

Christ the King Lutheran Early Childhood Center

Preschool and Latchkey



*Informational Handbook
2021-2022*

Welcome

Christ the King Early Childhood Center (ECC) extends a warm welcome to all parents and their children who will be participating in our programs. It is our hope that this experience will be a happy and helpful one for all. This handbook has been prepared to assist you in the explanation of our program. Please read through it today and then refer to its pages whenever you have a question. It will explain our policies, procedures, and philosophy. It will help in the preparation of both children and parents for participation in a program where home, church, and school work together in close harmony. Christ the King Early Childhood Center is an outreach of St. Paul Lutheran Church and Immanuel Lutheran Church, governed by Christ the King Lutheran School Board of Education. Any questions and/or concerns regarding our policies should be addressed initially to the Director who then takes it to the Administrator. If necessary, it then will be brought to the School Board of Christ the King Lutheran School.

Program Philosophy

Christ the King Early Childhood Center believes that we are here for a purpose - to be a mission outreach and aid to children and parents in all walks of life. As children are an integral part of God's kingdom we feel and believe it is our responsibility to foster growth in each child in his/her relationship with God, the Bible, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive, and creative. Christ the King ECC has developed Christ-centered programs in a loving and caring atmosphere. Christ the King ECC's curriculum has been designed to meet the above philosophy. Parents who are not members of either St. Paul or Immanuel are invited to attend classes on the teachings of the Lutheran Church-Missouri Synod so that they may understand principles of Christianity shared and lived within the classroom. Parents who do not have a church home are invited to attend church at either St. Paul or Immanuel.

Cultural Competence

The goal of Christ the King Lutheran Preschool is to engage children and parents enrolled in the program. With the diverse population we live in, we believe it is important to form relationships with families/, and embracing the cultural variety within the program. The program will strive to make the most of each child's potential, strengthening and building the skills they bring when entering the program. Some examples are:

- Families are informed of activities going on in the community
- Families are invited to share talents, interests, hobbies, traditions in the classroom.
- Families are invited to connect children with their home culture; this may be accomplished through, music, books, and many other materials or activities

Inclusion

Please note that special needs arrive both seen and unseen in human beings. For this reason, it is the desire of Little Knights Preschool/Latchkey to provide an inclusive environment for everyone. **All** children will be encouraged to participate in all activities based upon their own abilities and to complete tasks within their grasps. Assistance will be given if necessary for support and encouragement reasons to assist the child in reaching an outcome that will make them feel good about themselves and their accomplishments. ECC will do our best to meet the needs of all the children. Tuscola Intermediate School District works with CTK to provide a variety of free services. Some of the services are speech, occupational therapy, physical therapy. We will make every effort to accept any child and will meet with the child and parent to set up a plan to ensure that the child's needs are met.

Confidential Information

All information that Christ the King Preschool and Latchkey obtains regarding your child, including but not limited to, records, reports, and child information cards will be confidential. No information concerning the children will be released to any individual or agency without approval of the parent or legal guardian except as required by law.

Fee Policy

Christ the King Preschool and Latchkey fees may change from year to year. For that reason, fees will be posted in the classroom for your convenience. A copy of said fees may be requested at any time.

School age children dropped off for school prior to 7:40am or picked up later than 3:15pm MUST be signed up for Latchkey and pay the fees in accordance with said program.

There are specific forms that must be kept on file as in accordance with the day care licensing rules. Please have them on file if you feel the need might arise for your child to utilize latchkey.

* Latchkey schedules should be given a minimal of **2 weeks prior to dates care will be provided**. If your schedule changes it is your responsibility to notify the school or Director of Christ the King Preschool no later than 8am the day the afternoon schedule will be changed or if it is for before school care by 5pm the night prior to the absence. If you **do not** notify us of the change by the times noted above, you will be billed for the day missed in accordance with your submitted and approved schedule.

Snow days care

We will be open!!

Childcare will be available if your child was scheduled for before or after school Latchkey or Preschool Extended Care on the snow day. It will be available from 6:30am-6:15pm. You will be billed for the minimal hours you were scheduled for on a snow day. If you utilize the service of full day of Latchkey, it will accumulate for actual hours in care. **On snow day's children must bring a cold lunch** as hot lunch will not be offered.

