## POLICIES AT LEARNING TREE COOPERATIVE PRESCHOOL

### ABUSE AND NEGLECT

Abuse and neglect of children is against the law. Volunteers shall not have contact with children while in the care of the preschool if either of the following conditions applies:

1. They have been convicted of child abuse or neglect.
2. They have been convicted of a felony involving harm or threatened harm.

It is mandated by law that teachers report any abuse or neglect.

### DISCIPLINE POLICY

Learning Tree Cooperative Preschool follows guidelines for behavior and discipline as recommended by the U.S. Department of Education and according to the Childcare Licensing Laws of the State of Michigan.

We follow the strategies outlined in Conscious Discipline (from the Conscious Discipline® program and Loving Guidance; www.consciousdiscipline.com) to promote children’s social-emotional development.  We support the formation of nurturing relationships through explicit teaching of connection and the recognition of positive behaviors.  We set consistent, clear rules, offer alternative solutions to problems, and discuss feelings and emotions. We use the following strategies to help us in this process:

* Encourage children to do things for themselves throughout the day;
* Treat conflict situations with children matter-of-factly;
* Approach children calmly and stop any hurtful actions;
* Acknowledge children’s feelings;
* Involve children in identifying the problem by gathering information from children and restating the problem;
* Ask children for solutions and encourage them to choose one together; and
* Give follow-up support when children act on their decisions.

We employ logical consequences immediately following challenging behavior, which may include any of the following:

* Keeping children together to work through the conflict.
* Use of breathing and self-calming techniques from Conscious Discipline.
* Time outs only long enough for the child to calm down and discuss the behavior and only with supervision in either the classroom safe spot or another designated safe location in the preschool and during which the child is treated with respect and in a positive manner by school staff.
  + - Time outs will only be utilized such that children will not be excluded from daily learning experiences or outdoor play as a result of their behavior.  Children may be redirected towards another activity as a natural consequence of unsafe behavior.

We will use the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) tiered intervention strategy to provide a quality environment, targeted social/emotional supports, and intensive interventions as needed.  Families will be included in this process.

If Learning Tree Cooperative Preschool determines that there is a serious safety threat that cannot be addressed with reasonable modifications and intensive interventions, we will assist the family in finding additional services by a qualified professional, such as a childhood mental health consultant, or assistance from the State’s early intervention program regarding evaluation for services under the Individuals with Disabilities Act (IDEA) Part B or C programs if a developmental delay, disability, or mental health issue may be involved.

A coordinated effort between the child’s family, the preschool, and these specialized intervention services will work in partnership to best meet the needs of the child.

We do not practice suspension or expulsion as solutions to children’s challenging behaviors.

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### EMERGENCY PROCEDURES

### Crisis Management Plan

With input and advice from the Midland Police Department, the preschool has a crisis management plan in place, which is reviewed by the staff and President at a minimum of two times a year.

EMERGENCY CONTACT WITH PARENTS

In the event of any emergency situation such as a fire, tornado, Shelter In Place, etc., parents will be contacted as quickly as possible using emails, text messages, or phone calls from a preschool staff member, a board member or the church office staff.

### FIRE EMERGENCY PLAN

1. In the event of a fire, a teacher assigned to each room will get the children in that room out. The teacher will also close the doors in that room.
2. The lead teacher will lead the children out of the building taking the attendance book with them. A designated assistant teacher will check the clean-up room and front bathrooms. This designated assistant will also pull one of the hand alarms located at the exit areas: in the foyer, at the stairs near the bathroom, or at the Williams Hall stairs. A fourth hand pull is located inside the Cafeteria. The designated assistant teacher will then take the emergency backpack with them as they exit the building and call the fire department from a safe location.
3. Fire procedures are posted in every classroom.
4. Fire drills will be performed throughout the year. The first fire drill will be performed within the first 30 days of school with subsequent fire drills performed every season in 90-day increments thereafter.

### GENERAL FIRE INFORMATION

1. All Sunday school class doors in the hallway must be closed when school is in session.
2. The control box for the fire alarm is located near the rear exit in the Cafeteria. This system is checked twice during the school year.
3. Smoke alarms are located in the hallway near the chapel, in the foyer, in the small bathroom next to the foyer, in the hallway outside the Two’s room, and in each classroom. Carbon monoxide detectors are located in the hallway outside the Two’s room, in the hallway near the chapel, outside the Cafeteria and in the foyer. The batteries are changed twice during the school year.

