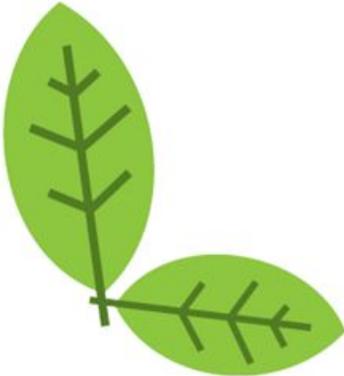




Chapel Day Preschool

Growing children's hearts and minds since 1969.

Student Handbook 2018-2019



Chapel Day Preschool, Inc.
(313) 565-2444

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INTRODUCTION

CHAPEL DAY NURSERY, INC. is licensed and regulated by the State of Michigan Department of Human Services. It is under the direction of a state-qualified Program Director/Teacher. Operation of Chapel Day Preschool is supervised by the Board of Trustees, the liaison between Chapel Day and Christ Episcopal Church.

MISSION:

To provide a professionally supervised, Christian environment focused on the development of the whole child: social, emotional, cognitive, physical and spiritual.

PHILOSOPHY:

We recognize that each child is a unique individual and this uniqueness is fostered through our daily curriculum. We believe children learn about themselves and the world around them through play, exploration and positive interactions with adults and other children. We strongly believe in a good cooperative effort between parent and educators. Therefore, we encourage you to visit or call often, communicate with us, become familiar with our routines and procedures, ask questions and offer suggestions.

STAFF:

Our Program Director and Lead Teacher is Staci Frank. Our Assistant Teacher is Gerianne Barbuzinski. Our teachers exceed the educational requirements of the State of Michigan and continue to upgrade their skills through various classes and professional workshops during the year. Up-to-date CPR and OSHA certifications and current medical records for all staff are kept on file.

TEACHER TO STUDENT RATIO:

The State of Michigan Department Human Services permits a maximum of 10 students per qualified staff member for the three-year-old class and 12 students per qualified staff member for the four-year-old class. In order to allow our staff to meet the individual needs of each student, Chapel Day's goal is to maintain a ratio of 8 three year-old students per staff member and 9 four-year-old students per staff member.

OPERATION OF CHAPEL DAY:

Chapel Day is a Michigan not-for-profit corporation and is operated by a Board of Trustees comprised of Christ Episcopal Church members and Chapel Day parents. The Board hires and reviews the performance of the teachers and staff. Chapel Day is operated independently of Christ Church. However, there are inevitable times that Christ Church's schedule prevents Chapel Day from holding school programs due to holidays or Church-sponsored activities. You will be notified in advance of such scheduled occurrences. This will not affect the number of days of school programs planned for the year.

CURRICULUM

Chapel Day's program encourages creative expression through art, literature, science, emergent literacy and language activities.

DAILY ACTIVITIES:

The daily routine includes self-initiated types of play, teacher-directed group activities, clean-up and Christian Education. A wide variety of materials and numerous open-ended activities are made available every day to involve the children in observation, exploration and experimentation in a relaxed, happy and stimulating environment. The room structure and daily activities offer each child unique opportunities for growth and learning.

OUTDOOR PLAY:

Outdoor play is an integral part of the curriculum. It should not be confused with recess or breaks, which are times away from the real work of the day. Under adult supervision, outdoor play provides the children with time for self-initiated, imaginative play with peers. It is a time for loud noises, running, and exercise of climbing, jumping, and moving together in groups. Children have the opportunity for more whole body play, which the limited space and structure of the indoor play areas precludes. Preparation for outdoor play is a time for practicing self-help skills, as children learn to identify their own clothing, put on clothing, and eventually complete the process unassisted.

FIELD TRIPS AND SPECIAL VISITORS:

Trips to local areas and visits from community service individuals are activities that are very beneficial for young children and help make children aware of their environment and their community as well as teach lessons about life in general. **These activities will be planned and announced in advance. The child's parent or guardian is responsible for the safety and supervision of the child on all field trips.**

SNACKS:

Each program has a group snack time. Snack will be provided through Chapel Day's snack cupboard. Our snack cupboard is stocked throughout the year by donations of healthy and nutritious snacks from our families. Periodically, the teachers inform the parents about the specific needs for the snack cupboard with notes placed in their folders. Cut-up fresh fruit and vegetables are welcome any time. Candy, cookies, cupcakes, etc. should be avoided except for special occasions. Birthdays are important events but we request that you limit birthday celebrations to a special snack. Please be aware that some children may have special dietary restrictions, including those related to allergies such as peanuts or whey. We will circulate information about such restrictions on a class-by-class basis as we become aware of them. Please honor these restrictions if they should apply to your child's class.

