

SJLS-2022-2023

HEBREWS 6:19

ANCHORED



St. John's Lutheran

Pre-School and

After School

CHRIST

St. John's Evangelical Lutheran School

210 S. Alp Street, Bay City, MI 48706
989-684-6442

Principal, Grades 7-8

Mr. Ian Paulsen
2016 Kosciusko
Bay City, MI 48708
920-285-8645

Preschool

Mrs. Laurie Peil
4636 8 Mile Rd.
Auburn, MI 48611
989-662-2373

Preschool Aide - 4's

Mrs. Amanda Perkins
405 S. Alp St.
Bay City, MI 48706
989-323-1056

Preschool Aide - 3's

Mrs. Amanda Perkins
405 S. Alp St.
Bay City, MI 48706
989-323-1056

Kindergarten

Mrs. Marissa Shiery
3465 Kiesel Rd.
Bay City, MI 48706
414-698-4302

Grades 1 & 2

Mrs. Debra Pretzer
5676 S. Eleven Mile Rd.
Freeland, MI 48623
989-662-4339

Grades 3 & 4

Mr. Joseph Shiery
3465 Kiesel Rd.
Bay City, MI 48706
760-522-7735

Grades 5 & 6

Mrs. Rachel Bender
2528 Mason St.
Bay City, MI 48708
989-928-4885

After School Program

Mrs. Amanda Perkins
405 S. Alp St.
Bay City, MI 48706
989-323-1056

After School Program Sub

Mrs. Amy Krager
2162 Reppuhn Dr.
Bay City, MI
989-980-6991

St. John's Ev. Lutheran Church

706 W. Jane St., Bay City, Michigan
989-684-6791

Rev. Paul Schaewe - 989-686-4598

Rev. Jacob Reich - 320-583-7589

Table of Contents

| | |
|--------------|--|
| Page 2 | Introduction Purpose & Philosophy Goals Non-Discriminatory Clause Michigan Protection Law |
| Page 3 | Staffing/Qualifications Enrollment Preschool Schedule |
| Page 4 | Preschool Fees & Payment Schedule Discipline Curriculum |
| Page 5 | Emergency Procedures Safety Procedures Daily Operation Emergency Policies Fire and Tornado Evacuation Natural and Man-Made Disasters Accidents, Injuries, or Incidents |
| Page 6 | After School Program Payment Schedule After School Schedule Health Care Policies |
| Page 7 | Handwashing Toy and Classroom Cleaning |
| Page 8 | Medications Licensing Notebook |



St. John's Evangelical Lutheran Preschool and After School Programs

Introduction

So that procedures and matters of routine may be carried out in an orderly and God-pleasing manner, we ask that you would carefully note and help maintain the following Preschool and After School program policies which are required by the State of Michigan and adopted by the St. John's Board of Education.

Purpose and Philosophy

Scripture directs us to "let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14) St. John's has the desire to provide a sound Christian education and environment in which to nurture children and treat them with love and respect. Sharing the message of love and forgiveness of Jesus is the center of our teaching.

Goals

At St. John's we understand that parents have the biblical responsibility of guiding their children to become independent, respectful Christian adults. Our program is designed to promote Christian self-confidence and self-esteem in growing children through the knowledge that Jesus' love for them is unconditional. With that in mind, St. John's Preschool and After School programs would like to assist parents by offering a curriculum that is Christ centered in each aspect of development: physical, social, emotional and cognitive.

Non-discriminatory Clause

"God, our Savior, wants all men to be saved and to come to a knowledge of the truth." (1 Timothy 2:4) St. John's Evangelical Lutheran Preschool admits children of any race, color or national and ethnic origin in the administration of its program policies, admission policies or other administered programs.

Michigan Protection Law – Abuse and Neglect

We are bound by state regulations, as are all schools and child care facilities in the state of Michigan under **Child Protection Law, 1975 PA 238** which states that child care providers are mandated to make a verbal report immediately to the Bay County Child Protection Services when there is reasonable cause to suspect child abuse or neglect. Abuse is defined as "harm or threatened harm to the child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care." Should any caregiver at St. John's Preschool or After School program deem this action necessary, it will be verbally reported immediately to Child Protection Services and then followed up in writing within 72 hours. Please understand that this is a responsibility we take seriously, even though it is not an enjoyable aspect of the teaching profession.

