

# Trinity Lutheran

## Pre-Kindergarten & Extended Care

# Handbook



Our Mission is to provide a  
Christ-centered education for all of  
God's children.



Our Vision: We prepare students for the future  
by equipping them with spiritual strength,  
establishing a foundation of academic achievement,  
and creating Christian leaders.

**Hours of operation Monday-Friday 8:00 a.m. – 11:00 a.m. or 3:10 p.m.  
Extended Care opens at 6:45 a.m. and closes at 6:00 p.m.**

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## **Mission & Ministry Statement - *Our Philosophy***

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The Mission of Trinity Lutheran School is to provide a Christ-centered education for all of God's children. The Early Childhood (Preschool) program is a Christ-centered program that supports and respects the natural diversity of children. Each child is a unique creation and gift of God and as such we realize every child has his or her own individual talents and limitations. Our main goal is to assist in the development of the whole child. The vision of our school is to prepare students for the future by equipping them with spiritual strength, establishing a foundation of academic achievement, and creating Christian leaders. Our program provides young children with a safe and nurturing environment to learn the socialization skills necessary to cement that foundation by interacting with their peers and teachers through age appropriate activities. Our play based curriculum is founded on developmentally appropriate practices and guidelines set forth by the National Association for the Education of Young Children.

## **Program**

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Welcome to Trinity Lutheran Early Childhood Program! Our commitment is to serve our congregation, community and the families of the Great Lakes Bay Region. We strive to make your family the most important part of our program. We provide a quality early childhood education for 3 and 4 year olds. Preschoolers need to be exposed to a wide variety of experiences. They are curious and need to be able to move around at will. Their interests are many and varied. Therefore, we offer a program which satisfies their needs. The schedule will include a free choice time (manipulatives, play dough, puzzles,) arts and crafts, (cutting, gluing, painting,) theme based activities centers (math, science, early literacy, and pre-writing skills), Circle time (language arts, songs and fingerplays, and we learn about Jesus). Our program is developmentally appropriate for your child's age.

The teachers at Trinity strive, with the help of our God, to be positive role models that provide a safe, nurturing and trusting environment that is consistent. The schedule offers children the time for play, exploring, imitating and observation of their natural environment. We see each child as a unique gift from God and as such we realize children are not cookie cutter reproductions, and cannot be treated as such.

## **Program Goals**

- Develop a relationship with Jesus.
- Allow the child to explore and develop a sense of self
- Learn conflict resolution skills
- Develop socialization skills of sharing and working with others
- Develop gross skills with a variety of activities such as running, jumping and throwing
- Develop Fine motor skills by pinching and grasping items
- Use of creativity through art and other materials
- Circle time for reading and increase language arts
- Use of a consistent schedule to provide a routine
- Develop language, speech, thinking and problem solving skills
- Learn respect for individual differences
- Build and develop self-help skills
- Build an awareness of self and gain confidence
- Learn basic shapes, colors and numbers at own speed
- Gain a respect for science and the world our God has created for us
- Develop Kindergarten readiness skills
- Develop fine motor skills with cutting and working with playdough
- Use imagination with dramatic play time
- Build language skills with books and songs
- Learn through child initiated and theme based activities, such as insects, dinosaurs, bears, weather, farming, etc.
- and much more.....

## **New Family Orientation Process**

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In addition to the individual goals we have for your child, it is also our intention to create a relationship with your family. As with any relationship, communication is key. We strive to have open communication between parents and school/teachers. This begins at our very first meeting. We invite any interested families to visit our program before enrolling your child. This can be done by setting up a tour/visit with our school principal. The principal will arrange your visit at a time that allows you to view our Early Childhood program in action and ask any questions of the teacher/program director. Once you have visited and decide to enroll your child, you will receive a registration paperwork to complete and you will also be required to pay the enrollment fee. Paperwork is due to the school office before June 10 for the upcoming school year. If you enroll later than June 10 you will be asked to turn in all necessary paperwork and fees as soon as possible, but no later than the first day of school.

