

# 3K - 4K PARENT HANDBOOK



Jesus' Little Lambs at St. Peter's  
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**JESUS’ LITTLE LAMBS BOARD**

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**JESUS’ LITTLE LAMBS OFFICE STAFF**

Pam Zauner, Office Manager .....(920) 921-8500

**JLL PRESCHOOL at ST. PETERS TEACHING STAFF**

Patti Westphal, Lead Teacher ..... (920) 922-1160 ext. 409

The material contained in this handbook is for information only. Jesus' Little Lambs (JLL) reserves the right to revise or alter policies, rules, and procedures at any time in the best interest of the children and institution. Jesus' Little Lambs Preschool is under the direction of Good Shepherd Lutheran Church and operates under the supervision of its Board and Church Council. Good Shepherd Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod (WELS). Jesus' Little Lambs Preschool is non-profit and believes that ALL God's children are precious and special.

## **MISSION STATEMENT**

Jesus' Little Lambs mission is to share the good news of God's love, to provide quality Christ-centered care, and to meet the spiritual, physical, emotional, social, and intellectual needs of all children.

## **PHILOSOPHY**

Good Shepherd Evangelical Lutheran Church directs Jesus' Little Lambs Child Care Center (JLL) to nurture children and their families in a relationship with our God and Savior. Our desire is to help parents achieve a Christian atmosphere in their homes, complementing it with a Christian atmosphere in our church and child care center. Our goal is to help parents and children realize the incredible gift and tremendous privilege of being part of God's kingdom through faith in Jesus, God's Son and our Savior. This message is clearly unfolded to the children in daily devotions, Bible lessons, and prayers. It is also shown to each individual child through the example of the Christian teacher. Everything taught at JLL will begin with this distinctively Christian point of view.

We believe that all children are given unique gifts and talents from God, and we respect that children develop at different rates. Our programs are designed to aid children at their developmental levels in all domains: spiritual, social, emotional, intellectual, physical and creative. Teachers educate the whole child, providing varied developmentally appropriate opportunities for learning while enhancing each child's unique gifts and talents as they progress. Teachers will look for opportunities to apply God's Word to the children's everyday lives as it is the focus of everything we do.

## **ADMISSION**

### **Terms of License**

JLL is a non-profit, state licensed preschool. We are currently licensed for a maximum of 24 students, ages 3 to 6 years, at one time. Licensure is restricted to 8:05 a.m. to 11:15 a.m. Monday through Friday, August through May.

### **Non-discrimination Statement**

Good Shepherd Lutheran Church and Jesus' Little Lambs believe that Christian education should be open to boys and girls on an equal basis. We do not discriminate on the basis of race, color, sex, handicap, political persuasion, national origin, or ancestry. Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

JLL exists to provide parents and children with a Christ-centered education designed to help make disciples of the students. Since “the fear of the Lord is the beginning of knowledge,” (Proverbs 1:7), all instruction at Jesus’ Little Lambs Preschool rests upon and is drawn from God’s Word. It is both logical and necessary to require all children to participate in Christian devotional activities, Bible stories, prayers, and songs as practiced and taught by Good Shepherd Lutheran Church and the Wisconsin Evangelical Lutheran Synod. Opportunities are offered throughout the year for family members to attend classes with a Pastor that instruct in the Biblical teachings at JLL. One-on-one meetings with a Pastor are provided upon request.

### **Limitations to Enrollment**

Children with special needs will be evaluated to determine if their needs can be met consistent with our program. Parents will be asked to meet to discuss individual needs and special considerations that may be necessary. Together, we will come up with an action plan prior to enrollment. Parents will be asked to update the teachers on a regular basis, as the child’s needs change. Therapists and evaluators will be welcomed to work with the child with the parent’s permission. Information will be shared with all teachers involved in the care of children with special needs. Any needs that are nutrition-related will be noted on the allergic precaution list, if applicable, and posted in the classroom at St. Peter’s and in the kitchen at Good Shepherd.

Children enrolled in the 3K or 4K Preschool-Only option at our St. Peter’s location must be fully toilet-trained, apart from occasional accidents, unless there is a medical reason that is described by the child’s doctor.

### **Administrative Structure**

JLL is governed by the JLL Board. The chairman of the JLL Board also serves as a member of and reports to Good Shepherd’s Church Council. Board meetings are held monthly. Dates and times can be found on the Good Shepherd website calendar. The chairman has the right to call additional meetings, or cancel meetings that were previously scheduled. Any requests by parents to attend a JLL Board meeting must be made to the Board Chair at least 3 days prior to the meeting. Some topics discussed at board meetings are done in closed-session, which will be noted on the agenda.