Staffing/Qualifications

The Preschool and After School Program will be staffed by qualified members of St. John's Lutheran and/or WELS members who meet or exceed education requirements per licensing rules of the DHS of Michigan. Faculty, staff, and those with unsupervised access to children, have been fingerprinted and have been successfully cleared through the Michigan Child Care Background Check System (CCBC). In addition, all staff in contact with preschool children have up to date CPR and First Aid training and are current on Bloodborne Pathogens and concussion training. Additionally, all staff must complete 16 hours of professional development annually.

Enrollment

Preschool enrollment is open to ALL who embrace or may wish to embrace the teachings of the Wisconsin Evangelical Lutheran Synod (WELS). Members of St. John's will be given early notice and the first opportunity to enroll. The 4-year old session is limited to 16 children and the 3-year old session is limited to 12 children. St. John's Board of Education requires that the child reach their group's age by September 1st to apply. Children must be completely toilet trained. Before your child begins preschool in September parents are required to fill out and submit the following paperwork:

- *A physical exam by the child's doctor
- *A copy of the child's birth certificate
- *A copy of an up to date immunization record
- *Child Information Record
- *Signed Handbook agreement paper/Parent Contract
- *Signed parent notification of the licensing notebook page
- *Photo and Facebook release form

Parents of students in the After School program will sign a form stating that their child is in good health and able to participate in the program. The After School Program is provided for students who are enrolled at St. John's Lutheran School and Preschool.

Preschool Schedule

St. John's Lutheran 4-year-old Preschool class will meet on Monday, Wednesday and Friday. The morning class will meet from 8:00 a.m. until 10:45 a.m. with an option of an extended day program from 8:00 a.m. to 3:00 p.m. The 3-year-old program will meet on Tuesday and Thursday from 8:00 am until 10:30 a.m. Parents/guardians must bring the child into the room and come to the school door on Jane Street to pick up the child. Children will not be released to a person not listed on the Child Information Card.

Closures for holidays, vacations, snow days and inclement weather follow the St. John's Evangelical Lutheran Elementary School schedule. In case of inclement weather, sessions will not be held when the Bay City Public Schools are closed. Unexpected closures on the normal schedule will not be credited, refunded or made-up. This year our preschool begins the week of September 11, 2022 and ends on May 25, 2023.

Preschool Fees and Payment Schedule

A non-refundable deposit is required when application is made to the program. A registration fee of \$25.00 will be assessed to each child due before the first day of school. Current fees are as follows: Four-year-old half day program is \$70.00 per month for members and \$80.00 per month for non-members. The extended day fee is \$140.00 per month for members and \$160.00 per month for non-members. Three-year-old program is \$50.00 per month for members and \$60.00 per month for non-members. Full payments are due on the 15th of each month starting with September and ending with March. April's payment is half of the monthly fee. (Preschool is an 8-½ month program) There will also be a few additional fees throughout the year for field trips or special activities.

Discipline

Our Preschool is Christ centered, therefore every attempt will be made to maintain Christian discipline. Although a word or action may not be acceptable, the child will know they are loved. In cases of unacceptable behavior, the following guidelines will be used:

- *Positive reminder of established rule.
- *Appropriate alternatives for acceptable language will be given.
- *Separate the child from the problem by diverting them to another activity.
- *A short time (3-5 minutes) away from the situation so the child can regain their composure, so that acceptable God-pleasing behavior can be discussed.

Continued problem behavior may require a scheduled parent-teacher consultation. If the program cannot meet the physical, educational, social or spiritual needs of the child, the preschool reserves the right to have the child withdrawn. If the required monthly payments are not made the preschool may request withdrawal of the child. If special financial situations arise, parents are asked to inform the teacher, principal, or Board of Education.

Curriculum

Our Preschool program is Christ-centered, providing an age appropriate Christian education through play and exploration in conjunction with weekly planned "thematic" units. The following objectives will be included in our preschool curriculum:

- *Learn that God is our Creator and Jesus Christ is our Savior from all sin. Jesus is our friend.
- *Learn to socialize with other children—sharing & turn taking.
- *Learn and follow a set routine and practice listening skills.
- *Learn age appropriate motor skills and physical movements.
- *Learn to sit for a short time and participate in group activities.
- *Learn to recognize and begin printing their first name.
- *Learn colors, shapes, alphabet and numbers.
- *Experience different art methods.