A Family Meet & Greet will be scheduled in Mid-August. An orientation happens at this time focusing on curricular goals, important policies and procedures, our school calendar, school communication

and a review of our Parent Handbook. This is also an excellent opportunity for parents to meet teachers, teacher assistants, ask questions and meet other parents of children in our program.

## **Health and Health Policies**

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The following policies are written for the health of all Children, Staff and Volunteers who attend our preschool and day school. We ask that you keep in mind the health of all by keeping your child home when they are ill. If they are not well enough to participate in all activities then they should be kept home until they are well enough to attend. If your child becomes ill while in our care or is excessively complaining of discomfort then you will be contacted to pick your child up from school.

**Common Cold** – many times children pick up common colds. They may still attend as long as they do not have any of the symptoms listed below and are able to participate in all activities. If your child becomes sick while in attendance, we will seclude him/her from the rest of the class, allowing them to rest or play quietly under the supervision of an adult until you are able pick up or arrange for alternate pick up as soon as possible.

Listed below are the specific symptoms that would exclude your child from attending school. Please report any communicable disease to the teacher as this must also be reported to the Bay County Health Department.

- Fever – your child must be fever free without use of medication for 24 hours
- Diarrhea – your child must be diarrhea free for 24 hours
- Vomiting – your child must be vomit free for 24 hours
- Rash – any rash that cannot be explained must be examined by your child’s physician and will require a note to return to school
- Infection requiring an antibiotic – your child must be on the antibiotic for 24 hours before attending school.
- Unidentifiable – as a parent, you know if your child is just “not right” even if you cannot put your finger on it. Sometimes a child’s behavior is more indicative of illness than the symptoms we can easily identify.

## **Health Forms and Immunizations**

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Upon entrance to Trinity Preschool, your child must be up to date with all immunizations unless stated for religious or medical reasons. Parents must provide a certificate of immunization upon enrollment and an updated immunization record whenever immunizations are administered. Current physicals are required for our preschool programs.

## Medications: Prescription and Over the Counter (OTC)

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We do not provide over the counter medication. Please do not give your child any medications such as aspirin, acetaminophen, ibuprofen, or cough drops to self-administer. We would recommend that all medications be administered at home. If your child has been prescribed an antibiotic he or she should be on it for 24 hours before returning to or attending school. We also ask that you notify your child's teacher of any medication that your child is taking. If it is necessary for medication to be administered while your child is in attendance, written authorization must be provided using a form available in the school office.

## Staff Health and General Requirements

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Staff must be free from tuberculosis and must be verified by the Local Health Department. Staff should also be up to date on all immunizations unless for religious or medical reasons. All staff members are required to pass all necessary criminal background checks (digital fingerprinting), maintain current First Aid and CPR certification, complete an annual review of Blood Borne Pathogens and Mandated Reporter training and complete 16 hours of Early Childhood Education training. Staff are also required to attend any additional training that are in the best interest of our student population including (but not limited to) Epi-Pen use, handling epileptic episodes, cyber/internet safety, emergency and crisis management procedures.

## Hygiene

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All children who enter our program must be completely toilet trained. They must be instructed in good hygiene practice after using the toilet: this includes wiping and using soap and running water to wash their hands. The preschool classroom is equipped with two child sized toilets and a sink. Please provide an extra change of clothes for your child in case of spills or toileting accidents. If extra clothes are not available and your child has an accident, you will be contacted to bring a change of clothes to school. If toileting accidents happen (3 or more in a two-week period) parents will be asked to remove the child from the program until the child has regained control. Pull-ups are not allowed in preschool and are considered a training pant.

## Hand Washing

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To decrease the spread of germs all staff, volunteers, and children are to wash their hands:

- When entering the room at the beginning of the day

- After using the restroom and with any contact with body fluids
- Before preparing food
- After painting or messy play
- When returning from outdoors or the gym
- Before getting ready to go home

All children, staff and volunteers must use soap and running water to wash hands. Water needs to be tempered to make sure there is no risk of a burn. Hand washing process should take more than 60 seconds total. Hands must be completely rinsed and then dried with a disposable paper towel. Paper towel is used to turn off the faucet when done and placed into a trash container.

