to CPR, First Aid and Blood-borne pathogen training
- e) Develop, implement and evaluate center policies and program
- f) Administer day-to-day operations
- g) Monitor and evaluate staff

The teacher/director must also have a minimum of an associate's degree in early childhood education or child development, 18 semester hours in early childhood education or child development, 480 hours of experience.

Fingerprints will need to be obtained from each staff person that is hired and the results will also be kept on file.

A staff member shall provide documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect before having contact with children.

- (a) If a staff member/ potential employee has been convicted of a crime as listed in Public Act 116 or has been named on the DHS Central Registry, the director will terminate employment or inform the potential employee they will not be hired.

Volunteers

Volunteers shall be under the supervision of a paid staff person at all times. All supervised volunteers shall be fingerprinted and the results kept on file. All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in our care. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in our care. Parent volunteers must complete a statement as to whether or not they have been convicted of child abuse or neglect or a felony involving harm or threatened harm to an individual. This statement is kept with as well as a copy of the clearance from DHS will also be kept on file. Volunteers are mandated reporters of child abuse and neglect. A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering, indicating all of the following statements:

- (a) That the individual is aware that abuse and neglect of children is against the law.
- (b) The individual has been informed of the center's policies on child abuse and neglect.
- (c) The individual knows that they are required by law to immediately report suspected child abuse and neglect.

Staff Training Plan

All staff will be trained:

- ❖ Infant, child and adult CPR (updated every 2 years, or as indicated on card)
- ❖ First Aid (updated every 2 years, or as indicated on card)

- ❖ 16 clock hours of annual training;
- ❖ Topics such as child development, children's behavior, health and safety, caring for children with special needs.
- ❖ Review of emergency procedures at least twice annually (fire, tornado, serious accident and crisis management)
- ❖ Child abuse reporting law and responsibilities
- ❖ Complete an orientation before having unsupervised contact with children.

All preschool staff are required to attend a minimum of 5 professional development offerings within each school year.

Training may be delivered in some of the following ways:

- ❖ In service trainings.
- ❖ Sessions offered by community groups, faith-based organizations and 4c.
- ❖ Workshops and courses offered by local or intermediate school districts or colleges.
- ❖ Trainings, workshops, seminars, and conferences on early childhood, child development or child care.

Administration and practices offered by early childhood organizations.

- ❖ On- line trainings.

Verification of all professional development education or training will be kept on file. The documentation will include:

- ❖ Training topic.
- ❖ Date of training.
- ❖ Number of hours in the training session.
- ❖ Source of training, such as training organization, presenter's name, conference

Documentation may be in various forms, such as:

- ❖ Certificate of completion or statement signed by the trainer.
- ❖ Signed program booklets/ flyers

Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 27, 2010 until the license is closed.

- ❖ This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- ❖ The notebook will be available to parents for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at :

www.michigan.gov/michildcare. It is located and available for review in the classroom on the counter.

Health and Safety Policies

The safety and wellbeing of all staff, children, and the families here at St. Paul is crucial to our establishment. We are committed to taking all of the precautions necessary and regulated by Michigan Department of Licensing and Regulatory Affairs (LARA).

To prevent the spread of Covid-19:

- Children with signs or symptoms of Covid-19 or who have been exposed to others with Covid-19 will be required to stay at home.
- Children who develop signs/symptoms of Covid-19 while in attendance will be immediately separated from others and staff will ask parents/emergency contacts to pick up the child.