Field trips and classroom visitors are also important. We will help the child discover their potential by offering a curriculum that will enable them to experience both challenge and success.

Emergency Procedures

As required by the State of Michigan, all Emergency Procedures for fire, tornado, and medical emergencies are clearly written, posted by each exit, and known by all staff in the building. Drills will be practiced in a non-threatening manner to familiarize the children with the procedures. Our license also includes yearly inspections by the Health Department and the Fire Department. In the event of an emergency situation any child with special needs would be assisted by the lead teacher.

Safety Procedures

Daily Operation: With the exception of arrival time in the morning and dismissal at the end of the day, all entrance doors to the church and school are to be locked at all times. An intercom is provided at all major entrances to be used to gain access. All interior doors will be kept in the locked position at all times during the school operation.

Emergency Policies: There will be emergency drills held at periodic intervals throughout the school year in compliance with state law. Students will be instructed in proper procedures for all drills. Fire, tornado, and lockdown drills will be conducted by in house personnel. A form will be posted in the school office on which a record of all drills will be kept. Emergency procedures are reviewed with the staff at least twice a year.

Fire and Tornado Evacuation: Four fire evacuations and two tornado evacuations are held each year. A diagrammed route is posted in the classroom.

Natural and Man-made Disasters: Evacuations from the classroom will follow the Tornado Evacuation plans. Evacuations from the building will follow the Fire emergency plans or if necessary the Building Evacuation/Relocation Evacuation Plans. Parents will be notified by staff or authorities by phone or text of the evacuation and the location the children have been relocated to.

Accidents, Injuries, or Incidents: Your preschool child will be under constant, trained supervision, and as far as possible, dangerous situations will be foreseen and prevented. St. John's Preschool is equipped to deal with minor accidents. The severity of the injury/incident will be assessed immediately. ***Parents will be contacted by the Preschool teacher for injuries requiring medical attention, or injuries to head or face via phone call as soon as possible following the assessment of injuries. Minor injuries will be documented and a verbal description will be given to the parent at pick-up time.***

In the case of a serious accident, illness, or injury, 9-1-1, emergency services, or proper authorities will be contacted. Staff will provide care to the involved child(ren) and at least one staff member will attend to the rest of the students. ***The Preschool teacher or another staff member will contact parents by phone as soon as possible to explain the emergency.*** The **Child Information Form** is to be on file in the preschool classroom to assist us with this process. Minor injuries will be documented by a written report which requires a parent signature. If your child sees a physician for an injury that occurred while at St. John's please inform the teacher within 24 hours. Incidents covered under **Rule 400.8158** includes a child that is lost or unsupervised; an allegation of inappropriate contact between children or a child and child care staff member or volunteer; physical discipline of a child by a childcare staff member or volunteer; fire on the premises, or evacuation or any kind... The Preschool Director

will contact the parents via a phone call as soon as possible. In case of accident injury, illness, incident, etc. per **Rule 400.8158**, St. John's Lutheran Preschool shall make a verbal report to the Department of Human Services within 24 hours of said incident. St. John's Lutheran Preschool shall then submit a written report within 72 hours of a serious injury or accident, or incident. A copy of the report shall be kept on file in the Preschool room. We are required by the state of Michigan to report certain injuries/incidents that occur while your child is in our care.

After School Program Fee and Payment Schedule

After School Care will be provided from 3:00 p.m. until 6:00 p.m. only on days when St. John's Lutheran School ***is in full day session.*** The cost for this program is \$5.00 per hour per child. There is a one time registration fee of \$10.00 per child, to cover supplies. Parents will be required to turn in a schedule each Friday to the school office listing the days their child will be attending After School care for the next week. Each Monday a billing statement will be given to parents stating the amount owed for the previous week of care. The payment for the After School program is to be given to the After School teacher within 2 weeks of the billing date. Please make your check out to St. John's Lutheran School and designate it for the After School Program. Failure to pay will result in your child not being able to attend the After School program until fees are paid in full. If your child is picked up past the 6:00 p.m. closing time, there will be an additional fee charged to your account. The fee is \$10.00 per family for every 15 minutes late. Students who haven't scheduled for the week are welcome if there is **adequate staffing**. Call the school (684-6442) the morning of "drop in" service to request a space. When picking up your child you will be required to initial and record the time so that billing is accurate and children are accounted for. This routine is in accordance with state laws.

