



St. Paul School  
of Ann Arbor

*St. Paul  
Infant/Toddler  
Program  
Parent Handbook*

Revised 2025



St. Paul School  
of Ann Arbor

## **Infant and Toddler Program Parent Handbook**

**225 Third Street**

**Ann Arbor, MI 48103**

Infant and Toddler Program 734-747-6360

Together, St. Paul Ann Arbor's mission and vision provide a guiding framework for its educational philosophy, goals, and priorities, inspiring and uniting its community in the pursuit of excellence, service, and faithfulness to God's call.

### **Our Mission:**

**At St. Paul Ann Arbor, we equip families and individuals to know Christ, to discover truth, and to create meaningful relationships.**

#### **We equip families and individuals:**

Our church and our school is unified by who we aim to reach. And our mission is bigger than us. That's why we value like-minded team members and partners. Together, we make an impact in the Ann Arbor area and beyond.

#### **Know Christ:**

Our beliefs are rooted in Scripture and are resolute throughout our history. Although times and landscapes change, our call remains the same: to make Christ known.

#### **To discover truth:**

From the origin of St. Paul, we believe in the importance of knowledge and education. Our school exists to amplify truth and to cultivate truth-seeking students.

#### **Create meaningful connections**

St. Paul Ann Arbor is a place to belong. Within our church and school walls, we welcome people and foster meaningful relationships.

### **Our Vision:**

**Sowing truth, Building Faith, Shining Love**

#### **Sowing truth:**

Our church and school are united in standing firm on our Biblical beliefs. We are bold and unashamed to share truth.

#### **Building faith:**

We are action-takers and aim to provide ways for people to spiritually grow. We want SPAA to be a place where people deepen their faith.

#### **Shining Love:**

We are focused on outreach and impact. Both in our immediate community and throughout Ann Arbor, we strive to reach people with love.

### **Core Values**

#### **Transparency**

#### **Edification**

#### **Unity**

#### **Integrity**

##### **Transparency:**

Open doors, open books & open hearts. Transparency shows up at St. Paul School of Ann Arbor when we ask parents to join us as partners. We work to ensure parents are confident in how we cultivate their children's hearts and minds.

##### **Edification:**

Lifting each other to great things. Edification shows up at St. Paul School of Ann Arbor when we challenge students to grow their knowledge and their character. We care about providing a high caliber of education, from infancy to 8th grade.

##### **Unity:**

Shared blessings & shared burdens. Unity shows up at St. Paul School of Ann Arbor when we move together with a shared purpose. We're bound by our common belief and our common call to do the good work set before us.

##### **Integrity:**

Building on our solid ground. Integrity shows up at St. Paul School of Ann Arbor when we remain consistent in our foundation while being flexible towards growth. We do not change aimlessly but approach all things with discernment and consideration.

### **Governance**

St. Paul Ann Arbor has a policy-based governance system. The Board of Directors is the governing body of the congregation. It is to govern the affairs of the congregation and is responsible for monitoring adherence to the Constitution, By-Laws, and Policies (Section 3.2 of the By-Laws). It represents the ownership of the congregation and is responsible for the Governing Policies and the Strategic Plan of the church and school (Section 2.0.1 of the Policy Manual).

The Board of Directors represents the congregation, supports and monitors the Executive Team, establishes policy, and ensures that the policy and financial decisions are executed in accordance with the Constitution and Bylaws of the congregation. The Board's sole official connection to the operational organization of the church and school will be by policy through this Executive Team. The Board shall delegate authority to them only.

The office of the Executive Team consists of three positions: Senior Pastor, Principal, and Business Manager. 1.

The Senior Pastor is a called and ordained servant who is responsible for conceiving and managing the day-to-day operations of the church's ministry, including preaching, teaching, stewardship, missions, outreach, spiritual leadership, and pastoral care.

2. The School Principal is a called servant who is responsible for conceiving and managing the day-to-day operations in all areas of the school's ministry including preschool through eighth grade at the school

campus and the early childhood program at the downtown campus.

3. The Business Manager is responsible for managing the infrastructure necessary to enable the ministry staff to function successfully in human resources, financials, and facilities.

### **St. Paul Infant/Toddler Program Introduction**

St. Paul Infant and Toddler Program warmly welcomes all families and their children who will be joining our program. St. Paul has two locations: the Main School Campus is situated within our elementary school at 495 Earhart Road in Northeast Ann Arbor, and our Downtown campus is located at 225 Third St. This handbook specifically pertains to the Infant and Toddler Program.

We encourage you to read through this handbook to familiarize yourself with our program and policies, as it contains important information regarding St. Paul Infant/Toddler Program's procedures. Please note that while this handbook serves as a reference guide, it may not cover every aspect of the childcare program or every possible situation that may arise. Families are encouraged to reach out to the Site Director with any questions regarding the contents of this handbook.

We reserve the right to add, modify, or remove any policies and procedures outlined in this handbook with thirty days written notice to parents.

This handbook is the exclusive property of St. Paul Infant/Toddler Program and is intended solely for the use of the parents or guardians of enrolled children. It may not be copied or distributed to any third party without the express written permission of St. Paul of Ann Arbor. St. Paul Early Childhood Center is licensed by the State of Michigan and undergoes annual reviews to ensure a safe environment and quality programs are provided.

### **Nondiscrimination, Equal Opportunity and Accommodation Policy**

St. Paul Early Childhood Center is a place of public accommodation and does not discriminate in its admission practices based on any legally protected classification, including but not limited to race, color, creed, religion, disability, or gender. We make every effort to accommodate the admission of all children to our program, provided that the child would not, due to admission, present a danger to himself, herself, or others. If your child needs any accommodation, please advise the center in writing. If you have any questions about our admission or accommodation policy, please consult the Director's Admissions policies, including the first preference for members of St. Paul Evangelical Lutheran church.

Members and non-members of St. Paul are invited to attend classes on the teaching of the Lutheran Church, Missouri Synod (LCMS), so they may understand our principles of Christianity. Twelve-week classes taught twice a year focus on the teachings of the LCMS and the principles of Christianity. Please call the church office for more information at 734-665-9117

### **The Principal's Advisory Committee**

The Principal's Advisory Committee may advise the School Principal on all activities related to education. Members are appointed by the Principal with the advice and consent of the Board of Directors.

### **Accreditation**

St. Paul Lutheran School is accredited by the National Lutheran School Accreditation (NLSA) of the Lutheran Church Missouri Synod and also by the Michigan Association of Nonpublic Schools (MANS). Annual reviews of accreditation documentation are submitted to the MI District NLSA Commission. The accreditation is based on a five-year cycle.

### **History of St. Paul**

The congregation of St. Paul Lutheran Church in Ann Arbor was established on January 20, 1908, with a mission to illuminate the teachings of Jesus Christ through community and service. This enduring commitment has led to significant growth in both membership and facilities, reflecting the abundant grace and blessings experienced over the years.

In 1963, the church took a significant step forward by founding a Christian elementary school. St. Paul Lutheran School officially opened on September 20, 1964, welcoming 69 eager students in Kindergarten through fourth grade.