The delegation of authority at JLL is as follows:

- Good Shepherd Lutheran Church Council
- JLL Board
- JLL Board Chairman
- JLL Administrative Director
- JLL Assistant Director
- JLL Lead Teachers
- JLL Assistant Teachers/Float Staff

### **Enrollment and Registration**

Any parent or guardian interested in enrolling their child(ren) should contact the JLL office. Information will be given regarding available space, and a tour can be scheduled. Children must be 3 or 4 years of age before September 1 in order to be enrolled in either the 3K or 4K program.

All parents are required to sign a contract upon registration. Contracts must have an email account listed to receive required information from the TADS program. A fee of \$25 is due at the time of registration. Checks can be made out to Jesus' Little Lambs Childcare. Policies regarding payments, fees, and discounts can be found on the Preschool Rate Sheet, which is updated and made available annually.

### **Children's Records, Forms, and Timelines for Submission**

DCF will not allow children to attend if all forms are not up to date and in the child's file. All files and forms requested by JLL are available to parents upon request. With written parental permission, we may also share information contained within children's files, along with assessments, with early childhood professionals.

Completed forms that are required prior to the first day of attendance:

- Jesus' Little Lambs contract
- Child Care Enrollment
- Health History and Emergency Care Plan
- Family Interview
- Communication and Media Agreement
- Parent Handbook Receipt (last page of handbook)
- Miscellaneous permission forms

Completed forms that are required within 30 days of enrollment:

- Immunization Record, **or** immunization form from the doctor, **or** printout from the WI Immunization Registry website. (Parents must indicate if children are exempt from immunizations)
- Child Health Report, signed by a doctor

### **Confidentiality**

Persons having access to children's records do not discuss or disclose any information regarding the children or facts learned about the children and their relatives. This does not apply to:

- Parents and persons authorized in writing by parents to receive information.
- Any professional agency that provides aide for children (after written parental consent has been given)
- Representatives of the WI Department of Children and Families (DCF) licensing agency

### **Use of Children's Photos**

Photos are taken of all children for recognition and safety purposes. It is important to us that all staff members get to know children by name, and that they recognize all children in attendance. Periodically, photos of children are used for advertising and publicity. All parents are asked to indicate on the Communication and Media agreement whether JLL is given permission to use their children's photos for promotional purposes.

### **Items Provided by Parents**

Parents are given a list of items to bring prior to their child's first day of enrollment. Children should not bring toys from home unless it is requested by the teacher.

## **Attendance**

Attendance is kept on a daily basis by the use of attendance sheets. **Parents are required to notify the teacher in advance if their child is going to be absent or late.** The number for the direct line to the preschool classroom is (920) 922-1160 ext. 409. Please call the direct line to the preschool classroom before school begins if your child will not be in attendance. A teacher will call the phone number(s) listed on the emergency card if children are not in the classroom by 8:15.

Jesus' Little Lambs Preschool at St. Peters follows the school schedule of St. Peter's Lutheran School and does not have class on any days they are closed. When St. Peter's School is cancelled, JLL's 3K or 4K program will also be closed.

## **Arrival/Dismissal**

Parents, caregivers, guardians, or responsible parties must:

- Assist the child with his/her shoes, etc. and accompany him/her to the classroom door.
- Sign their child in and out daily, using full signatures for any handwritten attendance notes/lists.
- Supervise their child in the hallways and parking lot.
- Drop off and pick up their child promptly according to the schedule of the school day.

## **Parent Input and Access to the Classroom**

Parents are encouraged to complete a survey each spring which we use to gather input on the program's policies and procedures. Parent-teacher conferences are scheduled mid-year, and are offered after ASQ's are completed, returned, and scored. Other conferences are welcomed as deemed necessary, and should be scheduled in advance.

Family members are welcome at any time, so long as there is no court order that says otherwise, to observe or interact with their children. Advanced notice is requested, but not required.

## **Child Abuse and Neglect**

Any employee or volunteer who has reasonable cause to suspect that a child has been abused or neglected, as defined in ss. 48.02(1) and 48.981(1), Stats., will immediately contact the county department of social services or a local law enforcement agency. Any reporting shall be communicated to a member of the administration immediately. Any suspected abuse or neglect by an employee or volunteer is reported to DCF within 24 hours.

## **Postings for Parent Review**

The following items are found on the bulletin board near the doorway, on or near the teacher's desk:

- The "Child Care Center License"
- The most recent "Compliance Statement" or "Noncompliance Statement & Correction Plan" from DCF
- A complete copy of Wisconsin's DCF 251 Licensing Rules for Group Child Care Centers
- A complete Parent Handbook (Notice of any changes in rules, policies, or procedures will be communicated to families at least two weeks prior to taking effect.)