## **Procedure for contacting parents in case of emergency**

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There is, at all times, a teacher on site who has current certification for CPR, First Aid & Blood Borne Pathogens

In the event of a medical emergency

1. the child will be attended to immediately
2. another teacher/caregiver contacts 9-1-1 and arranges for the care of additional children
  - a. Additional children can be sent to neighboring classroom (try for kindergarten first)
3. a third adult will contact parents
  - a. This can be a neighboring classroom teacher or the office
  - b. Our emergency cards are in the RED Bag hanging by the SIGN IN AREA
4. If the child needs to be taken by ambulance, the lead teacher will accompany the child and stay with him/her until parents arrive

In the event of minor accidents...

1. The child will be attended to immediately following general first aid guidelines
2. An accident form will be completed (make a copy) and given to the parent
3. Parents will be called for any accident involving the child's head/face (no parent wants to have that surprise at pick up)
4. Parents will be notified at the time of pick up for any other accident/injury.

## **Notification of Communicable Disease Exposure**

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Parents will be notified as soon as the school is made aware of the diagnosis of a communicable disease.

The notification will include:

- Name of the communicable disease
- Date of exposure
- Basic information (ie: symptoms, causes, etc.)

- Exclusion requirements.

Information regarding the reporting of Communicable Diseases to the Health Department as well as a list of reportable conditions is located at [Michigan Department of Health and Human Services CD](#). The website also includes informational letters to be shared with parents.

## Health Related Resources

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Trinity Lutheran Preschool is involved with a variety of agencies in and around Bay County. Information is shared with and referrals are made to:

- Bay County Health Department
- Bay City Public Schools
- Bay Arenac ISD
- Lutheran Family and Child Services

## Food Services and Nutrition

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- Children are served well balanced and nutritious snacks daily.
- Children attending extended care are asked to bring a healthy snack from home.
- Children in care for less than four hours will receive 1 snack and beverage.
- We ask that parents donate milk, water, or 100% juice and a healthy snack each month.
- Families are notified of allergies. If a student cannot have a snack because of an allergy an alternate snack will be provided.
- Children who attend all day can either order a school lunch or bring in a cold lunch. Items needing refrigeration can be placed in the classroom mini-frig.
- There is no microwave available to warm up lunches.
- Children that wish to bring special snacks from home for birthdays, please notify the teacher and be mindful of any allergies.
- We follow the USDA recommendations for daily serving sizes and dietary requirements.
- All food products shall be stored in air-tight containers and or in the refrigerator at or below 40 degrees.
- **Please note on health records if there are any food allergies.**
- At no time will any child be deprived of food for any reason, except a medical condition with a written note from a physician.

## Handling of Bodily Fluids

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Trinity staff are trained in handling blood borne pathogens and will use universal precautions (i.e. Protective gloves) when handling potential exposure to bodily fluids and tissue discharges. We will treat all situations involving contact with bodily fluids/discharges with caution and as contagious. Gloves will be worn throughout caring for the child, and all waste matter including gloves will be double bagged and properly disposed of in the school dumpster. Vigorous hand washing and sanitizing of the affected areas will be completed immediately.

## **Cleaning and Sanitizing Equipment**

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Trinity Staff cleans and sanitizes the tables in the classroom daily and the janitorial staff cleans and sanitizes the bathroom, sinks, and floors and removes all trash daily. Trinity staff also wipes down and washes toys that may have come in contact with a child's mouth and will sanitize all toys when a contagious illness is reported. Trinity staff uses a child-safe, bleach solution to sanitize all tables and surfaces. All toys are washed and sanitized throughout the school year to prevent the spread of disease or infections.

## **SCHOOL CLOSINGS and Inclement Weather**

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If the Bay City Public Schools are closed then we will be closed. If there is inclement weather on a day when Bay City Public Schools are off and we are in session our school will be announced separately.