As interest and enrollment flourished, the school adapted by adding fifth and sixth grades, resulting in the construction of additional classrooms and facilities in 1966. The introduction of seventh and eighth grades in the early 1970s called for further expansion, and by 1986, a dedicated science classroom, library, and multipurpose room were inaugurated to better serve the students' educational needs. In honor of the school's twenty-fifth anniversary, an inviting canopy was constructed over the main entryway, enhancing both safety and accessibility.

Recognizing the continued growth in enrollment, the church approved an ambitious expansion plan in 1998 to double the school's footprint. This project, completed in 2000, featured a second gymnasium, four new classrooms, remodeled locker rooms, and a modern kitchen, all aimed at enriching the educational environment. The commitment to improvement continued with a 2017 renovation that added a third preschool classroom and revitalized the Fine Arts Rooms, incorporating a new kitchenette, upgraded art cleanup stations, advanced presentation systems, and ample storage solutions to support creative learning.

### **Statement of Belief**

St. Paul School of Ann Arbor is a missional ministry of St. Paul Lutheran Church a member of the Lutheran Church Missouri

- Officially, our beliefs are expressed in the documents of the Book of Concord. To summarize, the Lutheran church teaches and confesses that there is salvation in Christ alone – by grace alone, through faith alone, on the basis of God's word alone. [Ephesians 2:8-10](#)
- St. Paul Lutheran Church believes that the Bible is actually and literally God's word. [1 Timothy 3:14-17](#) • We believe that God caused people to write it, and that the Bible tells us the absolute truth ([John 17:17](#)), especially about who God is and what he has done for us.
- We believe that, among the many things God teaches us in the Bible, the two most important are his Law and Gospel.
- God summarizes the Law in this statement, "Love the Lord your God with all your heart, and with all your soul, and with all your mind, and with and all your strength," and "Love your neighbor as yourself." ([Mark 12:30-31](#)) And, of course, we know that we simply can't do that. Not one of us has ever been able to love God and everyone else completely ([Psalm 53:3](#); [Romans 3:12](#)), so all of the members of our congregation are in the same boat. We know we're sinful people ([Romans 3:23](#)), and the many frustrations in our lives show that. Our whole world is complicated by sin and the results of sin. ([Romans 8:22-23](#); [1 John 2:16-17](#))

### **Gender and Sexuality at St. Paul Church and School**

St. Paul Lutheran Church and School, affirming the teaching of the Lutheran Church Missouri Synod, believes that God wonderfully and immutably creates each person as male or female. Our biological sex determines this identity, and these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27), so that God's design for marriage is between one man and one woman.

We recognize that sometimes people wrestle with their understanding of their sexual identity. As followers of

Jesus, we seek to love all people regardless of their gender/sexual identity, to respect their efforts to understand themselves and to help them to find wholeness and fulfillment in their identity in Jesus Christ. Out of love for others, we are unable to affirm an understanding of sexual identity that is inconsistent with a person's biological reality, but we commit ourselves to love and support one another as we each discover the person God has called us to be.

We will love and care for all children entrusted to our care, addressing them by their legal names and appropriate pronouns. Our teaching will follow God's Word and the teaching of Jesus that the gift of sexual intimacy is reserved for a husband and wife.

### **Confidentiality**

Each child has a right to confidentiality. All information about children in the program, including all reports, records, and data, is confidential and used only for internal purposes. Information about children enrolled in the program will not be released to third parties without the express written permission of the parent unless required by statute, court order, or licensing mandate.

Children's records are kept in a locked cabinet in the Infant/Toddler director's office. The Infant/Toddler Director, Infant/Toddler staff, and the child's parent have access to record and maintain the records.

### **Purpose and Philosophy**

St. Paul Infant/Toddler Program assists families in early care and education by providing a Christian, caring, and loving environment. We strive to create a safe, clean, nurturing atmosphere where a child can grow spiritually, physically, socially, emotionally, and intellectually.

A play-based program is provided where developmentally appropriate practices are designed to help each child learn according to his/her ability. It is the philosophy of SPECC that children learn through play. Children should be given time and opportunity to interact with materials and objects, explore and use their natural curiosity to learn about the world, and develop social skills through interactions with others. Play-enriched environments result in an individual who can think and process information. Because children learn through hands-on activities, we believe they should be allowed to experience various activities throughout the day. We recognize that children are at different stages of development and abilities. Therefore, children are allowed to choose their own activities within a wide range of offerings, as well as participate in teacher-guided activities.

As a Christian center, we emphasize moral and spiritual values. Christian principles are the foundation of our teaching and care and are demonstrated through all interactions. Christ's loving example is our guide for daily living.

### **Personnel**

All personnel must meet the State of Michigan's requirements for employment. The Director is required to have a minimum of a Bachelor's degree in early childhood education or child development or have a lesser credential with at least 18 additional hours in early childhood education. Lead teachers must have a minimum of a CDA (Child Development Associate) or have at least 12 semester hours in early childhood coursework. While teaching assistants are not required by licensing to have a CDA or above, any full-time teaching assistants who are hired without that credential will be required to obtain it while employed. Our goal is to exceed state requirements for the educational background of all full-time staff.

All employee references are thoroughly verified. Additionally, all potential employees undergo fingerprinting, and the Michigan Department of Licensing and Regulatory Affairs conducts a comprehensive background check with the Michigan State Police. This agency also fulfills the State of Michigan's requirements by screening employees through Protective Services and the sex offender registry. Out-of-state records are also reviewed for potential employees who have lived outside of Michigan in the past five years. No individual is employed until they have successfully cleared this entire process. The preschool program is led by a Director and includes Lead Teachers, Assistant Teachers, and

part-time support staff.

### **Staff Training**

The Infant/Toddler staff undergoes annual training through various methods, including High Scope Online COR training, university coursework, seminars, conferences, on-site training, and reference books, totaling a minimum of 16 training hours each year. Additionally, staff members receive training in CPR, First Aid, Bloodborne Pathogens, and all developmental domains using various approaches.

### **Private Duty by Employees**

Upon occasion, a parent may request that an employee care for their child at places other than at the center. Staff may not be on the premises to care for children at the special request of a parent. If a staff member babysits for a parent off the premises or transports a child to and from the center, this is an arrangement made solely between the staff member and the parent. The center is not responsible for the actions of the staff members before or after center hours. Likewise, the center will not be held accountable for care or transportation done by an employee before or after working hours. Any Center employee doing care or parent using care must fill out the Private Duty Waiver form supplied by the center each time care is provided. This form shall be returned to the Director. Please request the form from the staff.

### **Interpreter**

The use of an electronic translator will assist parents who do not speak English.

### **State of Michigan Licensing**

St. Paul Infant/Toddler Program is licensed by the Michigan Department of Human Services and will maintain compliance with all regulations. We expect families to respect these regulations regarding our facility, employees, and children. Families may access the Center licensing report by requesting to review the Licensing Notebook on-site or by accessing the Michigan Department of Human Services website. Click on the Parents Section, Find a Child Care Center, and enter DC 810-019529 for Infant/Toddler Program..