## **Notices and Communications**

Communication between the teacher and parents is a vital component of school. Information for parents is located on the bulletin board by the teacher's desk. Information may also be sent home through notes placed in your child's pocket. It is also important for parents to communicate with the teacher any concerns or needs for their child. Parents are responsible for notifying the teacher if multiple copies of print-materials are necessary.

Families will be notified in the following situations, among others:

- If children have been exposed to a reportable communicable disease. Communicable disease notices will be posted.
- If children require professional medical treatment, and for any type of head injury, notification will be given immediately.
- If a minor injury occurs, notification will be given upon pick-up.
- If there is an upcoming field trip, permission forms that contain specifics will be given in advance.

Ongoing communication will occur in the following forms:

- Child-portfolios—containing goals, assessments, communication notes & artifacts available any time
- Newsletters and/or memos containing information from the JLL office
- Newsletters from the teacher and/or the JLL office
- Forms/posters providing information about upcoming events, including parent conferences, field trips, and family involvement opportunities offered throughout the year

## **DISCHARGE of ENROLLED CHILDREN**

### **Administration-Initiated Suspension or Expulsion**

JLL has the right to suspend or expel children due to repeated conduct that is not consistent with the teachings of the WELS church, or unsafe behavior incidents. The following steps are followed:

- Staff members document behavior using confidential "Incident/Injury" forms. These forms are signed by a teacher and a parent, and are kept on file for the duration of the child's enrollment at JLL.
- Each situation will be discussed with parents in a timely manner. Parents will be kept up-to-date regarding progress via verbal or written communication.
- If unacceptable behaviors continue, all Incident forms will be reviewed by the administration and a meeting set up with parents. At that time permission to make a referral to an outside agency may be requested, with the best interest of the child in mind. A list of expectations of behavior changes will be outlined, and notification of possible suspension will be discussed, if warranted.
- If behavior continues to negatively affect the classroom environment and no improvement is made, the administrative staff will meet with the JLL Board to discuss possible suspension or expulsion.
- If behavior puts any child(ren) or staff members in physical harm, parents will be notified immediately using their preferred method of communication, and may be asked to pick up the child.



JLL reserves the right to suspend a child immediately under the following circumstances:

- Repeated late payments made to the account/having a continuous balance on the account
- Payments on the account are two weeks behind
- The child's needs cannot be met by staff members while following the DCF licensing rules
- The safety of other children or staff members is in jeopardy

Parents of suspended or expelled children may appeal to the Board within 10 working days. An appeal can be made in writing or by calling the JLL Board Chair. The Board may meet with parents and administrative staff to consider the possibility of re-enrollment.

### **Parent-Initiated Withdrawal**

Any family may choose to withdraw their child(ren) from JLL with a two-week written notice given to the Administrator. The family will be responsible to pay the current balance, in addition to tuition during the two-week notice period. Failure to provide two-week's notice will result in a two-week tuition charge added to the account regardless of attendance.

## **PAYMENT POLICIES**

All rates, fees, and discounts are found on the current Preschool rate sheet, except for additional fees for field trips. Field trip fees are noted on permission forms, and are added to the billing for each applicable account on the week the trip occurs. A current rate sheet is included with the parent handbook, which is given to parents prior to enrollment. Rate sheets are always available in the JLL office. Rates are reviewed annually. Any changes are announced in spring and go into effect at the start of the school year each August. Any exceptions to these policies will be dealt with on an individual basis by the JLL Board.

### **When and How Payments Should Be Made**

All families enrolling in the JLL Preschool program at St. Peter's are required to enroll in the TADS program. Families will be given multiple options for payment (one installment, two installments, or monthly). An email containing payment options will be sent from TADS after your contract with JLL is entered into our system.

**If there are any questions regarding the TADS system, please contact them directly at 1-800-477-8237.**

## **EDUCATION POLICIES**

### **Religious Training and Holiday Celebrations**

JLL provides Christian education for all enrolled children in keeping with the teachings of the Wisconsin Evangelical Lutheran Synod (WELS). God's Word is shared with the children during Jesus Time and is incorporated throughout the day. Children are taught to value themselves as saved and redeemed creatures of God as they grow in the knowledge and understanding of their Lord and Savior. All domains/areas of development are taught in light of God's Word, as are all holiday celebrations and observations.

### **Daily Schedules**

There is a daily schedule posted in the classroom. Families are given a copy of the schedule upon enrollment. Each day includes time devoted to God's Word, and the integration of Christian attitudes and behaviors in all that we do. All activities and experiences flow from a love for our Savior and the blessings he has given us.

As children are active learners, each day's activities provide developmentally appropriate opportunities to choose and implement their own play.

### **Transitions between Scheduled Activities**

Teachers strive to maintain a consistent schedule for the children in the classroom. Children are given notice prior to moving from one activity to another. Activities are arranged so children have minimum idle waiting-time during or after transitioning from one activity to another. Teachers engage children in songs, finger plays, and conversation, among other things during transition times.