### SERIOUS ACCIDENT/INJURY POLICY

In the event of a serious accident/injury of a child during school hours, the following policy will be implemented.

1. The lead teacher of that class will stay with the injured child at all times.
2. The assistant teacher of that class will call the parents and EMT’s (call 911), using the information given on the white Child Information Record card (BCAL-3731) and using the nearest phone. A copy of these records is kept in the office and in the emergency backpacks. Parents are asked to update their child’s card in January or as needed throughout the year.
3. The lead teacher will implement approved emergency measures designed to lessen the child’s distress until the parents and the EMT’s arrive. An approved list of emergency procedures can be found in every classroom posted on the wall.
4. In the case of severe bleeding, sprains, fractures, burns or head injuries, the lead teacher will not move the child, but only implement approved emergency measures until the EMT’s arrive.
5. If the teacher must leave with the child to seek medical treatment, a designated staff member will remain with the rest of the children. The teacher should take the white Child Information Record card along with the injured child.
6. Following the accident/injury, the lead teacher will fill out three copies of the preschool’s Accident Report. One copy will go to the parents, one to the Administrator to be kept on file, and the lead teacher will keep a copy for her records. In the result of medical treatment, hospitalization or death, the preschool must submit a verbal report to the MDHHS within 24 hours of notification by a parent, and in writing within 72 hours of the verbal report in a format provided by that office. Copies of such reports will be kept on file.

Any charges incurred at the hospital, including transportation to the hospital, will be the responsibility of the parents.

### SHELTER IN PLACE PLAN

In the event that emergency warning sirens sound, a hazardous material release or another city emergency may have occurred:

1. Everyone needs to move INSIDE the church building. If a building is not readily available (for example, during a field trip) the next best place is inside a car.
2. All heating, air conditioning or fans should be turned off. All exterior doors, windows and fireplace openings should be closed and sealed with duct tape, plastic and/or wet towels if any leaks are suspected. A note should be placed on the exterior doors telling parents not to enter as SHELTER IN PLACE is in effect.
3. A battery-operated radio should be turned on for updates. This radio and flashlights are kept in the emergency backpacks.
4. Do NOT call 911 unless an emergency response is needed. Instead call 1-888-TELLMOR (1-888-835-5667) for updates. This number can handle 1000 calls per minute and will be the source of ALL CLEAR information.
5. Stay calm! Being inside is the safest place.

### TORNADO POLICY

Upon hearing the tornado siren, the church secretary will notify the preschool.

1. Teachers and assistants will take the children into the bathroom hallway by the Two’s & You room.
2. A staff member will be designated by the lead teacher to check that all windows and doors to the outside are closed.
3. Children and all staff will line up down the length of this hallway. They will sit cross-legged, facing the wall, with their heads bent down and their hands covering their heads until the emergency is over.
4. Licensing requires two tornado drills to be performed--one in the fall and one in the spring.

### GRIEVANCE POLICY

Grievances are to be handled in the following stages:

Stage 1: The teacher and/or designated representative from the class would try to solve the grievance.

Stage 2: If the grievance was unresolved in Stage 1, all formal complaints should be submitted in writing to the Board President. The Board would then address it.

### NON-DISCRIMINATION POLICY

Learning Tree Cooperative Preschool welcomes children of all ethnic, racial, and cultural backgrounds. We do not discriminate based on race, creed, color, national origin, religion, or marital status in any aspects of our operations, policies, and procedures including, but not limited to enrollment, hiring, termination, educational policies, or other administrative part of our preschool program.

### PAYMENT POLICY

**Application Fee:** A **non-refundable** application fee of $50 is required to hold a spot in the Early Learners and Prekindergarten classes. The Two’s And You class has a **non-refundable** application fee of $10.

**Tuition & Snack Fee:** Once your child has been placed in a class, you will receive a confirmation of placement letter in the mail, along with a parent manual and Health Appraisal Form. At this time, a $200 deposit will be due within 30 days to hold your child’s place. This deposit is non-refundable, and will be applied to the last monthly tuition payment.