### **Sample of Daily Schedule**

#### **Toddler Dail Rhyth**

7:30 - 9:15 Drop off/ Breakfast/Morning invitations  
9:15 - 9:30 Clean up/Hand Wash/ Diaper check  
9:30 - 10:00 Morning (AM) Snack/Bottles/Diapers  
10:00 - 10:15 Circle Time & Jesus Time  
10:15 - 11:15 Outdoor Play/Gym- Large Body Movement  
11:15 - 11:30 Clean up/Handwash  
11:30 - 12:00 Lunch time  
12:00 - 12:30 Diapers/Bottles/literacy  
12:30 - 2:30 Naptime  
2:30 - 3:00 Wake up/diapers  
3:00 - 3:30 Pm Snack/Bottles  
3:30 - 4:30 Afternoon Invitations/Small Group/Outdoor Time  
4:30 - 5:00 Free Choice Play/Diaper check  
5:00 - 5:30 Clean up/Goodbye/Pick up

#### **Infan Dail Rhyth**

7:30 - 8:30 Drop off/Welcome/Tummy Time  
8:30 - 10:30 Diapers/Bottles/Nap  
10:30 - 11:00 Wake up/Diapers/Bottles  
11:00 - 12:00 Circle Time/Outdoor Time/ Activity Time

12:00 - 12:30 Diapers/Bottles  
12:30 - 2:30 Nap Time/wake up/ Bottles/diapers  
2:30 - 3:00 Tummy Time/ Literacy Time  
3:00 - 5:00 Diapers/Bottles/Nap time  
5:00 - 5:30 Clean up/Free Play/Pick up

**Note: this daily schedule is just a guide but babies are allowed to sleep when they want to and feed as needed at all times.**

### **Assessment Tools**

Infant/Toddler developmental milestones are assessed using COR Advantage, an online anecdotal assessment system. Teaching staff observe children throughout the year at play and other activities and record their observations.

The purposes of assessment are to:

- Encourage parents to observe children at home and share their observations with staff.
- Determine if a child is developing within the normal range for his/her age.
- Screen to help plan activities and programs for individual children and groups of children. • The goal is to note the child's progress and determine appropriate follow-up based on the screening results. • This will be used as a basis for discussing their child's progress with their parents at parent-teacher conferences, which will be offered twice annually and as needed.
- To assist staff in determining what activities will promote learning in age-appropriate ways, both for individual children and groups.
- To assess the effectiveness of our curriculum and to guide staff in making adjustments that will improve the learning and caring environment.
- To assist staff in planning to improve their developmentally appropriate classroom.
- If parents and staff note that a child is not progressing as expected, we will use both methods of assessment in order to determine what course of action should be taken.

We will assist and guide the parent in finding resources and help from appropriate professionals and will work with parents and professionals to provide the child with care and instruction based on the child's needs and developmental level.

### **Parent and Teacher Conferences**

We offer parent-teacher conferences at least twice per year, using information collected and observations recorded on COR. Teachers also use other observations, checklists, scrapbooks, and notes as needed to prepare for conferences.

Parents and guardians are invited to learn more about COR at their website, which offers information and may answer questions. Please refer to [coradvantage.com](http://coradvantage.com) for information on COR. If you have any concerns or questions regarding how assessments will be used and how they may meet your child's needs, please speak to the Director.

Information shared by parents and observations recorded in assessments are confidential and are shared only with parents or guardians and teaching staff. They will be shared with other parties only with the prior consent of parents or guardians.

### **Assessment**

Children are assessed at St. Paul infant and Toddler Program by using two primary methods. Parents are given the opportunity to use Ages and Stages Questionnaires (ASQ) shortly after enrollment, and periodically thereafter. Teaching staff regularly assess children using COR Advantage, an online anecdotal assessment system. Teaching staff observe children throughout the year at play and other activities, and record their observations.



The purposes of assessment are to:

- Encourage parents to observe children at home and share their observations with staff.
  - Determine if a child is developing within the normal range for his/her age.
  - Screen for the purpose of planning activities and programs for individual children and groups of children.
  - Screen to note the progress of the child and to determine appropriate follow up from the results of the screening.
  - To use as a basis for discussing children's progress with their parents, at parent-teacher conferences to be offered twice annually and as needed.
  - To assist staff in determining what activities will promote children's learning in age appropriate ways, both for individual children and groups.
  - To assist staff in planning for improving their developmentally appropriate classroom.
  - To assess the effectiveness of our curriculum and to guide staff in making adjustments that will improve the learning and caring environment, and to guide planning for overall program improvements.
  - If parents and staff note that a child is not progressing as expected, we will use both methods of assessment in order to determine what course of action should be taken.
- We will assist and guide the parent in finding resources and help from appropriate professionals, and will work with parents and professionals to provide the child with care and instruction based on the child's needs and developmental level.

### **Standardized Assessments**

Standardized tests are used by specifically trained individuals employed by WISD, physicians, psychologists, Early On, Good Start, and other health care professionals. These tests are used when parents are referred to these community agencies to determine a child's strengths and weaknesses. This information is shared between other professionals, parents, and staff to assist staff in planning activities for the child and classroom to improve development.

### **Arrival and Departure**

St. Paul Infant and Toddler Program opens at 7:30 AM and closes at 5:30 PM. Please plan to arrive before 5:30 PM to have enough time to greet your child, collect their belongings, and speak with the teachers. A late fee of \$1.00 per minute will be charged for any delays.

When leaving, please say goodbye to your child so he or she is aware of your departure. Children need a definite goodbye. It is confusing for them if a parent talks, comes back several times, or prolongs the departure. Reassure your child that you will return. Young children do not have the ability to comfort themselves as adults do. Children may cry but usually become involved in an activity very quickly. Please be assured that the teachers will comfort your child and assist him or her in a kind and gentle way during this time of transition. It may take some children as long as a month to adjust to a new school. Parents may call the center to check on their child later in the day. Teachers and parents may make individualized plans to ensure a successful drop-off and departure.

At the end of the day, please greet a teacher so that we know you have arrived to pick up your child. We encourage parents to spend a little time discussing their child's day with the teaching staff whenever possible.

You must sign your child in upon arriving and sign your child out upon departing using the child's full name as required by the State. We use the sign-in sheet to check the children during a fire drill and would not necessarily know to look for a child who has not been signed in during a real fire. Once the parent signs out a child, the parent is legally responsible for the child.

Access to the Infant and Toddler House is controlled by security systems. Anyone wishing to enter the building must be buzzed in. The security system includes audio and video components so that staff can see and hear people by using monitors. Only people known to staff or who have a stated need to be in the center will be allowed in.

If you plan to have someone other than a parent pick up your child, please inform staff both verbally and in writing. Please give the full names of those individuals and not nicknames or names such as "Grandma." The name must also be on the Child Information card as a person with your permission to pick up your child. A written notice to allow an individual to pick up your child is also acceptable. Over-the-phone releases are discouraged, although in an emergency, they may be accepted. Staff reserves the right not to allow a child to leave the property with someone they do not know. Staff will ask for a picture ID if we are not familiar with individuals picking up children.