Latchkey overtime will be considered as drop-off before or after scheduled pick-up times. Overtime will be charged at the rate of **\$5.00 per 5 minutes (rounded to the nearest 5 minute interval) unless prior arrangements are agreed to and the child's/children's schedule is adjusted *prior to drop-off*. Overtime will be **billed and payable the day the overtime occurs**.

Typical Daily Routine

This is posted for both Preschool and Latchkey in the classroom as it may change from year to year based on the needs of our students. If you would like a copy, please request one and we would happy to make one for you.

It can be presumed that the daily learning experience will be appropriate to the developmental level of the children. Experiences shall be designed to develop all of the following:

- Religion
- Physical development
- Social development
- Emotional development
- Cognitive development

The program shall be planned to provide a flexible balance of all of the following experiences:

- Prayer/devotion time
- Quiet and active
- Individual and groups
- Large and small muscle
- Child initiated and staff initiated

Developmentally appropriate experiences shall be designed so that throughout the day each child has opportunities to do all of the following:

- Feel successful and feel good about their self and develop independence
- Practice social interaction skills
- Use materials and takes part in activities which encourage creativity

- Learn new ideas and skills
- Participate in imaginative play
- Participate in developmentally appropriate language and literacy experiences
- Participate in early math and science experiences
- Be physically active

Please note:

For the safety of our students and staff, CTK has a closed door policy that only workers and parents will be in the room with the children, with the exception of the other individuals dropping off or picking up a child with the permission of the child's parent(s). Parent helpers are welcome and appreciated in the classroom. Their presence has benefits for the students and also provides the parents an opportunity to have a role in the classroom. Parents desiring to help should phone at least one day prior if they would like to donate their time. Parents should be aware that the state of Michigan requires a background screening, for anyone helping in the classroom. Please contact the school office for more information on completing the background screening. Parent helpers are welcome to mingle and assist the children during play time and work time. Please sing along and do things with the children at group activities, help set up and clean up snacks, assist children in the restroom when necessary, and help children get ready to go home.

Rest Time

It is required by Licensing that naptime or quiet time shall be provided when children under school-age (Preschool or younger) are in attendance 5 or more continuous hours per day. Resting areas shall have adequate soft lighting to allow the caregiver to assess children.

We ask parents to provide a small flame retardant blanket no larger than a beach towel in size with child's name on it. These items are to be left at school and taken home at the end of the week and washed and returned the following Monday (unless soiled and teacher request they be washed more frequently).

Schedule of operation

Christ the King ECC is open to any family regardless of church affiliation and admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center.

Preschool-

Revised June 2021

Monday through Friday (following Christ the King Lutheran School's Schedule unless otherwise noted) **from:**

- **7:55am to 3:10pm (full day)**
- **7:55am to 11:10am (Half Day)**

Christ the King Lutheran School calendar can be viewed at www.CTKL.org or "Who's Who Book"

Schedule of operation continued:

Latchkey

This program is available for preschool and school age children. They will have a caregiver available to oversee the program's needs. Hours of care available will be:

- **6:45am to 7:40am (Before school care)**
- **3:00pm to 6:15pm (After school care)**
- **6:45am-6:15pm (Hours open on no school day schedule if needed and we have enough children signed up)**

Preschool age children will have a Lead Caregiver to oversee their programs after Preschool hours care and will meet in the preschool room. School age children enrolled in Latchkey will meet in the Library and have a caregiver to oversee this program.

All children enrolled must have completed paperwork on file prior to entering program and have approved schedules to attend. Scheduled must be approved a minimal of two weeks prior to care being provided (fee assessment policy above).

Availability:

- When Christ the King Lutheran School is not in session (Excluding Professional development days)
- Late Start
- Snow Day
- School breaks (exclude days listed below)
- Possibly summer break (TBD)

*No hot lunch program will be available these days. Please send child with a cold lunch.