### **Cultural Diversity**

We teach the children that "all have sinned and fall short of the glory of God," that all people need to be rescued from sin and hell, and that Jesus loved all people enough to die for their sins. In light of Christ's love for others, the children will realize that they too should show love to all people, regardless of personal or cultural differences.

Teachers use materials that have been specifically chosen to promote cultural awareness. Ethnic dolls, clothing, books, games, and Bible stories help children broaden their knowledge of the world around them. As children use these items, teachers share information regarding different cultures, thereby creating an understanding of cultural differences that make each of us a unique child of God.

Any family who is not proficient in English may request that materials be translated in order to form a more cohesive method of communication between the childcare setting and home. Upon request, we will do our best to provide translators for spoken communication during conferences if necessary.

### **Curriculum Plans and Developmentally Appropriate Programming**

Lesson plans are posted in the classroom. Plans are developed with the whole child in mind, based on each child's goals as well as whole-group goals. Individual goals, assessments, and anecdotes are kept in each child's portfolio and are updated on a regular basis. Parents are free to view their child's portfolio at any time.

The curriculum implements a theme-based variety of one-on-one activities, along with opportunities for children to choose among developmentally appropriate small and large group experiences, and uninterrupted free play. Activities and materials relate to the current interests of each child, meet their varying developmental levels, and promote cultural diversity. Children gain confidence and decision-making skills, which are modeled and practiced while developing peer relationships as children learn to respect themselves, each other, and materials. Communication skills are developed and practiced, including sign language and verbal communication. Lead teachers and assistants follow the written plans, while supporting learning by playing with children, role-playing, and modeling appropriate behavior. Teachers also observe children to assess each area of development.

Children have opportunities for creative, cognitive, intellectual, social, and small-motor experiences primarily during free play/center time, which is scheduled in the morning and again in the afternoon. These times allow children opportunities to investigate, organize, create with various materials, and develop motor skills

while practice sharing and taking turns as they learn intellectual concepts in areas of math, language arts, and artistic expression, among others. Classrooms are arranged so that children have enough room to play freely, while furniture provides boundaries between centers. Learning centers include, but are not limited to: science, small-manipulatives, art, blocks, dramatic play, literacy, and quiet/safe-spaces. Classroom furniture is scaled to the developmental size of the children, with most classroom materials placed at children's levels.

Activities are planned in alignment with the Wisconsin Model Early Learning Standards (WMELS), developed by the Wisconsin Department of Public Instruction (DPI), which state appropriate skills and abilities for early-learners in the following domains, in addition to Spiritual Development:

- Health and Physical Development
- Social and Emotional Development
- Language Development and Communication
- Approaches to Learning
- Cognition and General Knowledge

Ages-and-Stages Questionnaires (ASQ's) are also used by the Preschool teacher. ASQ's are a series of questionnaires regarding children's development that have been used in the early-childhood profession for more than 20 years. Areas of development such as speech, physical ability, social skills, and problem-solving skills are included. ASQ's help identify children's strengths, along with any areas of development where more support may be needed. Parents and guardians are the primary sources of information about their children. Therefore, ASQ questionnaires are designed to be filled out by parents. They will be sent home when appropriate, per children's ages. Upon completion, they should be returned for scoring and review, followed by the teacher offering a conference. ASQ's are kept in children's portfolios and are used to help parents and teachers develop appropriate goals.

### **Sensory Learning**

Children experience water play and other sensory experiences in the classroom using a sensory table. Children wash hands before and after playing with the water, and are not allowed to drink it. At least one teacher is within arm's reach at all times during any type of water play.

### **Large Motor Activities**

Children at St. Peter's participate in gym activities as part of their daily curriculum. On occasion there are outside activities planned, weather permitting. Whenever the children are outside they must remain within the boundaries, which are marked by cones.

## **TRANSPORTATION POLICIES**

### **Field Trips**

Field trips are part of the overall program and may enhance the curriculum at JLL. A completed "Field Trip Information" form is required prior to children being allowed to participate in any field trip. This form will notify parents of the date, time, and destination of any trip requiring the use of a vehicle. All field trip costs, including transportation, are added to the child's account.

Field trips requiring transportation will be no longer than an hour and fifteen minutes away from the school. JLL uses the Nichols Bus service for any trips that require transportation. Buses will have been inspected by Nichols staff prior to being used at JLL. JLL staff will ride on the bus and carry all emergency information and a first aid kit. No seat belts will be used on the bus. Teachers ensure that all children are accounted for by taking a head count before they leave their classroom, once they have boarded the bus, and after they exit the bus. After the children exit the bus, a staff member will walk to the back of the bus checking each seat to ensure that all children have exited. This procedure will be followed upon return to school, including a head count when the children have returned to their classroom.