St. Paul Ann Arbor follows court-ordered custody arrangements and will not release a child to a non-custodial parent unless specified by the Court Order.

St. Paul Ann Arbor will not knowingly release a child to a parent under the influence of drugs or alcohol.

### **Health Care Policies**

All staff and children must wash their hands upon entering the building. Toilets, drinking water, and handwashing facilities are easily accessible to children. Soap and disposable towels are provided. Children wash their hands after toileting and before and after meals.

Children are instructed by staff members on proper handwashing procedures, which include using running water, and soap, and rubbing their hands together. They are taught to use single-use disposable towels for drying. The temperature of the hot water at outlets used by children does not exceed 120 degrees Fahrenheit. Additionally, the water table is cleaned and sanitized daily with a bleach solution.

### **Rest Time**

Infants sleep on demand, according to their own schedules, in cribs. When children are around one year old, they are often ready to have just one nap per day and we will assist them in transitioning to our toddler naptime, which begins around 12:00. Toddlers sleep on cots and may sleep with a blanket, a small pillow, and a stuffed animal if they prefer. All items for nap are stored in a plastic bag and are to be taken home at the end of the week to be washed.

### **Safe Sleep for Infants**

We follow these recommendations from the Michigan Department of Health and Human Services regarding safe sleep practices for infants and urge our families to do the same:

Place your baby on their back, in a crib, bassinet or pack-n-play for every sleep time.

Use a firm mattress with a tightly fitted sheet.

Keep baby's sleep space clutter free – no pillows, blankets or toys.

Avoid covering baby's head or overheating. Instead of a blanket, consider using a sleep sack, wearable blanket or footed sleeper to keep baby warm.

Remind everyone who cares for your baby, including babysitters and family members, how to keep baby safe while sleeping.

Infants (under one year of age) sleep according to their own schedule and each infant is assigned a crib, certified for center use, in the infant room. Infants are placed to sleep on their backs in a crib with only a tightly-fitted sheet - no blankets, pillows, stuffed animals, or other items are permitted. No infant sleep positioners are used unless ordered by the infant's physician. Parents may choose to have their infant sleep in a sleep sack. Infants who arrive asleep or fall asleep in a car seat, bouncy seat, or other equipment not designed for infant sleep, will be placed in a crib.

For safety reasons, the Center does not use walkers. Time in high chairs, bouncy seats and other containment equipment is limited to twenty minutes at a time.

### **Diapers and Toilet Training**

We expect children to learn to use the toilet according to their own schedule - there is no specific age that is best to start toilet training.

If your child uses diapers, please bring in a large supply of diapers, with your child's named on the package. Staff will notify you when the diaper supply is running low. Please bring in new diapers as soon as possible.

Please inform staff when you begin toilet learning so we can coordinate our efforts. Please feel free to consult with Lead Teachers about toilet learning ideas. Children have many accidents during the process and we accept this as a part of their development. It may take at least a year for the process to be completed and some children will have occasional accidents or regress under stressful circumstances. Children need to have command over their words and their body before toilet training can be successful. Too much pressure from adults can slow the process. If your child is in the process of toilet learning, it is of great help to the child to be dressed in clothing which allows for easy undressing. An elastic waist pant (no belts or onesies) makes it easier to get clothing off and avoids frustration for children.

Once your child is ready to wear underwear at the center, please use thick underwear with plastic pants to go over them. This helps keep our center clean if your child has an accident. Please bring in several sets of thick underwear, plastic pants, and several changes of clothing.

### **Illness Policies**

#### **Please call if your child will be absent due to illness or other reasons:**

According to the state licensing rules, children who are ill should not attend. If your child has a contagious illness, please let us know so we can alert others. Whenever possible, we will give parents information regarding infectious diseases that have been diagnosed among children or staff.

We reserve the right to require that a child be sent home if, in the staff's opinion, the child is obviously ill. If your child has a fever of 100.4 degrees or more, you will be notified by phone and requested to take your child home.

Children should not return to the center until they have been free of fever and/or vomiting for 24 hours without the aid of fever-reducing medication. (The American Academy of Pediatrics defines a fever as 100.4 F or more whether taken orally, rectally, or armpit/forehead [axillary]). St. Paul Preschool takes an axillary temperature). Symptoms other than a fever may cause the child to leave the center, including two episodes of diarrhea, vomiting, unexplained rash, or a combination of symptoms or an inability to participate in activities. Generally speaking, we follow the guidelines set forth by the American Academy of Pediatrics and Washtenaw County Health Department.

If your child contracts head lice, we ask that the child be treated and totally nit-free before returning to preschool. The child will be checked prior to the parent leaving for the day.

If your child is found to be ill, your child will be isolated and provided with a cot and blanket. Staff will supervise your child until you arrive. Staff will give the families an illness report that can be used to relay information to the child's health provider; a copy will be kept in the child's file at the center. When called to pick up their child due to illness, families have one hour to return to the center.

Young children are often exposed to new diseases to which they eventually build up immunity. We take precautions by cleaning toys daily, washing hands frequently, and disinfecting surfaces with bleach water. St. Paul cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Families must recognize that, while in care, it is possible that the child may be exposed to a contagious illness or disease.

### **Immunizations**

We strongly encourage all families to vaccinate their children according to schedules recommended by the Center for Disease Control - see [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) for current recommendations. A list of scheduled immunizations, distributed by the Michigan Department of Health and Human Services, is provided to families prior to enrollment. We are required to have on file a complete health record for each child, including all immunizations, within 30 days of enrollment.

Parents or guardians are permitted to seek a nonmedical immunization waiver if they choose not to vaccinate their children or choose not to vaccinate according to the recommended schedule. They must attend an educational session regarding vaccinations and vaccine-preventable illnesses before obtaining a waiver. However, we highly recommend vaccinating all children according to plan in order to protect the health of all children in the center.

In the event of a diagnosed case of a vaccine-preventable disease occurring in the center, children who are unimmunized or under-immunized for that disease will be excluded from the center, following recommendations from the Washtenaw County Health Department or other health agencies. This includes children who are not yet old enough to receive the vaccine. Parents of unimmunized or under-immunized children will be contacted promptly and will be instructed as to when their children will be permitted to return.

### **Medications and Medical Procedures**

Medication, including prescription drugs, over-the-counter drugs, or individual special medical procedures, will be given or applied only with prior written permission from the parent. Prescription medication must be in the original container with the pharmacy label indicating the physician's name, child's name, instructions, and the name and strength of the medication. It shall be given in accordance with those instructions. Center staff will not honor any instruction that contradicts the instructions given by the physician (for prescription drugs) or stated on the label (for over-the-counter medications). Permission by phone is not allowed. In some cases, it may be necessary for the parent to scan written authorization.

Center staff will record the time and amount of any medication given or applied. Parents must provide all medications; the center will not purchase any.

All medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The provider will keep the medicine out of reach of children in the preschool director's office and will return the medication to the parent when it is no longer needed.

If a physician, dentist, or other health professional has ordered special medical management procedures for your child, we will ensure that a staff member trained in the procedure is on-site anytime the child is present at the center.