Should our school need to close once the school day has started we will contact parents through Fast Direct messaging, and phone calls as necessary. Announcements will also be made on local and social media outlets.

## **Child Abuse and Neglect**

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Michigan law requires all teachers and aides to be mandated reporters of suspected child abuse or neglect. The law requires that abuse or neglect be reported to The Department of Human Services. Any case of suspected child abuse or neglect cannot be held in confidence. All program/school employees who have regular contact with students must complete mandated reporter training.

## **Policy on Screening for Child Abuse and Neglect**

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All staff and volunteers are screened for child abuse and neglect. All parents who help by volunteering in our classroom and school for more than 4 hours/week for 2 weeks will also be screened. Any person that is convicted of a felony, sexual abuse, child neglect or abuse will not be able to work with children in any capacity. Volunteers will always be supervised by paid staff.

## **Discipline Policy**

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Our goal at Trinity Lutheran Preschool is for each child to develop a respect for themselves and others. We strive to create an environment that encourages children to make good choices and learn to live in a respectful and cooperative manner.

At no point in time will corporal punishment be used. Staff and volunteers are not allowed to hit, punch, bite, slap, spank, or shake a child. Nor shall a child's movement be restricted or confined, unless it is for their own safety or that of others. Children shall not be deprived of snacks or meals. Children will not be shamed or scolded.

To help in the day to day routines we use guidance techniques to help eliminate unfavorable behavior before it begins. Some of these techniques are:

- Give choices when child is having a difficult time
- Have a regular routine and gentle reminders of rules
- Being consistent
- Giving advance warnings between transitions
- Modeling appropriate behavior
- Encourage positive behavior

If an inappropriate behavior arises we will first allow an opportunity for the children to resolve the issue on their own. If this does not happen, guidance will be provided This will help them learn problem solving skills. If the behavior is unacceptable such as hitting, biting, slapping or bad words, we will do the following:

- First show compassion towards the child that was injured.
- Next talk to both children to find out what happened.
- Guide them to find a peaceful solution to the problem.

In the event that a child has lost their self-control we will redirect them to a quiet activity. If all else fails then the child will have a brief time-out to talk to the lead caregiver and try to calm themselves before they reenter the group.

Depending upon the severity of the behavior, parents may be contacted and if all other forms of redirection have not been successful, then the child may be asked to leave the program. A child may be placed under a 1-day, 3-day, 5-day and then a permanent suspension. Behaviors that may warrant suspension includes physical violence, biting, bullying, swearing, verbal harassment of peers and disregard of staff direction. Parents may re-enroll their child when suspension is up and will return on a probationary basis.

## Classroom Visiting Policy

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Our classroom has an “open door” policy when it comes to parents visiting. You are welcome to stop at any time. You will need to enter school at the main entrance and check in at the office before visiting our classroom. Chapel services and Chapel Family Activities (Wednesday mornings) are also open to parents, grandparents, and congregation members.

## Staff, Parent, and Volunteer Screening

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All staff and volunteers at our program will comply with the following screening procedures before working with the children at our center:

### Staff

Before employment is offered a complete criminal history clearance on the person applying will be completed using the Michigan Child Care Background Check.

### Parent/Volunteer

Parents (or grandparents) are welcome to volunteer in our classroom or within the school. Opportunities to volunteer are announced in the school/classroom newsletter. There are also opportunities under the “Links” of Fast Direct that are available throughout the school year.

- If a parent is only working with their own child and has no contact with any other child in the program they do not need to have any of the clearances.
- An Abuse and Neglect Statement must be on file for each parent/family volunteer
- If a parent is working with their child and others in the program they may not be left alone at any point in time unless they have had a complete background check..
- Tb/Physical if it is on a long term basis.

Anyone with a conviction of abuse or neglect will not be permitted to be alone with any child in our program at any time. All Staff and volunteers are cleared through the Public Sexual Offender Registry (PSOR).

## Preschool Tuition and Fees

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**Registration Fee** \$100.00 non-refundable fee per child

Morning session is 8:00 – 11:00 a.m. Full Day session is 8:00 a.m. – 3:10 p.m.