When a child with special needs is transported, a plan will be in place to ensure that that child will be safe. The parents and teachers will meet and come up with a plan of transportation safety. This plan will be shared with all staff members that have regular contact with the child.

## **CHILD GUIDANCE POLICIES**

### **Distraught Children**

When children are distraught, teachers make every effort to ensure they are in a safe environment, while reassuring that they will be alright. Every effort will be made to comfort distraught children, including, but not limited to cuddling, quiet time alone in a soft area, providing comfort items, and other ways as noted by parents. If a child can't be consoled, parents will be called and a plan will be made on how to handle the matter. Any situations involving distraught children will be discussed with parents, including events that led up to the moment(s), and how to best move forward.

### **Guidance Techniques**

We are training children to look to their Savior, Jesus Christ, for the goodness, forgiveness, and acceptance that is needed in their lives. We believe that the root of God-pleasing behavior is found in God's love, God's Son, and God's Word. Teachers will shepherd the hearts of children to react to all situations in a God-pleasing fashion. Children will learn to react in this manner by following the example of their teachers who in turn through regular Bible study, prayer, and personal devotions seek to emulate and teach their Lord and Savior in all interactions. Children will be taught how they can show love to their Savior by obeying his commands through daily Bible stories, prayer, and Jesus Time. Children will be taught to look to the cross of Christ where they can always find the forgiveness, grace, strength and love they need to overcome all obstacles in every situation. Teachers assure each child that they are precious and respected.

When negative behavior is brought to the attention of a child, the behavior is explained and he/she is taught to look to the cross of Christ for the assurance of forgiveness and love. Examples of pleasing behavior are taught and modeled. Children are encouraged to learn and practice proper behavior not to win approval, but to show their love and respect to God, their Creator and Redeemer, and their love for others. Such attitudes and behaviors will be of greatest benefit for them and for others.

There will be times when a disruption causes specific behaviors to be addressed. If physical injury appears imminent, a child will be calmly removed by a teacher to a quiet spot in the classroom away from other

children to consider how his/her actions affect others and how he/she could react in a manner pleasing to Jesus. The teacher will explain why the behavior was unacceptable and the temporary loss of participation with other children. The time spent away from the other children shall be relevant to the child's age (3 - 5 years old), and the severity of the incident, but will not exceed five minutes. The teacher will also explain God's great love for the child and the forgiveness offered through Christ. Should unacceptable behavior continue without improvement, a meeting will take place between the parent, teacher and Administrator to develop a plan that will be implemented and reviewed until behavior issues are resolved.

### **Prohibited Punishments**

A child may not be punished for bathroom accidents. The following actions, even if requested by parents, are also prohibited:

- Withholding or forcing snacks or drinks.
- Making threats or derogatory remarks about the child or the child's family, or other verbal abuse
- Anything that may be psychologically, emotionally or physically painful, discomforting, dangerous, or potentially injurious
- Spanking, hitting, slapping, pinching, twisting, shaking, or any other form of corporal punishment
- Physically restraining, binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle
- Anything that is aversive, cruel or humiliating

## **CONTINGENCY PLANS**

### **Emergency Supplies**

First Aid supplies, batteries, a flashlight, and a weather radio can be found in the office. First aid kits and flashlights are available in the classroom, and are brought during outside play and on field trips.

### **Special Evacuation Considerations**

If a child in our care has physical or mental disability which requires special considerations or changes to emergency or evacuation procedures, they are discussed at staff meetings and orientations, and are posted in applicable classrooms.

### **Responding to a Fire, Tornado or Other Emergency**

All teachers are certified in CPR/AED, including infant/toddler CPR. Certification is renewed every two years. The school principal is responsible for all emergency drills as directed by the state. Emergency evacuation plans are practiced with fire drills once a month and tornado/severe weather drills once a month from April - October. Floor plans are posted near the door in each room, displaying exits and the best evacuation routes. It is the responsibility of the teacher to ensure possession of the list of children currently in his/her care and to bring the emergency cards and any necessary materials to the designated site. In the event of an actual emergency the school principal will call 911 and indicate the need for assistance. All emergencies are reported to the state within 24 hours of their occurrence.

In the event of a fire, the teacher will lead the children out of the building according to the posted evacuation plan and diagram. In the event of a tornado, the teacher will lead the children to a designated safe location according to the posted evacuation plan and diagram. The children will sit on their knees with their hands over their heads. In the event of an emergency due to some other hazard (lack of heat, water, electricity, plumbing, etc.), the children will remain at school until parents are notified, and they are picked up.

### **Daily Attendance and Child Location**

Teachers are responsible for always knowing the location of every child in their care. At any time, teachers can tell how many children are in their care and can recite each child's name. Attendance sheets and emergency cards are always with the teachers, including when on field trips, walks, and when playing in the gym or outside.