Please inform staff, both verbally and in writing, if you have given your child any medication (prescription or over-the-counter) before bringing him or her to the center.

**Due to the possibility of a reaction, please do not bring your child to the center immediately after having a vaccination or a new medication. All vaccinations or first doses of a new medicine must be given to the child at least 12 hours before attending the center. If your child reacts at the center, you will be contacted by phone to pick up your child and seek medical attention.**

Staff will not administer homeopathic remedies and medicines, per the recommendation of the American Academy of Pediatrics.

Our health and safety practices are reviewed periodically by a nurse practitioner, and alterations are made where appropriate.

### **Sunscreen**

We ask that parents apply sunscreen to their children in the morning, and we will reapply sunscreen to children before outdoor play in the afternoon with the written permission of parents or guardians. Sunscreen is provided by the parent and is clearly labeled. Parents have the option to allow staff to apply sunscreen provided by the families. Parents also have the opportunity to refuse the use of sunscreen, with the understanding that sunburns may occur.

Parents are required to sign the sunscreen policy form annually.

### **Injury**

If your child has an accident at the center, it will be reported to you on the Accident Report form. A general description of the injury, how it occurred, and how your child was cared for will be provided for parents and staff to sign, and a copy will remain in the child's file. If a child has injured another child, two separate accident report forms will be given to parents. We will not disclose the name of the other child on the form.

If there is a severe injury, you will be contacted, or someone on your Child Information Record, if you are not available. Appropriate action will have been taken to aid the injured child, and the parent will then be responsible for further action. Any injury that occurs at the center and results in a hospital visit will be reported to the State Licensing Consultant. The Director will ask for additional information for the report.

### **Emergency Protocols**

In an emergency, we will contact you using the Child Information Record. If we cannot reach you, we will contact the others listed on the sheet. The child information sheet must be completed before your child's first day of enrollment and will remain on file during the time of your child's enrollment. Please keep this information current and initial the periodic review box. Parents will be reminded periodically to update the card. Please ensure that the phone numbers listed are the easiest, most direct ways to contact parents or guardians.

Parents permit center staff to call 911 in the event of a severe emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent.

Through fire and tornado drills, staff and children are prepared to handle emergencies that may occur at the center. In the event of a fire, staff will quickly remove all children from the building, checking each room and any spaces that can conceal a child. Staff will shut doors and take children to a nearby safe location, bringing with them the daily attendance sheet and all Child Information Cards. Staff will immediately take attendance to ensure that all children are safe and accounted for. In the event of a fire or other building emergency in the building, The children will be taken to the Youth House which is located next to the playground. Parents will be called or otherwise notified.

In a tornado or tornado warning, infants and toddlers and staff will meet in the basement of the IT house away from windows. If parents come to pick up children during an active tornado warning, they will be requested to stay at the center until we have received an all-clear.

### **Health Form and Immunizations**

Each child enrolled in the center must have a health record filled out and on file at the center within 30 days of the child's first day of enrollment. The forms must be filled out and signed by the parent and the child's healthcare provider and must include a full record of all immunizations. This form must be updated as your child receives new immunizations. It will be kept on file at the center throughout the time of your child's enrollment and must be renewed every year.

Children's health records are kept on file in the center, in our offices, which are locked when not in use. They are made available only to the center director, the child's classroom teachers, and the child's parents or guardians. When requested, they will be made available to regulatory authorities, such as our licensing consultant. They will be shared with other parties only by the prior consent of parents or guardians.

### **Discipline and Behavior Management**

All activities will be conducted in an environment of Christian love and support. Children will be guided to relate to one another with respect and understanding. Interacting in a group may be a new experience for many children. We will reinforce positive behaviors and redirect unacceptable behaviors as two effective methods for improving children's socialization skills.

The program is designed to allow children to exercise their individual freedoms while respecting the rights of others. We encourage children to problem-solve, generate acceptable alternatives to unacceptable behaviors, and help them work through conflicts.

## **Solving Problems and Resolving Conflicts**

We base our disciplinary action on the child's development and the situation. In the event that a child is unable to participate in play or group activities, a staff member will remove the child and stay with the child until he/she is calm and can rejoin the other children. Time-outs will not be used.

Staff is trained in conflict resolution and uses these techniques to assist children with problems. In the event of a conflict between children, a staff member will discuss the issue with the children involved and attempt to help them resolve the difficulty in a calm, respectful way (see the steps stated below). Staff will encourage self-control and cooperation and will use only positive methods of discipline. Children will be guided to understand the consequences of their actions and how they may affect others.

In no case will any type of physical or psychological punishment or coercion be used. A child may be held carefully by a teacher to prevent the child from hurting himself or others. Staff may never use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Examples of physical punishment include hitting, slapping, shaking, pulling by the arm, and other actions that may physically hurt a child. Examples of psychological abuse and coercion include teasing, threatening, or insulting a child in any way ("You won't get a snack unless you apologize," "big boys don't cry - stop acting like a baby"), or grabbing a child's hand to force him to pick up toys.

### **Steps to Resolve Conflicts**

1. Approach calmly.
2. Acknowledge feelings. (You look angry/sad/upset)
3. Gather information. (What is happening here?)
4. Restate the problem. (You want the toy that Joe has?)
5. Ask for solutions and choose one together. (How would you like to solve this problem?)
6. Be prepared to give follow-up support. (You solved the problem!)

## **Children with Special Needs**

At St. Paul Ann Arbor, we believe that each child is a beloved creation of God. It is our mission and our honor to care for, teach, and love all children whom God sends our way. We also follow the guidelines of Developmentally Appropriate Practices, which require that each child be treated as an individual and that he grows and develops in his own way according to his own schedule. When enrolling children, we do not discriminate on the basis of disability but will work with parents, health providers, and other professionals to determine if we can make reasonable accommodations to meet the child's needs.

We must be aware of any circumstances that affect a child's growth and development so that we can help each child grow and develop according to their potential and realize their gifts. If a child is found to have special needs or a disability, St. Paul Ann Arbor Preschool attempts to provide reasonable accommodations to our environment and practices under the guidelines of the IDEA (Individuals with Disabilities Education Act).

Since we enroll very young children, sometimes, children in our care have not yet been diagnosed with a disability. In order to help both parents and staff better understand our children, we offer developmental screening (please see the section on Developmental Screening for further information) using the Ages and Stages Questionnaires. These questionnaires are filled out by parents and scored by teaching staff - they do not diagnose disabilities or disorders but provide information for physicians and other health professionals to make a diagnosis. We encourage all families to participate in developmental screening at preschool and to share the results with their child's healthcare provider. We also use COR assessments to observe and record children's behavior - again, these assessments can be shared with your child's healthcare provider or other experts when a disability is suspected. Teaching staff document the development and behavior of all enrolled children using COR, and this information can be used to demonstrate how a child is developing over time or exhibiting behaviors that warrant concern.

We also use the services of local child development experts to determine whether a child may benefit from assistance from specialists. Washtenaw Intermediate School District (WISD) offers free assessments through Early On (for children ages

0-3) and Built-Up Michigan (3 years and older). Please see <https://washtenawisd.org/departments/early-childhood/early-intervention> for further intervention. Parents can choose to have their child observed at SPECC - and we will only contact WISD with permission from parents. We will provide parents with information on other resources as well, including specialists in private practice.