- 3 - 5 mornings.....\$185.00/month
- 3 - 5 full days.....\$375.00/month

## **Preschool Tuition**

Tuition must be paid in full each month. If an account becomes delinquent (more than 1 month in arrears) A \$10.00 late fee will be assessed. Your child will not be allowed to attend class once your account is unpaid for 2 months. Tuition can be paid in full (9 months) or monthly. Please use black or blue ink and make your checks payable to: **Trinity Lutheran Preschool**. Please contact your child's teacher or the school principal if your family is having difficulty making the tuition payments.

## **Flexible Scheduling**

You are able to establish your preferred schedule for your child. We expect children to attend a minimum of 3 days per week. The 3 year old program is Monday - Thursday morning (8 - 11 a.m.). Our 4 year old program is Monday - Friday Morning (8-11 a.m.) or All Day (8 a.m. - 3 p.m.). All day programming is an option for 4 year olds first and then 3 year olds if space is available.

## **EXTENDED CARE INFORMATION**

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### **Scheduling**

Extended Care Scheduling must be completed on a weekly basis through the link provided on Fast Direct. Schedules must be submitted by Friday for the upcoming week.

### **Cost and Payments**

Extended care cost will be calculated at a rate of \$3 per morning session, and \$3/hour per student based on even hour pick-up for After School Care.

- Pick up before 4 p.m. - \$3
- Pick up between 4:01 - 5 p.m. = \$6
- Pick up between 5:01 - 6 p.m. = \$9

All accounts will be updated weekly (Monday) and the amount owed may be viewed on Fast Direct. You may pay "ahead" into your Extended Care Account. Families are expected to keep current on their accounts. Reminders will be sent through Fast Direct and phone calls will be made to families that become delinquent on their account. Once a reminder has been sent or phone call has been made a payment must be applied to this account within 2 weeks (14 days). Delinquency on the account may result in loss of Extended Care privileges. Please make checks payable to: *Trinity Lutheran School - Extended Care*.

### **Schedule of Operations**

Our Extended Care Program operates only on school days following our school year calendar. Extended Care is not available on snow days or non school days. Only Morning Care is available on half days. Morning Care is each school morning 6:45 - 7:40 a.m.; After School Care is available after each full school day from 3:15 - 6:00 p.m.

## **Daily Schedule**

Students participating in Extended Care can expect the following:

Morning Care: time to eat breakfast (brought from home), work on homework, use of needed technology for school related activities, games and simple crafts.

After School Care: time to eat a snack (brought from home), work on homework, use of needed technology for school related activities, games, crafts, large motor activities (outside or gymnasium - depending on weather).

## **Absences and Vacations**

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Please contact the school office at (989) 662-4891 or the teacher to notify of any absence. If your child is absent more than half of the days in the month due to illness, a refund will be given accordingly. We ask for advance notice if your child will be absent due to a vacation.

## **Admission and Withdrawal Policy**

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All children are admitted and treated equally as children of our loving, faithful God. We ask that all enrollment forms and paperwork be completed before the first day of class. Children are enrolled on a first come, first paid, first served basis. A waiting list will be created if we have a number of interested families. In that case a "wait list" family will be notified of availability as soon as possible.

If you wish to withdraw from the program for any reason you must provide two weeks notice. Rarely we must ask to terminate a child's enrollment. Possible reasons include 1) developmentally not ready for preschool, 2) physically unprepared (not toilet trained), 3) failure to submit all necessary paperwork, 4) repeated non-payment of tuition.

## **Confidentiality policy**

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It is our intention to respect the privacy of children and their parents, while ensuring that they receive a quality early childhood education in our program. Parents can be confident that their shared information will only be used to enhance the welfare of their children.

We keep two kinds of records on children attending our program:

1. Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- They are usually kept in the classroom and can be accessed by staff, and the child's parents.
- Records are moved to the school office at the end of each school year to remain in the student's permanent file as long as they are students at Trinity Lutheran School.