Calendar dates closed are including but not limited to:

Revised June 2021

- Labor Day
- Thanksgiving and day following
- Christmas Eve
- Christmas Day and day following
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July and day following

Christ the King Lutheran School calendar can be viewed at www.CTKL.org or “Who's Who Book”

Enrollment / Waitlist / Withdrawal Procedure

Enrollment

CTK preschool program admits children ages 3 years on or before September 1st to 5 years of age. To be admitted into Christ the King's ECC Program, a registration form must be completed and a \$25 non-refundable registration fee be paid to the Education Office. The non-refundable registration fee will be applied to the May tuition as long as the account has been paid in full through April and in good standing. The admittance of your child into the program cannot be guaranteed until the registration fee is paid and schedule approved. In addition, all children must be **proficiently trained** in the proper use of the bathroom (potty trained) at the time of entering preschool.

The following State Regulated forms must be completed and on file at the preschool *prior to child's admission*:

- Child Health Appraisal / up to date Immunizations –signed by a Doctor (BCAL-3305)
- Child Information Record (BCAL-3731)
- Written Information Packet Documentation (BCAL -4340)
- Parent Notification of Licensing Notebook (BCAL-5053)

Little Knights Preschool

Parents will have the opportunity to select which programs fit their family needs the best (i.e. number of days and part or full day program). The type of program, number of days, and days of the week **need to be specified when the child is registered**. It is our goal to offer each session every year but this will be determined from one year to the next if adjustments need to be made.

Registration will open a minimum of 2 weeks prior for all children already enrolled in the program from the year prior and for members of St. Paul Lutheran Church and Immanuel Lutheran Church. Please watch for announcements of this from your church and respond promptly. After the pre-registration advance closes and open registration begins; open registration will be open to all.

*Please be advised that is not recommended that you bring your child on an unscheduled day/ time unless prior permission has been obtained. This is due to staff scheduling necessity and respect to all registered participants schedules.

Changes to Preschool Enrollment-

If parents want to increase the number of days per week or change from half to full day program, the preschool director must be informed at least **two weeks prior to any changes** taking effect. Any changes will be considered tentative until the director verifies the availability the desired days and times (changes that are made prior to the start of the school year and only effective when verified by director) and approved. The center should be notified two weeks in advance if it becomes necessary to reduce the number of days per week your child attends preschool or if it becomes necessary to switch from full days to half days.

Latchkey registration overview

Enrollment in Latchkey is open to students in preschool through Grade 5. Enrollees for this program do not need to be enrolled at Little Knights Preschool or Christ the King Lutheran School. Latchkey/Preschool Extended Care is only licensed to be held at the Unionville campus.

When registration opens, applications and required forms will be available. You will be asked to select the days and sessions desired for your child. Registering for specific days and sessions will be reviewed and if approved the space will be reserved for your child (based on staffing availability and ratios).

*Please note that all Latchkey registrants will need to submit a schedule for your child's care needs a minimal of **two weeks in advance** that the care will be provided. It is important that your schedule is as accurate as possible so that sufficient staff can be scheduled for said schedule. As staff will be scheduled around your submitted schedule (2 weeks prior) you will be billed for the scheduled days and times you submit. If you are in care longer than the anticipated scheduled hours the rate will be adjusted to include the added hours (days) that care is provided. **The minimal amount due however is the amount that you submit for hours requested and approved.***

If a child is registered for Latchkey and care is not needed-

We ask that you notify Christ the King Lutheran Preschool Director or Lead Caregiver of the absence. This is important so we are not expecting your child after school off the bus. If we are not notified and your child does not arrive as scheduled; we will attempt to contact the parent / guardian or emergency contact listed on your contact card. If no one is available and the child cannot be located, we will have no choice than to treat the child as a missing person and contact the appropriate agencies to investigate to locate the child and contact the parents. The simple way to avoid this is to simply communicate changes in your child's schedule (i.e. when they will NOT be in care)

Extended Absence/Withdrawal

If a child is registered for care and a minimal of two week notice of care schedule is not received for two consecutive notice request weeks (4 weeks) the child's spot will no longer be reserved and the vacancy may be filled by the next applicant on the waitlist. It is imperative that changes to a child's schedule be communicated with the ECC Director to avoid any miscommunication. **Changes to a child's schedule must be submitted in writing and await approval.**