If your child is diagnosed with a disability or disorder, he or she will receive an IFSP (Individualized Family Service Plan for children 3 years and younger) or an IEP (Individualized Education Plan for children 3 years and older) from his or her special education specialists. Please share your child's plan with her teacher so that we can coordinate your child's care and education with their special needs providers. St. Paul Preschool staff will also meet with other care providers in order to best meet your child's needs. Outside care providers, such as speech and physical therapists, are welcome at St. Paul to provide services for your child while he is here.

### **Addressing Challenging Behavior**

On occasion, children may behave in ways that require a more comprehensive approach. While most children at times behave in ways that are "normal but unacceptable" (extended tantrums, biting, physically hurting others), sometimes children show persistent challenging behavior that is not easily addressed within the classroom setting. In such situations, staff (including classroom teachers and the Director) will work with the child and his or her family in the following ways:

- Staff will document the child's behavior, noting the circumstances in which the behavior occurs and noting what may have precipitated the behavior
- Staff will work with the child using positive reinforcement, encouraging positive behavior, and, whenever possible, helping the child prevent behaving in unacceptable ways
- Staff and parents will meet to discuss the child's behavior and explore possible causes (such as lack of communication skills, frustration in handling transitions, etc.).
- Staff and parents will discuss and develop a plan to help the child replace the challenging behaviors with more effective behaviors. When necessary, staff and parents will consult with professionals, such as the child's physician, special education consultants, therapists, and others, to determine the causes of the child's behavior and effective and compassionate methods to address the behavior.
- Staff and parents will work together with the child to help the child understand his or her own temperament, skills, and capabilities. They will help the child use effective strategies to moderate responses and plan behavior.
- Staff will continue to document the child's behavior to respond appropriately when challenging behavior may reoccur and to note the child's progress.

### **Suspension and Expulsion**

St. Paul Ann Arbor reserves the right to dismiss any child with behavior problems or any other difficulty that is not resolved after working with the Director, staff, and parents. In the event that such dismissal is deemed necessary, a one-week written notice will be given to the parent.

Please note that suspension (temporary withdrawal from care) and expulsion (permanent dismissal from the center) will only be used as a last resort after all other means of resolving and accommodating challenging behavior or other circumstances have been exhausted. It is our aim to care for and educate any child brought to our care to the best of our abilities.

These exclusionary measures will be used only as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications.

Prior to a decision to exclude a child, the child's lead teacher and the Director will arrange for meetings with the child's parent or guardian to discuss the nature of the challenging behavior and methods we can use to help the child grow and develop, and to ensure the safety of the child, other children enrolled at the center, and staff. Evaluations by medical professionals and input from special education professionals will be used whenever possible as well. We will consider reasonable accommodations that will enhance the child's experience and help ensure safety. We will consider alternate placements for the child that will better meet his or her particular needs and will assist parents and guardians in seeking their services.

Exclusion will only be used if all other reasonable measures have been tried and there is agreement that exclusion is in the best interests of the child. St. Paul Early Childhood Center will undertake any such measures while complying with appropriate federal and state civil rights laws. St. Paul may terminate childcare services for any or no reason with a two-week written notice.

### **Reporting Suspected Child Abuse and Neglect**

All childcare staff are mandated reporters: we are all required by law to report suspected child abuse or neglect to Child Protective Services. All staff is given information on the reporting process and on signs of child abuse and neglect, including sexual or emotional abuse, upon hire. If a staff member has reason to suspect child abuse or neglect, he or she is obligated to contact Child Protective Services, whether the alleged abuse is believed to have occurred at home, at the center, or elsewhere. While the staff is encouraged to discuss their suspicions with the Director, they are not required to do so. If a staff member is suspected of abusing or neglecting a child, he or she will be relieved of duties with children while the alleged abuse is being investigated. During that time, the employee may be suspended with pay while the investigation is ongoing.

### **Appropriate Clothing**

Please dress your child appropriately for all weather. We will go outside daily when possible.

We ask that children wear tennis shoes to be active on the playground.

Please label all clothing, coats, shoes, boots, mittens, blankets, and pillows with your child's name. Please keep a complete change of clothes in the child's backpack at school. A checklist is provided by your child's teacher. You should periodically check sizes and whether the clothing is appropriate for the current season.

Children should be dressed to attend the center so they can participate in all activities. We will not restrict activities due to the clothing worn. While we provide smocks for painting and other activities, children this age do make messes, and we accept this as a natural part of their development. Any clothing that you do not want soiled should not be worn to preschool.

### **Field Trips**

Occasional field trips will be taken during the school year due to the new fingerprinting law of all unsupervised volunteers. All parents will be asked to attend all planned field trips. Bringing in more classroom visitors to the preschool will support learning.

### **Snack and Lunch**

St. Paul Ann Arbor follows the American Academy of Pediatrics guidelines for children's snacks. A mid-morning and mid-afternoon snack will be provided. Snacks typically consist of a grain product (whole grain when possible), fruit or vegetable, and/or protein in the form of cheese or yogurt. Menus for snacks are posted on the bulletin board in the hallway and in the classrooms and also sent home monthly in the newsletter.

Families provide lunches. St. Paul Early Childhood Center provides whole milk. Lunch is served from approximately 11:30 to 12. Please try to use the basic food group guidelines. If a lunch is not brought in for the child and staff has to provide a lunch for your child, a fee will be charged to your account. Please keep the name tag on the child's lunchbox. ALSO, PLEASE MAKE SURE THAT YOU PLACE AN ICE PACK IN THE LUNCHBOX.

All leftover food will be thrown out after serving due to possible contamination.

### **Allergies, Food Restrictions and Food Safety**



Please inform us of any allergies. Consult with the Director regarding severe allergies so that we can plan to accommodate your child's health and diet needs. We do not serve peanut butter as a snack, but children are allowed to bring it in their lunches. We are able to make accommodations for children with allergies, such as storing and serving specific foods provided by the parent for the child with allergies. Allergy action plans from the pediatrician or allergist must be on file and updated as necessary.

Rule #8330, Section 9 of the State guidelines for food service states, "The Center shall ensure that a child is not deprived of a snack or meal if the child is in attendance at the time when the snack or meal is served." All food you provide will be served, and your child may eat as he or she likes. All leftover food will be thrown out due to contamination.

Young children choke easily on foods such as raw carrots, hot dogs, nuts, chunks of meat, grapes, hard candy, popcorn, chunks of peanut butter, hard pretzels, and mashed potatoes. Please keep this in mind when preparing your child's lunch. To follow state licensing regulations, we may not serve children the following foods: nuts, popcorn, hard pretzels, raw peas, hard candy, or seeds. All meat and raw carrots must be cut into pieces that can safely be swallowed whole. These items must be sliced lengthwise: hot dogs and sausage, grapes, cherries, and small tomatoes. Peanut butter must be spread on crackers or other food items.