Tuition and snack fee for the Early Learners and Prekindergarten classes is divided into nine equal monthly payments from September to May. Payment is due on the 15th of each month, as indicated on the tuition payment invoices. If tuition is not paid in the allotted time, a $25.00 fee will be added to that month’s payment. An additional fee will also be added for any NSF checks.  For your convenience, you may also elect to pay in full at any time.

### PEST MANAGEMENT PLAN

Pesticide application may occur during the year if there are pest issues in the classroom. Parents will receive advance notice of these applications through two means (example: letter home and notice in the classroom). This advance notice shall contain information about the target pest or purpose for pesticide application, information about the pesticide to be used, approximate location of application, date of application, whom to contact at Learning Tree Cooperative Preschool for more information and the National Pesticide Information Center phone number.

### WITHDRAWALS

1. A parent may withdraw their child at any time. A written request must be submitted to the Board 30 days ahead of time. The Board will decide if any tuition will be refunded based on school policy.
   1. If you choose to withdraw your child from any of our programs, LTCP must be notified prior to August 1st. After August 1st, LTCP reserves the right to obtain all unpaid tuition payments. Exceptions include unexpected job transfers, transfers within the military, etc. The LTCP Board will review extenuating circumstances on a case-by-case basis.
2. If a child does not make proper adjustment to the preschool, the Board may request his/her withdrawal. In such case, the unused tuition will be refunded.

## SCREENING POLICY FOR STAFF AND VOLUNTEERS

1. **STAFF**

Staff is selected through a personal interview process and a conversation with at least two references. Effective 3/28/2018, before an offer of employment is made, a comprehensive background check is required to be completed on all licensees/licensee designees, program directors, and child care staff through the Michigan Child Care Background Check System (CCBC). Individuals must complete thorough paperwork (which is kept on file), and then have a fingerprint scan through the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). These include a criminal history check using the Michigan State Police’s Internet Criminal History Access Tool (ICHAT) and a check with Michigan’s Department of Health and Human Services (MDHHS) that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect before having contact with children. These results are available to the Preschool Licensing Director (and kept on file) and the Michigan Bureau of Children and Adult Licensing (LARA-Licensing And Regulatory Affairs).

**2. VOLUNTEERS**

Volunteers shall be under the supervision of the preschool staff at all times. Children will never be left alone with volunteers; this includes taking children to the restroom or during a field trip. All parents must complete a statement as to whether or not they have been convicted of child abuse or neglect or a felony involving harm or threatened harm to an individual. This statement is kept on file. Effective 3/28/2018, all unsupervised volunteers must undergo the same comprehensive background check through the Michigan Child Care Background Check System (CCBC) as licensees, program directors and child care staff as noted above in #1. After completing thorough paperwork (which is kept on file), each individual must undergo a fingerprint scan through the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). These include a criminal history check using the Michigan State Police’s Internet Criminal History Access Tool (ICHAT) and a check with Michigan’s Department of Health and Human Services (MDHHS) that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect before having contact with children. These results are available to the Preschool Licensing Director (and kept on file) and the Michigan Bureau of Children and Adult Licensing (LARA).

**3. VOLUNTEERS OR STAFF WITH A CRIMINAL OR ABUSE HISTORY**

If a volunteer has a criminal or Child Protection Services Central Registry record, the preschool Director in conjunction with licensing and/or the police will be responsible for determining if the volunteer would be suitable and with good moral character to have contact with children by meeting with them to discuss the matter. If a staff member or potential staff member has a criminal or Child Protection Services Central Registry record, the preschool Director in conjunction with licensing and/or the police will determine if this person has good moral character suitable to have contact with children and take needed action which may include termination of employment or informing the potential staff he/she will not be hired.

NOTE:  As per licensing rules, a written statement shall be signed and dated by staff before hiring and volunteers before volunteering indicating all of the following information:

(a)  The individual is aware that abuse and neglect of children is against the law.

(b)  The individual has been informed of the center's policies on child abuse and neglect.

(c)  The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

**HEALTH CARE PLAN**

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room can play a role in the transmission of disease in childcare settings.

