



Immanuel Evangelical Lutheran Church,  
School and Child Care Ministries  
8220 E. Holland Road  
Saginaw, MI 48601



# Immanuel Lutheran Preschool Handbook



## Immanuel Lutheran Contact Information

School & Church: 989.754.4285

Fax: 989.754.0454

Child Care: 989.272.2340

School Email: [school@frankentrost.org](mailto:school@frankentrost.org)

Child Care Email: [anna.carigan8220@gmail.com](mailto:anna.carigan8220@gmail.com)

Finance Office: [financeoffice@frankentrost.org](mailto:financeoffice@frankentrost.org)

Find us at [frankentrost.org](http://frankentrost.org) or on Facebook @ [Facebook.com/frankentrost](https://www.facebook.com/frankentrost)

The Love of Christ – in Word and Deed – at Home, Community and World



## **Introduction**

During the early years of life, young children are the most believing and the most vulnerable. They are developing spiritually, socially, emotionally, intellectually, and physically faster than any other time in their lives. During the early years of a child's life, parents may seek help in both their parenting roles and in the spiritual development of their child. Immanuel Lutheran offers an early childhood program that reaches out to serve young children and their families.

## **Our Purpose**

The mission of the Immanuel Lutheran Preschool is to assist parents in showing their children the open, loving arms of Jesus. The developmentally appropriate program allows each child to develop spiritually, socially, physically, creatively, intellectually, and emotionally.

## **Goals**

The goals of Immanuel Lutheran Preschool are:

- to provide opportunities for learning that Jesus Christ is their Savior.
- to provide opportunities for the development of the talents God has given to them.
- to provide a variety of activities and experience which will develop the child's spiritual, emotional, social, intellectual, and physical development.
- to provide independence in the child through decision-making situations.
- to provide experiences which prepare the child for the primary grades of school.

## **Scheduling**

Immanuel Lutheran Preschool meets on Monday, Wednesday, and Friday from 8:00 a.m. to 3:15 p.m. An up-to-date schedule is available with registration materials and in the school office.

## **Financial Information**

Tuition and fees are listed on the tuition and fees sheet in this packet. The fees may be paid at one time or on a monthly basis.

## **Enrollment Policy**

Immanuel Lutheran Preschool welcomes children who will be four years old on or before September 1st. Allowances may be made to enroll in four year old preschool if a child has not turned four by September 1<sup>st</sup> if he or she has successfully completed Immanuel's three year old preschool program and parents have the intention of their child attending a young five program prior to kindergarten enrollment.

Immanuel Lutheran School makes no discrimination in admission or determination of enrollment on the basis of race, sex, color, or national origin.

## **Withdrawal/Removal Policy**

Immanuel Lutheran reserves the right to allow the removal of a child from the preschool program, upon the recommendation of the teacher and the Board of Education, should the child be considered a detriment to other children or the preschool program.

If you wish to withdraw your child from the preschool program, please notify the teacher two weeks in advance.

## **Discipline Policy**

The staff will use positive methods of discipline to encourage the development of self-control, self-direction, and cooperation.

The three rules used in preschool are:

1. Respect Self
2. Respect Others
3. Be Helpful

If a child chooses not to follow these rules, the following consequences may occur:

- Verbal reminder and encouragement
- Redirection
- Removal and break away from problem situation
- Phone call or note home
- Conference

## **Transportation**

It will be the parent's responsibility to provide transportation to and from preschool. If a child is to leave school with someone other than his/her parents or carpool driver, prior authorization must be given in writing by the parent.

If students arrive between 7:15 and 7:50 a.m., they will join the other students in Zero Hour in the gym. If your child needs care prior to 7:15 a.m., they must utilize our before school child care. Additional fees will be assessed for this.

## **Field Trips**

Preschool students may participate in approximately four field trips per year. Immanuel School will not provide transportation to such trips. Preschool parents will need to make necessary arrangements for their child to be transported to all field trips. (Notification of an upcoming trip will be sent home so you have ample time to make arrangements).