### **Oral Health Policy**

We ask parents to brush their child's teeth in the morning and again in the evening at home before entering the program. To maintain sanitary conditions, St. Paul Preschool does not brush teeth after meals.

### **Biting Policy**

At St. Paul Early Childhood Center, we recognize that biting occurs in young children. There are many possible explanations for this behavior.

- Exploring by putting items in the mouth is a form of sensory play.
- Teething, which causes a child to gnaw on objects.
- Attempts to control others by biting and gaining power.
- Lack of language skills, causes a child to bite to gain attention.
- Expressing an interest in others by biting. A child's lack of social skills may cause them to bite in order to obtain someone's attention.
- Cause and effect, which is usually reinforced by the loud reaction that a child gets when a bite occurs.
- Imitating what other children have done.
- Anxiety, frustration, or fear due to situations such as crowding or separation.
- Gaining attention due to the reaction that was given to the first occurrence of biting.

At St. Paul Early Childhood Center, our reaction to biting will be one of calm control. We will not shout at the children, which draws all attention to the incident.

- The children will be separated. The child who received the bite will be removed from the situation. The site will be cleaned with soap and water, and the child will be comforted.
- The child who did the biting will be removed from the situation and will be given these types of words. Biting hurts." "Look at (child)." "He/She is crying." Whenever possible, the teacher will help the child find appropriate words or ways of handling the situation without biting.
- We will shadow a child who is biting consistently.
- The incident will be reported on the Accident Report Form - copies will be provided to the parents of both the bitten child and the child who bit, without revealing the name of the other child.

### **Pet Policy**

No pets are permitted in the school building due to potential allergies and the safety of the

## children. **Pest Control Policy**

St. Paul maintains a safe campus for the children and staff by having a pest control company regularly inspect the building and apply treatment when needed. All requirements of the Natural Resources and Environmental Protection Act (ACT 451), Part 83 Pest Control, and Regulation 637 Rule 14 Integrated Pest Management have been and are met. St. Paul Lutheran School maintains a verifiable listing of all necessary applications.

## **Birthdays**

Children may bring in a special treat for their birthday celebration. Teachers will contact parents regarding the schedule of when to celebrate birthdays. Parents of children with allergies should keep a snack at the school that they can eat as a treat if the birthday child brings in a food treat. These treats will be stored in the freezer or cupboard as needed.

## **Pull-ups and Toilet Training**

We expect children to learn to use the toilet according to their schedule—there is no specific age at which to start toilet training. Younger preschoolers are not required to be 100% toilet trained at enrollment.

If your child uses pull-ups, please bring in an ample supply of pull-ups and wipes with your child's name on the package. Staff will notify you when the supply is running low.

It may take at least a year for the process to be completed, and some children will have occasional accidents or regress under stressful circumstances. Children need to have control over their words and their body before toilet training can be successful. Too much pressure from adults can slow the process. If your child is in the process of toilet learning, it is of great help to the child to be dressed in clothing that allows for easy undressing. An elastic waist pant (no belts or onesies) makes it easier to get the clothing off and avoids frustration for children.

## **Parent/Staff Communication**

Informal and formal communication methods are available year-round. Staff will talk with a parent upon arrival, anytime during the day, and at the end of the day.

Written communication takes place in the form of newsletters, daily notes, and weekly notes for preschoolers. Check bulletin boards for information each day. Parents are encouraged to communicate by phone, email or messaging through the preschool classroom app. the Director and lead teachers.

Parents are offered conferences at least twice each year.

All parents are invited to fill out an ongoing evaluation of our program. Information from the assessments is used for program improvements and future planning, and summaries are shared with staff, families, and St. Paul leadership.

Parents are welcome to visit the center at any time.

## **Questions and Concerns**

While we strive to provide a positive and professional environment for children and families and to maintain friendly and cooperative relationships at all times, conflicts between parents and staff may occur, or parents may have disagreements about center policies and practices. In general, minor matters should be handled as soon as they come up, and if they can be resolved through clarification and discussion with the classroom teachers and/or lead teacher, that is a preferred first step.

Often a parent will simply have questions that can be easily addressed. If you have questions or concerns about the program, please speak to the Director or the lead teacher. All financial questions should be placed with the Director. If you have a concern about your child, please talk to your child's teacher.

In the event of a disagreement or conflict with a teacher that can't be easily resolved at the time, the parent is invited to discuss the matter with the Director. The Director will discuss the matter with the parent and will determine the next steps needed to resolve the matter, such as a discussion with all involved parties. It is our hope that any disagreements or misunderstandings can be resolved readily through mutual goodwill and understanding.

If the parent is not satisfied with the outcome of the meeting, he or she is invited to contact the St. Paul School principal for further discussion and intervention.

If a parent questions a center's practice or policy, please contact the Director. Often a discussion of why a practice or policy exists is sufficient to solve the problem. In some cases, though, a parent may dispute a current practice or policy and ask that it be reviewed. On occasion, a practice may become outdated or otherwise be in need of revision. In cases of policy, sometimes more involved discussion with other parties may be required since not all policies are established by the Director. In such cases, contact with the St. Paul School principal would be a possible next step.

### **Respectful and Safe Relationships**

At St. Paul Ann Arbor, we strive to provide a friendly yet professional relationship between parents and staff. Please remember that we are in a Christian environment and will treat each other with respect. Cursing and foul language are not acceptable, and sexual harassment will not be tolerated. It would be unfortunate to ask a parent and child to leave the program due to unacceptable behavior. Staff members are not allowed to date parents, and appropriate interaction between staff and parents is expected.

Parents must be aware that adults serve as role models for children. Additionally, the Director is responsible for protecting the children in the center and for providing a safe workplace for staff members. Therefore, it is critical that parents conduct themselves in a professional and rational manner at all times while on school property. The Director reserves the right to immediately terminate the childcare agreement if the parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that it is not an exhaustive list of inappropriate behaviors):

- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity
- Indecent exposure
- Drunkenness

### **Keeping Safe: In our Parking Lot**

Your child's safety is always our concern. Please follow these steps to help keep your child safe at all times when dropping off or picking up:

- Please keep a hand on your child at all times when entering or exiting vehicles and when in the parking lot. Remember that small children are often difficult for drivers to see, especially when they are backing up. ● Never leave your child unattended in your car. If you have an older child with you when dropping off or picking up infant/toddler, please keep your older child with you.
- Do not leave your car running in the parking lot.
- Please stay with your child as you go through the routines of putting away lunches, washing hands, and putting items in cubbies.
- Please sign your child in and out each day.
- When picking up your child, please greet the teacher so that the staff knows you are leaving. ● Please supervise your child when you are leaving; do not allow your child to run ahead of you while you are preparing to leave.
- Do not allow your child to unlatch the playground gate.

The policy of St. Paul Ann Arbor is to maintain the learning and working environment free from threats of violence. St. Paul Lutheran Church and School all campuses is designated as a smoke/vape-free, drug-free, weapon-free zone.

### **Center Closings**

Planned center closings are listed on our calendar, and you receive them upon enrollment and prior to starting the new school year. Please keep this posted so you are aware of closings. We will remind you about closing dates through newsletters. You are responsible for keeping track of our schedule and finding alternate care when the center is closed.