Withdrawal

Students are accepted during the course of the year as vacancies occur. The center should be notified two weeks in advance if it becomes necessary to withdraw a child from the program. Christ the King reserves the right to remove a child from the center upon recommendation of the teacher and the School Board, should the child be considered a detriment to the other children or the program. Meetings will be set to discuss the issue with the parents, if a course of action is not workable, parents will be given a two week notice for withdrawal of their child. All fees must be paid at the time of withdrawal. We will work with the parents in every situation to do what's best for the child.

Wait List

Your child will be placed on a wait list if there are no available openings at the time your application is received. The director will notify you as openings become available and a \$25 deposit is due with a completed application form prior to being placed on the waitlist.

Drop Off / Pick Up

When bringing your child to school, you may park in the main school parking lot. Please note that if you park in the main parking lot and enter through the main school building, the doors will be locked promptly at 7:55 am. Please assist your child in hanging up his/her jacket and book bag on the hooks outside the classroom. At dismissal time, please park in the main parking lot. A teacher will walk the students out of the building to the parents. We find this procedure to be much safer than allowing children to be in the parking lot without supervision.

Release Policy

Children will only be released to their own parents or guardians or another authorized adult, or siblings 16 years or older with a valid driver's license. A child will never be released to anyone other than the parents/guardians without advanced written notification from the parent. Any time someone other than the parent is picking up the child they will need to show valid ID to the staff on duty unless the

individual is known to the staff. Written permission must be given by the parents or guardians for other adults or for siblings to pick up the child. The parent may add or change the list of authorized people, but must do so in writing or in person. A child will never be release to an unknown individual that is not listed on the child's release card without advanced written notification from the parent.

Communication /Calendar / Newsletter

Communication from the School to Parents:

To keep you up to date, a monthly school calendar and a monthly newsletter from CTK will be sent home with your child. The calendars and newsletters will also hang on a wall in the hallway. Please check your child's folder for this and other information each day your child comes to school. From time to time we will also post information in the hallway, about church activities, community event, parenting resources and other information that might benefit our families.

You may wish to visit the school webpage for the most up to date newsletters: www.CTKL.org.

Communication from Parents to Teachers/School staff:

To ensure accurate communication between the parents and staff, we ask that all communication from parents be in writing or through Facebook messenger.

School Closings & Delayed Starts

Closing-

In the event of school being closed due to inclement weather or other adverse circumstances, Preschool will not be in session. Latchkey may be available for those with days scheduled for care.

Notification: Please note that Christ the King Lutheran School follows decisions made by USA Public Schools. Announcements regarding school closing or delays will be aired over the radio stations: WKO in Caro, WLEM in Bad Axe, WNEM Channel 5 will carry our announcements via television.

Delay

2 hour delay due to inclement weather or other adverse circumstances, those registered for the morning session only will not be in session. The **full day preschool will begin** at the **3 hour delay time** (11:00am).

Those enrolled in Latchkey that has been scheduled for after school care on delay days, will be invited to attend before school care on delay days but please call the Director/Lead Caregiver to assure proper staffing is available prior to arrival.

Exclusion policy for child illnesses

When a child becomes ill at Christ the King, parents are notified immediately to come and pick up their child. If the parents cannot pick up their child/ren, arrangements must be made by the parents to have someone come pick up the child. Children will be removed from the classroom and placed away from others in a quiet place until such time as the child is taken home.

Children with the following symptoms should not attend class until it has passed:

- Elevated temperature
- Bad cold and/or cough
- Diarrhea
- Vomiting
- Skin rash
- To lethargic to participate

*These are only a few examples that may be contagious.

Children should be free from the following **24 hours** before returning to the classroom:

- Temperature
- Diarrhea
- Vomiting

The center may request a note from your child's doctor indicating when the contagious disease is no longer contagious. Remember, children who are well enough to attend school are well enough to play outside (unless otherwise requested in writing by a doctor).