Illnesses may be spread by way of:

* Human waste such as urine and feces
* Body fluids such as saliva, nasal discharge, eye discharge, open skin sores, and blood
* Direct skin to skin contact
* Touching a contaminated object
* The air, in droplets that result from sneezes and coughs

Since many infected people carry communicable diseases without symptoms and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out universal precautions and sanitation procedures on a routine basis that approach every potential illness spreading condition in the same way. With this in mind, the following policies shall be implemented at Learning Tree Cooperative Preschool:

* + 1. Hand washing

Staff and volunteers must wash their hands:

* When arriving at school
* After cleaning bathrooms
* Before preparing or serving any food or drink
* After handling animals or insects
* After sneezing or blowing the nose
* When hands are dirty
* Before administering medication (staff only)
* Before and after giving first aid (when appropriate)
* After using the restroom
* After any contact with a child’s bodily fluids—including blood, vomit, sputum and mucous (from wiping noses)

\*After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food.

\*If you are using gloves to prepare food, you should still wash your hands before putting on the gloves.

Children must wash their hands:

* When arriving at school
* Before eating
* After toileting
* After sneezing or blowing the nose
* After playground activities
* After handling animals or insects
* When hands appear to be dirty

How hands should be washed:

* Wet both hands.
* Apply a small amount of liquid soap.
* Rub hands together for at least 15 seconds to work up a good lather.
* Be sure to wash between your fingers under the nails and all hand surfaces from the tips of the nails to beyond the wrists.
* Wash hands for the length of the Happy Birthday song.
* Rinse hands well under a stream of warm running water.
* Leave water running while you dry your hands – you do not want to turn off the “dirty faucet” with your now clean hands.
* Dry your hands well.
* Use the towel to turn off the faucet.
* Dispose of the towel in the trash.

Teaching the children:

* Time should be taken to teach the children by demonstrating the correct hand washing technique as described above and when to wash hands.
* Observe the child hand washing.
* Correct his/her technique as necessary.
  + 1. Handling Bodily Fluids

(EXPOSURE CONTROL PLAN FOR COMPLIANCE WITH OSHA BLOODBORNE PATHOGENS STANDARD CFR 1910.1030)

Definition of “body fluids”: Blood, semen, drainage from scrapes and cuts, feces, urine, nasal discharge and saliva.

All children and/or adults participating at Learning Tree Cooperative Preschool will be considered potentially infectious. All employees and volunteer workers in the classroom shall follow Universal Precautions.

1. Disposable non-latex gloves (found in every bathroom, classroom and office area) will be worn when there is potential for exposure to blood and other potentially infectious materials.
2. All areas involved in the incident shall be cleaned (i.e. tables, floors, sink).
   1. Surfaces soiled with blood, nasal discharge, urine, saliva, etc. should be thoroughly washed with soap and water.
   2. Use disposable paper towels to clean up the spill whenever possible.
   3. The soiled area should then be disinfected with a household bleach solution.
   4. Mops, dustpans, brooms, buckets, and any other equipment used during the clean-up should be thoroughly rinsed in straight chlorine bleach and then in clean water.
   5. DISPOSABLE MATERIALS USED DURING THE CLEAN UP PROCESS

(i.e. GLOVES, PAPER TOWELS, TISSUES, GAUZE) SHALL BE DOUBLE BAGGED AND DISPOSED OF IN THE DESIGNATED TRASH. IF NEEDED, RED BIOHAZARD BAGS CAN BE FOUND IN THE CLEAN-UP KIT LOCATED IN THE PRESCHOOL OFFICE OR CLASSROOMS.

* 1. Clothing and other non-disposable items soaked through with body fluids should be rinsed, double-bagged in plastic bags and sent home for washing.
  2. Any broken glass should be placed in a puncture resistant container found in the clean-up room.

1. After completing the above steps, hands will be washed using a disinfectant.
2. Training will be provided to all employees at the start of the preschool year.

**3. Cleaning and Sanitizing of Equipment**

* Learning Tree Cooperative Preschool staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease:
* \*Bleach solution is a solution of water and non-scented chlorine bleach with a concentration of 50 – 200 parts per million (One tablespoon to ¼ cup bleach per gallon of water). Test strips must be used to check the concentration of the water/bleach solution and are located in the clean-up room.