## **PTO (Parent-Teacher Organization)**

Preschool parents, as well as all parents of Immanuel Lutheran School, are invited and encouraged to attend and participate in the activities and programs of the PTO.

## **Snack**

Preschoolers will be offered a nutritious snack from two different food groups (example: fruit and grain) each day. A monthly menu will be posted in the classroom so you know what your child has been offered.

Parents are asked to provide healthy, storable items such as crackers, pretzels, graham crackers, animal crackers, etc. to be stored in our classroom and dispensed by the teacher. If you would like to provide a dairy or fruit item, it will be stored in the cafeteria's refrigerator. A notice will be sent home in the newsletter to inform you that we are in need of additional snacks.

## **Snack Preparation**

Snack will be eaten in the classroom. Each table will be washed with soapy water, rinsed and sanitized before being utilized for snack time. Further, after proper hand washing, each child shall eat his or her snack on a napkin or paper plate. Following snack, napkins, plates, and left over snack items will be disposed of in the trash. Tables will once again be washed. Tables will be disinfected after snack.

## **Breakfast**

Immanuel Lutheran offers breakfast to students at 7:35 a.m. Each breakfast meal provides options including (but not limited to): muffin, cereal with milk, yogurt, apple and/or orange juice, fresh and/or frozen fruit. Please see the Tuition and Fees sheet for breakfast pricing.

## **Lunch**

Lunch is available to students for purchase through the hot lunch program. Each meal provides an entrée, cooked vegetable choice, fruit selection, access to the salad bar, milk and water. Please see the Tuition and Fees sheet for lunch pricing.

Students may also supply their own lunch from home. We encourage all parents to send a nutritious lunch when supplying their child's own food.

## **Handwashing (for students, staff, and classroom volunteers)**

Proper handwashing techniques will be encouraged and modeled in our classroom. Handwashing will be required after using the restroom, before eating (and preparing) snack, before eating lunch, after using a tissue, and after recess and gym class. Handwashing will not be limited to the previous list of required times, but will be encouraged throughout the day as necessary.

Procedure –

Turn the faucets on – adjust water temperature

Wet hands and apply soap

Using friction on hands, making lather, pointing fingers down

Wash top, palm, and all four sides on your fingers for 10 seconds  
Rinse hands – allowing the water to run off your fingertips  
Take paper towel/towels and thoroughly dry hands  
Use paper towel to turn off faucets – dispose of the paper towel

### **Fluids**

Water will be offered and encouraged throughout the school day. Students may keep a water bottle in the classroom to encourage proper hydration. Extra water will be encouraged during physical activity, very warm or hot weather and illness.

### **Allergies**

Please notify the teacher if your child has an allergy so appropriate measures can be taken.

### **School Closing**

In the event that inclement weather forces a school cancellation, the school closing will be announced over local radio and TV stations. These stations include WSAM-1400, WSGW-790, WKNX-1210, WNEM-TV, WJRT-TV, WEYI-TV. We are listed under Frankenmuth School District Public & Parochial. "School reach," an automated message from Immanuel School, is also used to report school closings to preschool parents.

### **Supply List**

Tennis (gym) Shoes

Book Bag

2(two) - Two-Pocket Folders

Pillow and Blanket

Please label your child's items with his or her name.

Additional materials will be listed on the supply list available mid-summer.

### **Class Schedule**

A sample schedule is attached. This schedule may change, but our main components include:

Jesus Time

Math Activities and Exploration (numbers, shapes, colors, patterns, etc.)

Letter and Reading Exploration (letters, sounds, words, etc.)

Center Activities (designed to encourage learning through play)

Recess and Snack (Large motor skills and nutrition)

### **Toilet Training**

Immanuel Lutheran School will not toilet train preschool students. In order to enroll, students must be able to perform all bathroom functions without teacher assistance.