After School Schedule

Our program incorporates many choices that include structured and unstructured activities. There will be arts and crafts, board games, playground and gym time. A staff member participates with, as well as supervises children at all times. A time for homework and snacks will also be provided. Please be aware that each family is required by state guidelines to provide a snack for their child whenever they are in attendance in After School care.

Health Care Policies

If your child must miss because of illness or other reasons, please call and let the School know. Payment will not be refunded or credited for missed days. Frequent absences and tardiness will be referred to St. John's Board of Education for review.

We encourage your child to come to School if they can participate fully in the program and not infect or endanger the health of other children. We ask that you keep them home when they are sick in order to: get well, prevent from spreading germs to others, and keep other germs away from them in their susceptible condition. Should your child exhibit any of the following, you will need to keep them home:

1. Fever. May return once fever has been absent for 24 hours after last dose of fever reducing medication has been taken.
2. Runny nose with thick discharge, unless a doctor has documented it is a common allergy.

3. Earache
4. Rash – until it has been documented by a health care provider that it is not a contagious rash.
5. Sore throat – until redness/pain is gone.
6. Red eyes accompanied by yellow or green discharge.
7. Diarrhea.
8. Any draining sore, until it stops draining.

Any communicable diseases, such as chicken pox, measles, strep throat, lice infestations or pink eye must be reported to the school. The child may return with the consent of a physician or the Health Department. You will be notified if your child has been exposed to these contagious diseases. Be aware that St. John's has adopted a Nit Free Policy in regards to lice infestations. You may also want to consult with the Bay County Health Department at (989) 895-4009 if you have other health related questions. Please note that the staff of St. John's will adhere to the same Health Care standards.

If child should become ill while in attendance at school, the following procedures will be followed:

1. Teacher will use information from child's contact information card to notify parents/caregivers.
2. Child will be placed in a separate area, with adult supervision, and cared for until parent/caregiver arrives.
3. Items and facilities used by the ill child will be sanitized.
4. If the child has contracted a communicable disease, then the center shall notify parents of both of the following:
 - (a) The name of the communicable disease
 - (b) The symptoms of the disease

Should COVID become an issue within our community, there will be a separate protocol list that will be given to parents.

Many communicable diseases can be prevented through appropriate hygiene practices. Listed below are ways that we use to minimize the spread of germs in our classroom.

Toy and Classroom Cleaning

Parents will take turns by signing up for monthly toy cleaning and sanitizing. If there is an outbreak of an illness in our school or classroom the teacher will notify parents and organize an immediate toy cleaning time to stop the spread of the disease. Cleaning and sanitizing in the classroom will be done with spray bottles in a three step process: the first spray bottle will contain warm, soapy water. The second spray bottle will contain clean rinse water and the third bottle will contain a bleach solution consisting of 5 tablespoons of bleach per gallon of water. After these steps are followed the article or surface will air dry.

Hand Washing

Children and adults will moisten hands with water and apply soap. Rub hands together vigorously for at least 20 seconds (the time it takes to sing “Happy Birthday”) remembering to rub areas between the fingers and around and under fingernails and the back of the hands. Rinse hands under water until dirt and soap are removed and then dry hands with a disposable paper towel.

Medications

If your child needs medication, please try to time it before or after the preschool session. If that is not possible, all medications must be properly labeled and in its original container with written instructions on a medication permission form. All prescription medications must have the pharmacy label indicating the physician’s name, child’s name, instructions, and name and strength of the medication and will be given in accordance with those instructions. Personally hand the medication to a staff member so it can be locked up as required by the DHS. Any other medication such as Tylenol, anti-itch cream, or cough syrup cannot be given by a staff member without written permission described above. All medication permission forms will be put in the child’s file. When administration has stopped the containers will be returned to you.

Licensing Notebook

St. John’s Preschool maintains a licensing notebook containing all licensing inspection reports, special investigation reports and all related corrective plans. The notebook can be found outside of the preschool room on top of the hallway cubbies. The notebook can be viewed at anytime. All licensing inspections and special reports are available on the childcare licensing website at:

www.michigan.gov/michildcare.