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| **Area** | **How Often** | **With What** |
| Countertops & tabletops | Daily and when soiled, before and after food is served | 1. Wash surface with soapy water  2. Rinse with clean water  3. Spray with bleach solution\*  4. Air dry |
| Bare floors | Swept daily, mopped weekly | Commercial floor cleaner |
| Small rugs | Vacuum daily, launder weekly | Laundry detergent |
| Carpets and large area | Vacuum daily, shampoo every 6 months or when soiled (must be dry when children return) | Commercial cleaner |
| Door and cabinet handles | Daily or when visible soiled | Spray/bucket bleach solution |
| Cubbies | Weekly | Spray/bucket bleach solution |
| Telephone receivers | Weekly | Spray/bucket bleach solution |
| Toys | Bi-weekly | Spray/bucket bleach solution |
| Dress up clothes | Bi-weekly or when head lice or skin infection is identified | Laundry detergent |
| Water tables | Daily | Spray/bucket bleach solution |
| Trash cans | Bi-weekly or when visibly soiled | Spray/bucket bleach solution |
| Food preparation area | Before and after food activity | Commercial cleaner |
| Eating utensils | After each use \*Do not reuse single use service items\* | Bleach soaking solution |
| Refrigerator | Monthly or when visibly soiled | Spray/bucket bleach solution |
| Hand washing sinks | Daily | Spray/bucket bleach solution |
| Toilet seats/flush handles | Daily | Spray/bucket bleach solution |
| Toilet bowls/urinals | Daily | Spray/bucket bleach solution |
| Any surface contaminated with bodily fluids | Immediately | Spray/bucket bleach solution |

1. Communicable Diseases and Infestation

If a child becomes ill while at Learning Tree Cooperative Preschool, the child’s parents will be called immediately to pick up the child. The child will be moved away from the rest of the group, made comfortable, cared for and supervised until the parent/guardian arrives. If the child handled any toys or other items in the classroom, those items will be sanitized to reduce the risk of other students contracting the illness.

Children who have been exposed to or come down with a communicable disease should be reported to the teacher immediately so that she may notify the health chairperson and other parents. When a communicable disease or infestation (such as lice) is reported to the health chairperson, the teacher will then notify the appropriate preschool personnel so that the proper clean-up can take place. During a lice infestation all parents will be called in to assist in the clean-up efforts. Parents’ participation in the clean-up will prevent school cancelations as the school will remain closed until a thorough cleaning and disinfecting takes place. This includes but is not limited to laundering all dress-up clothes and stuffed animals, vacuuming floors, etc.

In order for infected children to return back to school from lice, a signed and dated note from the parents is required stating that their child has been treated and is free of the infestation.  The child's head will also be checked privately.  Communicable disease reports must be submitted to Midland County Environmental Health Dept. weekly or when symptoms of a potential communicable disease are presented among children, staff or volunteers. When performing tasks that involve bodily fluids, employees will adhere to the Universal Precaution procedure.

Volunteers and staff must not be present at preschool if they are running a fever, have a severe cold, or other communicable disease.

Licensing requires “evidence that all staff members and each volunteer who has contact with children at least 4 hours/week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering and be kept on file.” Licensing Rules For Child Care Centers – Effective Jan. 2/14)

For more information on how to protect your child from communicable diseases, please visit the Michigan Department of Community Health’s website at www.michigan.gov/michildcare.

1. General Health Information

All students must have on file a current Health Appraisal (BCAL 3305) completed by a physician and a current Immunization Record before starting school. Parents are asked to keep teachers/assistants updated on their children’s medical conditions, medications, possible side effects, etc. Parents are asked to update their child’s two white information cards semi-annually and as needed. Parents must complete a required form before teachers/assistants will be allowed to administer any medications, sunscreen, lotion, epi-pens, etc.

*WHILE ALL CARE WILL BE TAKEN TO ASSURE THE SAFETY OF YOUR CHILD, LEARNING TREE COOPERATIVE PRESCHOOL CANNOT BE HELD RESPONSIBLE FOR COMPLICATIONS ARISING FROM SPECIAL HEALTH CONDITIONS (i.e. ALLERGIES, DIABETES, EPILEPSY, ETC.).*