St. Paul Lutheran School all campuses may close on occasion due to weather emergencies and bad road conditions. Whenever possible, parents will be notified by text and email through the FACTS Messenger System. We will also attempt to email all families as soon as a decision to close has been made. You may also check local TV stations and their websites for "St. Paul Lutheran Ann Arbor" for school closings. Please make sure we have your current contact information in your FACTS profile.

The center may be closed due to loss of electricity, fire damage, infectious disease outbreaks, etc. The parent agrees to arrange alternate emergency childcare for these situations. If St. Paul Ann Arbor is closed for more than *three* consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of *three* business days. Parents further agree to resume the use of the childcare program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the childcare contract.

### **Fees and Attendance**

Childcare fees are listed on the Tuition Schedule. All fees for the month must be paid in full by the 25th of each month. All payments are made through FACTS. You will be given instructions on enrolling in FACTS once your child has been accepted for enrollment.

If fees are not paid by the 25th of each month, a fee will be assessed. A fee will also be assessed for returned checks. Late fees of \$1.00 per minute will be charged for late pick-up.

All days your child is enrolled for will be paid for. There will be no tuition adjustment for absences, such as for illness or vacation, except as specifically provided herein. Days cannot be switched, although children may attend special events with a parent. Children will not be allowed to attend if there is a past-due balance. Planned center closings for holidays, conferences, and scheduled weeks off, as well as unplanned center closings for weather and road conditions, power failures, and other reasons, will be part of the month's tuition.

Please refer to the latest tuition schedule for current fees. Fees are calculated to allow for 10 equal payments. Summer Camp tuition is billed separately.

No refunds are given except as otherwise provided herein. If your child is absent because of illness/hospitalization for an entire month, tuition may be refunded if there is a note from a doctor stating the child was ill for that length of time.

We cannot hold a place for a child who will be absent for a length of time unless full tuition is paid for the period in which the child is absent. Parents must continue to pay tuition during the child's absence in order to keep the spot. If the child does not return, the fees are not refundable.

Schedule changes are to be made in writing, are subject to availability, and must be made through the Director.

St. Paul Early Childhood Center reserves the right to dismiss any child with behavior problems or any other difficulty that is not resolved after working with the director and teaching staff. In the event that such dismissal is deemed necessary, a one-week written notice will be given to the parent. It is our hope and desire that such action would not be necessary. St. Paul Early Childhood Center may terminate childcare services for any or no reason with a two-week written notice.

St. Paul Early Childhood Center reserves the right to change fees at any time without advance notice, but the center will

make every effort to give two week's notice. Typically, tuition for the following school year is determined by mid-winter.

Upon enrollment, there will be a non-refundable enrollment fee for each child. In addition, there is an annual re-enrollment fee assessed in late winter for the following school year. Additional children in the family are assessed a lesser non-refundable enrollment fee. The enrollment/re-enrollment fees cover the annual fee for FACTS, insurance, PTL, and various other items not covered by tuition.

### **Withdrawal by Parent**

If you are withdrawing your child from the center, you must notify the Director in writing four weeks in advance and pay tuition during the entire four-week notice period, whether or not your child attends the center during that time.

### **Late Pick-up**

If a child has not been picked up by 6:00 pm, and we have not been notified by you or been able to reach you by phone, we will follow this procedure:

First, we must determine whether we have reason to believe the child is being abandoned. If we believe that to be the case, we will call Protective Services and then the police, who will then handle the child.

If we do not believe the child is being abandoned, we will call the individuals listed as an emergency contact on your Child Information Card, explain the circumstances, and ask them to come and get the child. If the individual is able to pick up your child, we will leave a message on your home phone stating that this has taken place and will leave a message on the door of the Center explaining where your child has been taken.

If we are unable to reach your emergency contact, or the emergency contact is unable to pick up your child, we will then call your home number and, if possible, leave a message similar to this: "This is St. Paul Early Childhood Center. Your child has not been picked up at our center. The time is (state time), and we will call Protective Services and the police if your child is not picked up within one hour." We will document all calls made so we know we have made every attempt to contact someone to pick up the child.

Staff should contact the Director and stay on the premises for an hour prior to calling Protective Services until the child is picked up.

### **Enrollment Procedures**

Once your child has been accepted for enrollment, you must follow the steps listed below:

1. Pay the enrollment fee through FACTS to secure your child's spot. This fee is nonrefundable. Please pay promptly.
2. Contact your physician's office in order to have the Health Appraisal completed and signed by the doctor. Also, include an updated list of immunizations.
3. Completely fill out the Child Information Card and turn it in prior to the first day of preschool.

Fill out all other forms provided to you and turn them in prior to the first day of attendance.

### **Transition Procedures**

After enrolling your child, parents may choose these steps to allow for a smooth transition into the program. The Center will be happy to arrange alternatives that accommodate the needs of parent and child.

#### **Infant/Toddler**

- Parents have met with the director prior to enrollment and the parent has been introduced to the staff of the center.
- Parent and child spend an hour or more at the center and interact with the employees and other children, getting to know each other and the routines. This can be done for one or more days.

- Parent and child visit for a period of time and parent leaves child for about an hour. Again, this can be done for one or more days. Parents will pay a drop in fee for any time their child is at the center without a parent.
- Parent drops child off for a morning. This can be done for one or more days.
- Regular sessions begin with parent dropping off at the agreed upon time.
- Conference with the Infant/Toddler lead teacher.

### **Growing up: from infant to toddler**

- As infants approach their first birthday, you and your child's primary caregiver will coordinate your child's transition to toddlerhood.
- Your child will remain with the same children and teachers, but will gradually shift to
- the toddler schedule.
- Toddlers eat lunch and snack as a group, and typically nap once a day, shortly after lunch.
- Toddlers also eat snacks and breakfast items provided by the center, unless parents choose to provide their own food.
- One-year-olds are served whole milk, provided by the center, in sippy cups for lunch.
- Two-year-olds are served low-fat milk, provided by the center, for lunch.
- Toddlers sleep on cots in the front room; parents may provide a blanket, soft pillow, and small stuffed animal or lovey if desired.

### **Items that your child will need at St.Paul Preschool**

#### **Infants: please label all items.**

Diapers  
 Pacifier (if used)  
 Bottles of formula or breast milk (filled, labeled with child's full name, and dated; please indicate the date breast milk was expressed)  
 Lunch and snack, if eating solid food  
 Several changes of clothes  
 Socks, walking shoes and slippers  
 Outer clothing appropriate for the weather (include sun hat)

#### **Toddlers: please label all items.**

Diapers  
 Pacifier (if used)  
 Bottles of formula or breast milk (filled, labeled with child's full name, and dated; please indicate the date breast milk was expressed)  
 Lunch  
 Several changes of clothes  
 Socks, walking shoes and slippers  
 Outer clothing appropriate for the weather (include sun hat)  
 Items to keep in nap bag take home to wash weekly:  
 Blanket  
 Small pillow  
 Soft lovey

Please check clothing periodically for fit and if it is appropriate for the current weather.