### **Responding to a Missing Child**

If a child should go missing, the teachers will:

- Double check daily attendance records against children present
- Ask fellow workers and children if they have seen the missing child
- Check the entire facility (bathrooms, closets, offices, anywhere a child could hide)
- Check outside facility (parking lot, around building, playground, etc.)
- Call parent or legal guardian
- Call police (911) for assistance
- Contact the administrator, Pastor, or Board chair

### **Injury Procedures, On and Off Site**

In the case of a minor injury of a child, the injury will be inspected and washed with soap and water. If necessary, ice and/or bandages will be applied. The injury will be recorded on an incident report and in the medical log book. The teacher will inform the parents of the incident upon their arrival. Parents will be asked to sign the incident report stating that they have been made aware of the incident and the action that was taken.

When an accident occurs that seems to require medical attention, the teacher will contact parents immediately. If parents choose to have the child seen by a health care provider, an "Incident Report – Regulated Child Care Centers" form will be completed by the teacher and Administrator. A copy of this report will be sent to DCF within 48 hours of any serious injury, condition that requires professional medical treatment, or death. The incident will also be reported to our insurance agency.

If a child receives a serious injury, whether on site or on a field trip, the teacher will call 911 before notifying parents and the child's doctor, if necessary. Cell phones are taken on all field trips. First Aid will be administered as is appropriate for the situation. After 911 is called, it is up to the paramedics to decide appropriate action. If a child needs to be transported to the hospital by ambulance, a staff member will accompany the child. The Administrator will be notified as soon as is feasible.

## **Telephones and Emergency Contacts**

In an extreme emergency 911 should be dialed from a landline. Employees may use personal cell phones for work-related issues and must bring cell phones on all field trips. Adults who live five minutes away or less are noted on a list near the telephone in the classroom, in addition to the following phone numbers:

- Police, Fire, Ambulance, Poison Control
- Police, Fire, Ambulance – Non-emergency
- Dept. of Social Services
- St. Agnes Hospital
- JLL Board Chairman
- JLL Administrator

## **Procedure for Authorized and Unauthorized Pick-Up of a Child**

Upon enrollment, parents will designate on the Enrollment form and Emergency Card at least one emergency contact and anyone who is authorized to pick up their child. If at any time parents would like to add a new authorization, this may be done via handwritten, signed, and dated note that includes the name of the authorized person. That information will be added to the Enrollment form and Emergency Card. If an emergency arises, verbal authorization will be accepted. Anyone unfamiliar to staff will be asked to show proper photo identification to ensure he/she is an authorized person. If a person attempts to pick up a child but is not authorized, parents will be called to ensure authorization before the child is released to him/her.

Children will be discharged only to an authorized person designated on the enrollment form. In an emergency, parents are required to send a hand-written note permitting unauthorized persons to pick up their child. All unfamiliar persons will need a form of photo identification for verification.

Parents are asked to pick up their children promptly. The teacher will not dismiss a child until the parent, guardian, or other authorized person comes to the classroom door. It is the parent's responsibility to see that children are under supervision and signed in/out before leaving the building.

Parents or guardians have an affirmative obligation to immediately inform the Administrator or teacher of any changes by virtue of court processes or agreements of those individuals who are authorized to pick up the child. Upon request, a copy of the appropriate documentation will be furnished to the school.

## **Custodial Disputes**

All children will be released to either parent unless there is a court order on file rebuking that privilege. It is the parent's responsibility to provide documentation of any custodial arrangements. In such instances, if a "non-custodial parent" tries to pick up a child, he/she will be asked to leave the premises immediately, and the custodial parent will be notified. If the "non-custodial parent" refuses, police will be called to assist.

## **Non-Release of Children to Persons Under the Influence**

We will not release children to adults that we feel may be a threat to their safety. If an authorized pick-up person appears to be under the influence of any type of drug or alcohol, whether legitimate or not, the attending staff person will intervene to protect the child by doing the following:

- Immediately bring to the adult's attention the fact that their behavior/smell/inability to speak clearly etc., appears to be a danger to the child.

- Assure the adult that we are not making any judgment. (Sometimes even prescription drugs can have unforeseen side effects, but there is still a danger or threat to the child).
- Ask the adult if other assistance is needed, or if we may call someone else to pick up the child.
- Let the adult know that we will keep the child in our care until another authorized adult arrives.
- Make sure the adult understands that if he/she attempts to remove the child from the center 911 will be called and police will be dispatched to ensure the child's safety.