If your child has contracted a contagious disease or is too ill to attend class, please notify the School Office at the Unionville campus at **(989) 674-8691**. If you are unable to call you may opt to send a note to school with a sibling or trusted friend. Your cooperation in this matter is greatly appreciated.

Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized. **If the center becomes aware** that a staff member, volunteer, or child in care has contracted a **communicable disease**, then the center shall notify parents of both of the following:

- The name of the communicable disease
- The symptoms of the disease

Parent notification plan- accidents, injuries, incidents, illnesses

Using the child information card that you provided at the beginning of the year; we will try to contact the emergency contact person listed. If the emergency is life threatening or severe; assistance from professionals may be contacted (i.e. 9-1-1) then your emergency contact will be notified.

Medication

Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only. A caregiver shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent. You may pick up a Medication Form from the teacher or from the school office, or download it from the school website.

All medication shall be its original container, stored according to instructions, and clearly labeled for a named child. Because some children may experience a reaction to medications, we ask that all first doses of a medicine be administered by the parents at least 24 hours before the child attends the Center.

Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions. Caregiver shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

- A caregiver shall **NOT** give or apply any prescription or nonprescription medication according to the directions on the original container **unless** authorized by a written order of the child's physician.
- A caregiver shall **NOT** add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

- Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, **requires** written parental authorization annually.

The center shall maintain a record as to the time and the amount of medication given or applied (with the exception of the noted above nonprescription/sunscreen/insect repellent.) on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

Clothing

It is the responsibility of the parent/guardian to provide **adequate** (weather accommodating) footwear and clothing for indoor and outdoor play. Children are encouraged to participate in all activities offered. Some activities will be messy. As an example the children may paint, color, chalk, sand play, outdoor play in grass, sand dirt etc.; so please take this into consideration when dressing your child for day.

Please keep this in mind as your child's clothing has the potential of becoming soiled / wet or damaged during play. We cannot be responsible for clothing damage through everyday activities at school/ latchkey. It is recommended to dress your child accordingly. Children learn through their experiences and worrying about keeping clothing clean and in good repair may inhibit a wonderful learning adventure.

Please send a spare change of clothing to be left in the child's backpack in the event clothes do become wet/soiled/etc. Please place in a Gallon zip lock bag with the child's name clearly marked on the front. It should include a pair of socks, undergarment, pants and a shirt. These may be play clothes as children grow quickly and with luck will not be needed throughout the year. © If you notice your child has experienced a growth spurt please check their spare clothes bag and make adjustments as needed.

If you receive clothes home in need of washing that should indicate that you will need to restock the child's bag. Thank you.

Personal Property (not pertaining to classroom supplies)

Children are discouraged from, bringing toys to school. Your child will have various opportunities for show & tell throughout the school year. (More details will be included in the newsletters). If toys are brought for Show and Tell, they will only come out at that time. The toys will be returned to their book bags after Show and Tell.

Please Note:

- No toys of any violent nature should be brought to school
- Label any toys that come to school
- Staff cannot be responsible for lost or broken toys.

What Students Should Bring To School

As Christ the King is providing most of the supplies for your child's education, little needs to be purchased for the first day of school. Below are the few items necessary to complete your child's supplies for school:

- Book bag (suitable for large projects, snow pants & boots and ***change of clothes** (see clothing)
- Family Photo in frame
- 2 boxes of Kleenex
- Pack of glue sticks
- 2 boxes Crayola Crayons
- 2 boxes Washable Crayola thick classic markers
- White 3-Ring Binder, 2 Inch with plastic pouch on the front
- 2 pack of baby wipes
- 2 container of Clorox wipes
- 3 paper towel rolls

*Parents may choose, instead, to contribute \$20.00 to help the center to purchase these items.

Food Service

Breakfast / Hot Lunch

Breakfast and Hot Lunch will be offered daily (*there is a nominal fee for these meals). ***If your child has allergies please notify us immediately*** and pay close attention to the scheduled weekly meal plan available for your convenience. You may opt to send your child with cold lunch as an option. Regardless if your child is at school over the lunch period, a meal will be necessary for nutritional needs. The fee for the hot lunch will be paid in advance and put on the child's lunch account (this payment is separate from tuition/fees). The fees for meals may change from year to the next so please note the fee schedule in the school newsletter or contact the Sebewaing office at **(989) 883-3730**.