## 2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child. Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Parents have access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff orientation includes an awareness of the importance of confidentiality and the role it plays on our program.

**Access to personal records:** Parents may request access to any records held on their child and family by contacting the Program Director.

## Newsletter and Forms of Communication

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A preschool newsletter or email will be regularly sent home as well as a monthly calendar of important dates for our program. Important information will be included such as: special events (holidays), reminders, birthdays, singing schedule. It will also give you insight as to what areas we will be studying. . Please take the time to read the newsletter/email so you will be up-to-date on all of our classroom happenings! Our school newsletter is also distributed to our pre-K families so you can see what a special school Trinity is. It is a very busy place!

All newsletters and communication will be done through Fast Direct.

You can also follow us on Facebook at Trinity Monitor Lutheran School.

## Bringing Your Child to School

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Please bring your child into the school. Use the main school entrance.. Please do not bring your child more than 10-15 minutes before the session begins and please be prompt when picking them up after class. Please wait for the **classroom door to open** before dropping off. You must also sign your child in each morning. Doors will be **open at 7:45. If a child is dropped off before 7:45 or picked up after 11:15, there will be a \$10.00 child care fee.**

## Sign-In / Sign-Out Center

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The sign-in center is located in the hallway right before you enter the classroom. Please make sure that you sign your child in and out each day. If there is a change in who will be picking up your child please make sure to remind the authorized adult to bring in a driver's license or picture identification card so their identity can be verified before your child is released to them.

## Child Release Policy

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We need your cooperation in the following areas. First be sure that your child has a completed emergency card turned in to the teacher. We may release your child only to those people you list on that card. The only exception to this rule is when written consent is given by parents or guardian allowing us to release the child to another person. Parents or guardians may give verbal permission over the phone as a one-time instance in place of written consent, but the person must be listed as able to pick up your child on the emergency card. When you pick up your child from school, for any reason during school hours, you must go first to the office and the office will call our classroom to get your child and indicate to the child's teacher that the child is leaving the school and why. **Parents must make eye contact with your child's teacher at pick up.**

## Licensing Notebook

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A licensing notebook is available for parents to check licensing reports. The notebook is in the blue binder outside our classroom door. All programs licensed by the State of Michigan LARA 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.

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](http://www.michigan.gov/michildcare).

## Field Trips

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Occasionally we may take field trips to interesting and educational places. There is **no morning class** on the day of a field trip. Field trips are optional, but we strongly recommend them. A field trip can be a great learning experience for your child and a wonderful way to be involved in their education! An adult must provide transportation and supervision on a one-on-one basis throughout

the field trip. We will let you know if there is any cost involved, but we try to do free or inexpensive excursions.

## School Supplies

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Your child is required to bring a tote bag or backpack (labeled with your child's name) each day to carry home projects and classwork. If your child will be attending all day, they will need a small pillow and blanket (**no larger than crib-size**) for rest time. All other class supplies will be provided by the preschool. \*\*Please be sure to check your child's bag each day for important items such as sharing bag or important paperwork. Our class will gladly take donations of disinfecting wipes, paper towels, napkins, plastic spoons, small paper plates, Elmer's school glue or glue sticks.

## Clothing - Dress Code

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Children should wear play clothes to school as we sometimes get dirty or wet. You should also be sure your child always has extra clothes stored in his/her cubbie. Accidents and spills happen. Tennis shoes are helpful: as the child is not as likely to slip, but they are not required. Flip flops are not allowed for safety reasons. Sandals must have a back strap on them. Please label your child's coat, hat, mittens, boots, totes, etc. with his or her name. We do take the children outdoors every day if possible, so please dress them according to the season. Each child should have snow pants, boots, hat, waterproof mittens - each labeled. Please be sure your child's shoes are non-scuffing or non-marking as we use the school gym.

We also request that children follow the Elementary School Dress Code specifically: no shorts October 1 - April 1, no ripped jeans, no cold shoulder or mid-drift shirts (for girls), no clothing with inappropriate logos, etc. (The full dress code is available in the school handbook under the "links" section in Fast Direct.)