## **Sanitizing Toys and Sleeping Equipment**

Toys and learning manipulatives will be disinfected weekly and additionally as needed. Sleeping equipment will be kept in a sanitary manner and cots will be washed and disinfected weekly. Bedding will be used exclusively by one child.

## **Sanitizing Procedure**

Wash the surface or article with warm, soapy water

Rinse the surface with clean water

Submerge, wipe or spray the surface of the item with a sanitizing solution (such as bleach water mixture)

Let the article or surface air dry

## **Broken Equipment**

Broken equipment will be removed from play and will be evaluated to determine if it is in need of repair or replacement. The teacher will make arrangements to have the equipment repaired or replaced as necessary.

## **Volunteers (including parents) in the Classroom**

The teacher will supervise all volunteers in the classroom. Volunteers will refer all disciplining of the children to the paid staff. Volunteers will not be left alone with preschool students.

## **Child Abuse Reporting**

Suspected cases of child abuse and/or neglect will be reported to Child Protective Services. If you would like to read Immanuel's Child Protective Services Policy, please ask the teacher.

## **Staff Health Resources**

Immanuel Lutheran School preschool staff will be trained in Bloodborne Pathogens and their transmission. Other resources that may be used could include speakers, written materials, videos, hospitals, medical professionals, the local health department and the Red Cross/American Heart Association.

## **Staff Training**

All staff will participate in child development and health care related workshops to meet the 16 hours of training needed each year to meet licensing requirements. All Immanuel School staff are required to be certified in CPR and First Aid and to keep their certification current. Sample topics covered at training sessions include, but are not limited to, child development, curriculum and planning, discipline, health and safety, nutrition, working with parents, and updates on licensing rules for preschool programs. A record of training will be kept in the licensing notebook.

## **Licensing Notebook**

Immanuel maintains a licensing notebook which includes all licensing reports. A separate form will be sent home regarding this notebook.

## **Health Care Policies and Resources**

The state of Michigan requires that a completed Health Appraisal (with an up-to-date immunization record) and a completed child information card be on file before the first day of attendance. These forms must be filled out in order to attend the first day of preschool. We want to help all children and staff achieve and maintain a good state of health. Therefore, we request parent's cooperation and compliance with the following health policy.

### **Sick Child Policy**

If your child displays any of the following symptoms, he or she will be isolated from other students and sent home:

- \*a temperature of 100 degrees or higher, without medication, within the past 24 hours
- \*diarrhea or vomiting within the past 24 hours
- \*an undiagnosed rash.
- \*eye infections (conjunctivitis or pink eye) with or without discharge.
- \*diagnosed ear or throat infections (24 hours of antibiotics required before return)
- \*severe cold or bronchitis with sneezing, nasal drainage, hoarseness, or coughing
- \*any contagious disease or condition (measles, mumps, chicken pox, scarlet fever, whooping cough, head lice, fifth disease, etc.)

\*\*If your child is exposed to or develops a contagious disease, please inform your child's teacher so that we can inform other parents.

When an Immanuel School staff member observes changes in your child's behavior that indicate he or she is sick or contagious, you will be notified that your child needs to be picked up. We will use the names and phone numbers provided on the child information card if the parents are not available. Parents will need to make arrangements to have the child picked up from the center as soon as possible. A child needing to be taken home will be isolated from the other children. All items and facilities used by such a child will be thoroughly cleaned before being used by any other child.