*Financial Assistance may be available to those who qualify

Snacks

We request for all parents to send in **\$10 a month cash** for the items needed weekly. The reason we are asking for cash is because it will be separate from CTK billing and easier for us to do the shopping. Staff members will be doing a weekly shopping trip for items needed for the following week. Including milk, juice, plates, etc. This also reinsures that everyone is contributing to the classroom monthly.

PLEASE limit the sugary treats to birthdays or special holidays. Birthday treats are allowed to be brought in, please inform the teacher when they are being brought in so nothing else is planned for that specific day.

***PLEASE MAKE SURE STAFF IS AWARE OF ANY
And
ALL ALLERGIES!***

Transportation

USA Public school provides bus transportation for Christ the King students. Bus transportation is provided to any child **4 years and older**. If the child meets this requirement the parent can talk to the school office to set this up. There is busing available in the morning and the afternoon, but will not be available for those that are picked up at 11:10am (those enrolled in the half day preschool program).

Field Trip

Parents shall be notified before each field trip. If you or someone you know wish to participate as a classroom/lunchroom/fieldtrip volunteer; You will need to complete the following forms:

- Copy of a valid ID (Driver's License)

- Provide a copy of active automobile insurance (Driving for field trips)
- Pass a Central Registry Clearance (DHS-1929)
- Sign a self-certifying statement that you are aware:
 - That abuse and neglect of children is against the law
 - That you have been informed of the center’s policies on child abuse and neglect
 - That you know that all volunteers are required by law to immediately report suspected abuse and neglect to children’s protective service

Emergency Communications

It is our first concern to keep the children as safe as possible. The center will do their best to communicate with parents what is taking place in emergency situations. The director will send out mass text, some notifications will come from the school administrator. If the event has affected the whole district notifications may come from USA School, E-Alerts through the school or Channel Five News (WNEM) website.

Reunification Plan-

Parents will be reunited with their children after an all clear is given. This may include, but not limited, to surrounding areas being deemed safe and everyone is accounted for.

Procedures for Handling Emergencies
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Fire

Once the fire alarm has sounded all of the children and staff would exit out the East Entrance Doors. They would proceed north to side walk outside the church. Before all the children leave the building a head count is take and once all children get to the “safe spot” which is the sidewalk outside of the church, another head count would be taken. If the building is not safe for us to return into, the center would go to another building on site.

Tornado

Once the tornado alarm has sounded all of the children will go to the office storage room. Before leaving the room a head count is taken and also taken again after the children get to the “safe spot”. All children and staff will stay in the “safe spot” until it is announced to return back to the classroom. The center will never relocate in a tornado unless something is wrong with the building or the Administrator feels it is appropriate. If this is necessary we would relocate to another safe building. Parents would be notified by phone call or text message

Other possible natural or man-made disasters

Flood

If the center would have a flood arise, all the children and staff would go to another building on school grounds. If all CTK is flooded we would relocated to higher grounds off site.

Blizzard

If a blizzard arises all the children would remain in and at the center. All parents would be notified to come and pick their child up immediately.

Gas leak

If a gas leak arises the center will be evacuated immediately. Everyone will be relocated to a safe place on school grounds. If all are unsafe on school grounds we will relocate to another safe location.

Chemical spill

If a chemical spill would happen in the area, the center would go into “shelter in place” mode. This is a method to protect school, daycares, and homes from hazardous effects of chemical accidents. Evacuations should only be need in rare circumstances since evacuations increase the risk of exposing individuals.

Sewer back up

If a sewer back up would arise, if the problem is expected to be fixed in less than an hour, the center will go to another building on site. However, if it is the whole sites sewer system and it will take more than an hour to fix, the center will have to close until the problem is resolved.

Power outage

If a power outage would arise, the center will notify parents if it lasts longer than an hour. The center would remain close due to the power outage. If the power outage occurs in the late afternoon/evening and the company doesn't feel it will be restored by 6:30am the following day, the center will be closed.