## Conferences and Consultations

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A parent/teacher conference will be scheduled in November for all students. An additional conference for the "Fours" will be held in the spring to discuss progress and Kindergarten readiness. Additional conferences will be scheduled if your child's teacher feels it needed to address any issues with the child's physical, cognitive, social emotional or behavioral development. If you need to discuss any concerns with your child's teacher please make an appointment for after school, so there is adequate time to meet. The morning drop-off time is very hectic and the staff will be focusing on the arrival of



the children. Any concerns should be brought to the teacher's attention first and if necessary the teacher and parent will schedule a meeting with the principal.

### **Special Needs**

Our teachers and school will work with outside resources when it is determined that a child may have special needs for their education. Plans will be devised for individuals based on their unique needs and available services.

### **Show and Tell**

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Your child will be bringing home a special show and tell bag. This bag will be passed from student to student each day. They may bring any **one item** that will **fit in the bag**. No "weapons" of any kind (Nerf, water guns, swords, etc.) If their show and tell falls on a holiday or snow day it will be moved to the following day.

### **Procedure for Contacting Parents in Case of Emergency**

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There is, at all times, a teacher on site who has current certification for CPR, First Aid & Blood Borne Pathogens.

In the event of a medical emergency:

1. the child will be attended to immediately
2. another teacher/caregiver contacts 9-1-1 and arranges for the care of additional children
  - a. Additional children can be sent to neighboring classroom (try kindergarten first)
3. a third adult will contact parents
  - a. This can be a neighboring classroom teacher or the office
  - b. Our emergency cards are in the Red Bag hanging on our sign-in table.
4. If the child needs to be taken by ambulance, the lead teacher will accompany the child and stay with him/her until parents arrive

In the event of minor accidents:

1. The child will be attended to immediately following general first aid guidelines
2. An accident form will be completed (make a copy) and given to the parent
3. Parents will be called for any accident involving the child's head/face (no parent wants to have that surprise at pick up)
4. Parents will be notified at the time of pick up for any other accident/injury.

## **Crisis Management**

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Our Early Childhood Program will follow the same procedures as the rest of the school for all emergencies.

Fire Escape Plans are located in each room. We will exit through the safest route (fire escape door) and meet between the softball fields.

Tornado or Severe Weather: we will exit through the main classroom door, walk down the hall to the school basement and assume the safety position.

Lockdown procedures are in place, but will not be shared in an effort to maintain safety.