## HEALTH POLICIES

### Ill Child Definition, Care and Isolation

We are not licensed to provide care for ill children. Therefore, we will not allow children to stay at school if they are dropped off with any symptoms not limited to those described below, or if any of the symptoms occur when at school including having a fever (temperature above 101° F). Children may return after being free of any of the symptoms without the aid of medicine, other than prescribed, for 24 hours. If an antibiotic is prescribed, the child may not return until being on the prescribed antibiotic for 24 hours. If symptoms persist, a signed note from a doctor may be required before a child can return to school. If a prescribed medication has potential side-effects, such as diarrhea, but the child is not contagious, he/she may return with a signed note from a doctor if the frequency of episodes of diarrhea does not prevent teachers from performing their duties, or make sanitation overly challenging. If your child is well enough to be at school, he or she will be required to participate in all aspects of the program, including gym.

Examples of illnesses or conditions which may affect the health of other persons and would require a child to be sent home until medical evaluation allows inclusion include:

- Fever (temperature of 101° F)
- Vomiting
- Diarrhea (frequent loose or watery stools compared to child's normal pattern); not contained in diaper
- Unusual lethargy
- Uncontrolled coughing
- Persistent crying
- Difficulty breathing or wheezing
- Other unusual signs, or lack of participation in planned activities

The following procedures shall apply when a child with an illness or condition having the potential to affect the health of other persons is observed:

- The child shall be isolated. (He/she will be isolated in the classroom, away from other children.)
- The child's parent or designated responsible person shall be contacted as soon as possible after the illness is discovered, and arrangements shall be made for removal of the child from school.

### Communicable Diseases

The health and safety of children and staff are the primary consideration of communicable disease control. Teachers are experienced in recognition of illness, including symptoms of communicable and non-



communicable diseases. We may also utilize the expertise of local health agencies as resources to recognize and control communicable diseases. When a teacher is concerned about a possible communicable disease, a parent will be notified and it is expected that appropriate medical care will be given. If medical care is not given, we may suspend the child until proof is given that the child does not have a communicable disease.

According to DCF, if a person is diagnosed with a communicable disease, he/she may return if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department. Health notices, including the name of the disease, date of diagnosis, and classroom affected, are posted on the window leading to the child care area. For confidentiality purposes, names are withheld.

Communicable diseases include but are not limited to: Chicken Pox, Strep Throat, Scarlet Fever, German measles, Impetigo, Infectious Hepatitis, Measles, Mumps, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, Ring Worm and Head Lice.

### **Medical Log**

The classroom has a medical log, which contains all entries of any minor or severe injuries or accidents that occur. Observations of children with bumps and bruises or other injuries, whether suspicious or not, are noted in the medical log. All medications given while at school are also logged in the medical log book. The medical log book has stitched binding with pages that are lined and numbered. All entries are made in ink and all lines are used to the end with no lines skipped.

Each occurrence is dated and signed by the staff person making the entry. Medical logs are reviewed by the administrator twice a year to ensure everything possible is being done to assure the safety of the children. They are held under the rules of confidentiality.

### **Administration and Storage of Medication**

Staff members may give prescription or non-prescription medication such as, but not limited to pain relievers, or cough syrup to children at school. A completed "Authorization to Administer Medication" must be dated and signed by the parent prior to medication being given. "Blanket authorizations" that exceed the length of time specified on the label are prohibited. A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the medical log book on the same day that the medication is administered. Authorizations are reviewed every 6 months and updated as necessary.

If a medication dosage is missed, parents will be notified immediately, and a plan of administration will be noted. Parents will sign the back of the authorization form stating that they were notified and that they authorized a new time for administration of the medication. If any other error is made, such as wrong dosage amount, parents and the Administrator will be notified immediately, and a plan of action will be taken such as first aid and/or a doctor visit. Each issue is documented in the medical log by the staff member in charge of administering the medication.

No medication may be kept at school without a current authorization from the parent. All medication must be in the original container and labeled with the child's name. The label must include the dosage and directions for administration. Medication is stored so that it is not accessible to the children. Medication requiring refrigeration is kept in the refrigerator in a separate, covered container clearly labeled "medication".

If more than 20 minutes is spent outside and parents supply sunscreen, it is the responsibility of the teacher to ensure that children are properly protected from the sun. Sunscreen will only be applied upon the written authorization of a parent. Authorizations shall include the brand and ingredient strength of the sunscreen. Sunscreen shall be labeled with the child's name. Sunscreen bottles are kept out of the reach of children. Recording of the application of sunscreen is not required.