Crisis Management including but not limited to intruders and bomb threats

The steps that we follow are not shared for safety purposes. If an event such as this takes place, we will await further instructions from the Administrator or the police as what we can do, or if it is safe to stay on site or get relocated.

Please note:

Any time we need to notify parents of these natural or man-made disasters, it will be done via phone call from the Administrator or a mass text message. In some cases they may be posted on WNEM channel five.

Controlling Infection and Universal Precautions

Blood and other bodily fluids will be treated as being potentially infectious and proper precautions are taken in dealing with them. Vinyl/Latex gloves must be worn when providing first aid to bloody injuries or cleaning surfaces soiled with blood or other bodily fluids.

Contaminated surfaces are cleansed and disinfected with a bleach solution or approved disinfectant. Hands must be washed after gloves have been removed.

***HEALTH RESOURCES**

- The Center for Diseases Control (CDC) Web Site www.cdc.gov/vaccines
- Michigan Department of Community Health Web Site: www.michigan.gov/immunize
- Tuscola County Health Department 989-673-8114
- Huron County Health Department 989-269-9721

Behavior Expectations

- Christ first attitude of kindness
- Respect Authority
- Listen to teacher and others in authority
- Follow directions
- Accept responsibility for behavior
- Respect the right of others
- Use appropriate language
- Refrain from harassment
- Respect others
- Listen to the speaker
- Respect property
- Respect the property of others
- Respect your own personal property
- Respect the school property

Bullying Behavior Policy

All of the children in the center will demonstrate respect for others and their environment at all times while they are in attendance at CTK programs. The children will be responsible for their behavior and actions. All children are expected to follow these behavior expectations at all times while they are in attendance at CTK programs.

What is Bullying? Bullying includes, but is not limited to:

- Threats or actual physical harm
- Unwelcome physical contacting
- Threatening or taunting verbal, written communications
- Blocking or impeding student movement
- Taking or extorting money or property

Why Bullying is Not Acceptable Behavior! Bullying is **not** “funny.” No one should be subject to bullying or feeling negative about oneself

What we should do:

- Honor God through our words and actions
- Treat others the way we would like to be treated
- Be kind and respectful
- Appreciate the uniqueness of each person as an individual and their talents, abilities, likes, dislikes, and differences
- Strive to be good friends to everyone

Action Plan / Consequences

Step 1- Try to work things out between you and the bully using some of the above techniques. Pray about the situation.

2- Ignore the behavior and don’t react to the bully. Walk away. See if the behavior changes.

3- Talk to the teacher. Do not hide or conceal your feelings and emotions. The teacher will be the first line of discipline.

4- The Teacher and Principal will discuss an action plan with discipline for the bully. If behavior doesn’t change, an in-school suspension may be given to the bully.

5- A meeting will take place with Teacher, Principal, Parents of Bully, and if needed, a Pastor to address the issue and move forward. This may include counseling with the Principal or Pastor, an additional suspension (in-school or out-of-school), or other actions as deemed necessary.

6- If the bullying behavior still has not changed, expulsion from Christ the King will be considered.

Above all, **we need to remember that we are all children of God and we should treat others in a Christian way despite our differences.** Prayer and communication are important parts of this process and it is important that inappropriate behaviors are not ignored. Remember to; stand up for yourself, try to work things out, get adults involved if needed, and again remember to pray for everyone in the situation: that the behavior stops, for strength to stand up to a bully, for the bully in that they would come to realize their behavior is hurtful and wrong, and for your class and/or group of friends as a whole in that God would strengthen your relationship as a whole.

Discipline

All activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect and understanding. The program will be structured so that the children may exercise individual freedom, while respecting the rights of others.

Discipline will only be used in the event a child could cause harm to self, others or the environment around them. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by law (i.e. corporal punishment). The discipline will be age appropriate if necessary discipline is deemed.

Notice of the Availability of the Center's Licensing Notebook

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010
- The licensing notebook is available to parents during regular business hours. It is in a visible place and easy to access. If you do not see it and wish to review it, please ask and we would be happy to assist you
- Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at:

www.michigan.gov/michildcare