### **Signs of Illness**

Signs of illness that will be watched for include:

- Water filled blisters (possible impetigo)
- Red raised scaly areas (possible ringworm)
- Rectal itching (possible pinworm)
- Ear pulling (possible ear infection)
- Red, watery eyes, and crusted lids (possible pink eye)



Cracks and itching between toes (possible athlete's foot)

Rash

Runny or blurry eyes

Fever

Diarrhea

Vomiting (projectile or spitting)

Thick discharge from nose

Cough, harsh or deep

Child who looks or acts different

A usually active child who is suddenly lethargic

A usually quiet child who is suddenly restless

Wheezing/labored respiration; crowing, barking

Color change to pale, blue, cyanotic

Easy bruising or skin hemorrhage

### **Exclusion Policy**

Any of the above symptoms may result in a phone call to parents to remove the student from preschool until the symptom has gone away. While waiting for someone to remove the student from school, an ill child will be isolated and excluded from classroom activities.

### **Vomiting**

Children who vomit at school will be sent home. If vomiting occurs after a bump on the head, the child will be watched for signs of paleness, drowsiness or loss of consciousness until picked up.

### **Staff and Volunteer Illness**

If an Immanuel staff member or volunteer in contact with preschool students becomes ill at school, he or she will use adult discretion when removing oneself from the premises. If the illness onset occurs outside the school building, he or she will remain away from students until the contagious period is over.

### **Handling Bodily Fluids and Universal Precautions**

Immanuel Lutheran School shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids.

When handling bodily fluids, staff shall wear protective equipment such as latex gloves to avoid possible infections. If necessary, utilize eye protection and facial mask. All equipment touched by bodily fluids will be placed in a waste bag (if disposable) or thoroughly sanitized (utilizing bleach solution). Gloves will be disposed of after handling fluids. Staff will thoroughly wash their hands after handling such fluids.

## **Burns**

If the skin is unbroken and there are no blisters, we will immerse the area in cold water or towels soaked in cold water. For more serious burns, we will cover with sterile gauze or a clean cloth. The burn will not be cleaned or covered with ointment. Parents and Doctor will be contacted.

## **Falls, Bumps, Bruises, or Minor Cuts**

If a child is easily consoled and there are no other symptoms, the child will be considered okay. Bumps and bruises will be watched for swelling or redness, if swelling or redness occurs ice will be administered. Minor cuts will be washed with soap and water and a bandage will be used if needed. If the child vomits, appears drowsy, loses consciousness or body tone after a fall, the parents and doctor will be contacted.

## **Medication**

Prescription medication is administered when it is brought in the original container provided by the pharmacy with the original directions clearly marked. Parents must sign a medication form when they drop off the child. If this form is not signed, the medication will not be given. Make sure to give all medications to the preschool or office personnel when you bring your child to school. Do not leave medication in the child's backpack. The teacher will see that all necessary forms are completed, administer the medication, and record dosage of medication given to the child. Volunteers will not dispense medications.

## **Serious Accidents/Injuries and Emergencies**

Every possible effort is made to prevent accidents. In case of an accident, the procedure is as follows:

First aid is given by authorized Immanuel staff. (All staff members are trained in first aid/CPR) If it is considered serious or if the child is uncomfortable, a parent is called. In all cases of accident or illness at Immanuel, every effort is made to contact the parents first. If unsuccessful and the child needs more than simple first aid, we will follow the directions specified by the parent on the registration and child information card. An accident report will be given to the parents and a copy will be kept on file in the preschool notebook. For major injuries, 911 will be called. The injured child will be attended to as needed by Immanuel personnel until rescue workers arrive. Parents will be notified immediately after 911 is called. School personnel will accompany the child until parents arrive.

If we cannot contact the parents or the emergency contact persons, the child will be placed in an isolated area (illnesses) or taken to a medical facility (emergencies). This is why it is important for parents to keep Immanuel informed about the following:

- Changes in their name, address, home, work, cell or pager phone numbers, and family physician.
- Names of persons to be contacted in case a parent/guardian cannot be reached (and changes in their name, address, home, cell or pager phone numbers)
- Absence from home or work (out of town, day off, etc.)

**I, \_\_\_\_\_, have received a copy of Immanuel Lutheran School's Preschool Handbook. By signing and returning this form, I agree to uphold and maintain the guidelines outlined in the handbook.**

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_