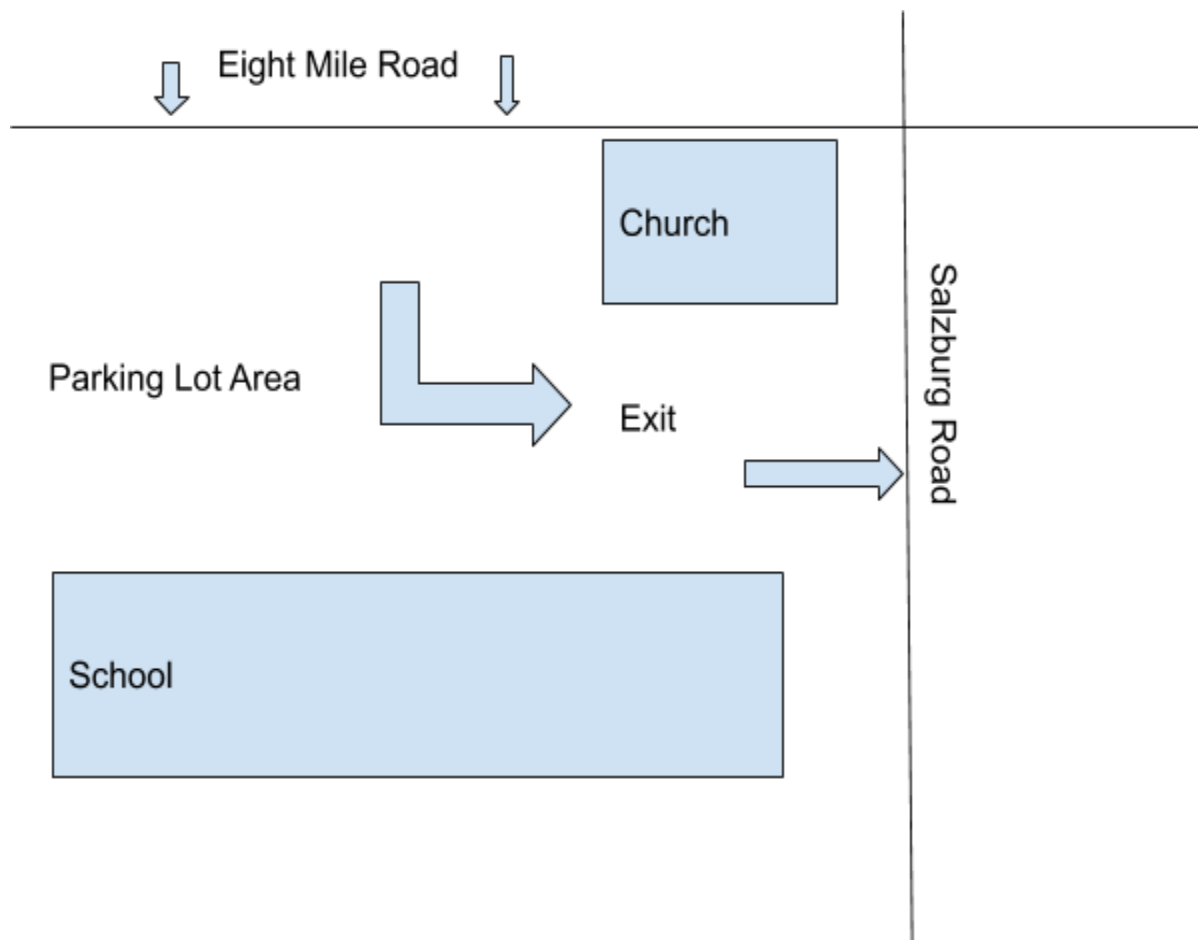
Parents will be contacted with specific pick up instructions based on the evacuation protocol if it is necessary for us to leave the school. Alternate pick up location is dependent on the individual crisis. If we must leave the school, but can stay on the property - pick up will be in the Church. If we must leave the property - pick up will be at Grace Lutheran Church located at 303 Ruth Street, Auburn.

The Crisis Management Plan was developed with state and local officials as well as our school staff. If you have questions regarding this plan in its entirety you can contact the school principal.

## **Parking**

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We ask that you consider the safety of the school children when driving your vehicle on school property. Vehicles are to enter the parking lot from 8 Mile Road and exit onto Salzburg Road, when dropping off and picking up your child at the main entrance (west side). When utilizing Extended Care, you are asked to use the gym entrance on the east side of the building. Thank you for your help in this safety issue. See diagram below.



## Regulation and Licensing Notes

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Our Early Childhood & Extended Care Programs follow the State of Michigan Licensing Rules for Child Care Centers. It is our desire to meet and/or exceed the regulations set forth by the State. Licensure for this program is renewed bi-annually with interim inspections by a licensing consultant. Renewal includes an audit of all child and staff records, the parent and staff handbooks, inspections by the Bay County Environmental Health Department, as well as certified fire and playground inspectors.

## Notice of Non-discrimination

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Trinity Lutheran School admits students of any race, color, nationality and ethnicity to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

## Pest Control

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On an occasion it might be necessary to spray for pests such as ants or spiders. All pesticide applications will be announced prior (when possible) and after the time of application.

**20 E. Salzburg Road, Bay City, Michigan 48706**

**989.662.4891**

**[www.trinitymonitor.org](http://www.trinitymonitor.org)**

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**Susan Klauer, Principal**

**[sklauer@trinitymonitor.org](mailto:sklauer@trinitymonitor.org)**