### **Cleanliness and Handwashing**

Handwashing procedures are found in the Staff Policies and Procedures book. The procedure is discussed at orientation, modeled for children, and reviewed as needed. Handwashing procedures are also posted near each sink. Hands are washed at the following times:

- Upon arrival into a classroom at any time of day
- Before and after:
  - Preparing food or beverages
  - Eating or handling food
  - Giving medication or applying a medical ointment or cream
  - Playing in water (including swimming) that is used by more than one person
- After:
  - Using the toilet or helping a child in the bathroom
  - Handling bodily fluid (mucus, blood, vomit) from sneezing, wiping and blowing noses, etc.
  - Playing in sand, or other "dry" sensory materials
  - Playing outdoors
  - Cleaning or handling the garbage

When running water is not available, wet wipes and waterless antibacterial cleaner will be provided. Hands will be washed with soap and running water as soon as they are available.

### **Sanitation of Toys and Equipment**

Bathrooms and classrooms are cleaned and garbage is taken out daily. Toys and equipment are cleaned on a rotating basis. It is the responsibility of the teacher to ensure that everything in the classroom is cleaned at least monthly. Toys used more frequently are cleaned and sanitized on a weekly basis. As new toys and equipment are added to the classroom, they are also added to the cleaning rotation.

### **Universal Precautions**

If there is exposure to a bodily fluid, children are kept away from the area. A staff member will put on disposable gloves prior to cleaning up the effected person and the area around the incident. A cleaner and

disinfectant will be used in the area affected. All disposable wipes and gloves used will be put into a plastic bag and disposed of in a covered waste receptacle. The staff member will then wash his/her hands.

Children are taught, and staff model how, to sneeze and/or cough away from others. After wiping a nose, the tissue/wipe is discarded in a covered trash container. Tissues are used only once before being discarded.

## **NUTRITION POLICIES**

### **Snack-Time Routines, Guidance, and Socialization**

The cook at JLL prepares snacks in the kitchen located at Good Shepherd Church. Snacks are provided by JLL and meet all state requirements for nutrition and diversity. Parents who would like to provide a snack for their child's birthday may talk with the teacher and discuss a suitable snack and date. "Treats" that do not meet these requirements may be sent home with each child rather than being eaten at school.

Weekly menus are posted on the refrigerator in the classroom. All snacks meet the posted state requirements. When there is a change to the menu it is marked in red. At no time will food be withheld from a child as a form of discipline, nor will food be used as a reward. All children will be encouraged, but not forced, to sample and eat from each snack that is served.

Children and staff wash their hands and pray before snack. Children are served in the classroom at appropriate sized tables and chairs. Snack time is not only a chance to eat, but is also an extended learning time when children can learn about good nutrition while practicing the use of manners. Teachers sit at the table with the children and encourage them to socialize and use good manners. Staff members are expected not to drink soda or other sugary drinks in front of children and may eat only when children are eating. Hot drinks such as coffee are kept out of children's reach in safe containers.

### **Food Allergies and Special Requests**

The number of children diagnosed with food allergies/intolerance seems to be increasing. Common foods such as milk, eggs, peanuts, tree nuts, soy, and wheat account for the overwhelming majority of these allergies. Because of these national trends and the enrollment of children with food allergies/intolerances, JLL has implemented the following policy:

- JLL staff members will take reasonable steps to provide a safe environment for those children identified as having severe food allergies or anaphylaxis (severe allergic reaction).
- Parents/guardians of children with severe food allergies/anaphylaxis must provide a completed Emergency Care Plan form for their child, including a physician's certification of the child's condition and any needed accommodations in the nutrition program.
- JLL staff and parents will develop a food allergy plan for children identified as having a severe food allergy and will post the plan in the classroom and the kitchen at Good Shepherd.
- The JLL cook will take reasonable steps to make food substitutions or modifications for the child with severe allergies as outlined in the "Alternative Food Request" form
- Parents will be responsible for providing a current prescription EpiPen and/or allergy medication.

- JLL staff will be trained in common emergency responses such as administration of an EpiPen and CPR.
- Parents are welcome to assist in training the JLL Staff to avoid and manage allergic reactions and emergencies related to their child's situation.
- Parents and teachers may review and update the food allergy plan for any child with severe food allergies. It is the parent's responsibility to inform us of any new allergies that develop.

For food substitution requests due to personal preference (i.e. kosher, vegetarian, etc.) that are not allergy-related, parents must provide an appropriate substitute of the same component per state guidelines. If a proper substitute is not provided, the child will be given the food posted on the menu.

**Acknowledgement and Agreement to Handbook Policies**

I certify that I have received the September 2018 edition of Jesus' Little Lambs Preschool @ St. Peter's Parent Handbook. I have read and understand the policies and procedures included. I have contacted the teacher and/or Administrator to clarify any questions about any policy or procedure described in this handbook. I agree to adhere to the policies and procedures.

I understand the information in this Parent Handbook is subject to change. Advance notice will be given regarding any such changes which may supersede, modify or eliminate the policies and procedures found within the September 2018 edition.

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Printed name(s) of parent(s)

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Printed name(s) of child(ren)

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Parent's signature

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Date Signed