HOLIDAYS:

Special celebrations or parties will be held for Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. Parents are usually invited to sign up to bring treats for these special celebrations. You will be notified in advance about these activities.

Chapel Day requests that students and parents not distribute party invitations at school. Invitations often lead to hurt feelings for the students who are not invited.

ENROLLMENT REQUIREMENTS

ENROLLING YOUR CHILD:

Please contact Chapel Day's voice mail at (313) 565-2444. The teachers will advise you of the status of the class and send out the appropriate information. The nonrefundable enrollment fee and enrollment form must be returned to the bookkeeper for your child to be officially enrolled. The enrollment fee is refunded only if your child is on the wait-list and there is no room in the class.

The following forms must be turned in and fully completed before your child can attend class: Child Information Card and State Health Appraisal Form.

We are licensed and strictly regulated by the State of Michigan Department of Human Services. Michigan law requires that each child have a complete physical examination by a licensed physician prior to the beginning of class. The physician should fill out, sign and date the State Health Appraisal Form. Immunizations must be complete and current. All students must show proof of health insurance.

Children should be physically and emotionally able to conform to the general behavioral level of their age group. All entering children are admitted on a one-month trial basis. Within this time period, the teachers, with consent of the Board, reserve the right to recommend withdrawal of a child. This applies to children who cannot make the proper adjustments to make this program enjoyable for all involved.

Children must be toilet trained. Our facility is not licensed to change diapers or training pants. If your child is in the "gray" area of being trained, discuss this with the teachers.

PHYSICALS/IMMUNIZATIONS/MEDICATIONS:

State law requires us to keep a current health appraisal form (physical) on file for every child enrolled at Chapel Day. At enrollment, each parent must present proof that appropriate immunizations have been completed. Please refer to the chart on the following page for the required immunizations and recommended ages.

It is the responsibility of the parent to notify Chapel Day each time a child receives immunizations. Every January, Wayne County Health Department requires that any child not up-to-date with immunizations be excluded from the program. It will be your responsibility to ensure that your child complies with the immunization requirements. If not, the child will be unable to attend the program until the necessary immunizations are completed. If your child turns 5 years old during the school year, the Health Department requires that they receive their 5-year boosters at this time.

Chapel Day will accept waiver forms in lieu of immunizations to the extent authorized by the Board and the State of Michigan. Please note that even if an immunization waiver form has been submitted, Chapel Day reserves the right to exclude a child from class for two weeks after the last documented outbreak for which the child is not immunized. Tuition will not be reimbursed for this period of exclusion.

Chapel Day will not accept the responsibility of administering any medications, (for example, antibiotics) to students. As the sessions are 2 to 3 hours in length, the timing of required doses can be scheduled around the school session. However, Chapel Day teachers and staff will administer certain medications to children with an immediate medical need (such as an epi pen and inhalers) as outlined in the licensing rules for child care centers by the State of Michigan Department of Human Services.

Chapel Day will conduct head checks for lice as needed. Parents will be notified in advance.

Required Immunizations for Michigan Childcare/Preschool Attendance

Communicable disease rules are the minimum standard for preventing disease outbreaks in child care settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2013 Recommended Immunization Schedule at www.cdc.gov/vaccines or www.michigan.gov/immunize.

Childcare/Preschool Entry Requirements							
Age → Vaccine**↓	Birth through 1 month	2 months through 3 months	4 months through 5 months	6 months through 15 months	16 months through 18 months	19 months through 4 years	5 years
Diphtheria, Tetanus, Pertussis	None	1 dose DTaP	2 doses DTaP	3 doses DTaP	3 doses DTaP	4 doses DTaP	4 doses DTaP
Pneumococcal Conjugate (PCV7 and/or PCV13)	None	1 dose	2 doses	3 doses	4 doses OR age appropriate complete series	1 dose on or after 24 mo OR age appropriate complete series	None
<i>H. influenzae</i> type b	None	1 dose	2 doses	2 doses	1 dose on or after 15 months of age OR age appropriate complete series	1 dose on or after 15 months of age OR age appropriate complete series	None
Polio	None	1 dose	2 doses	2 doses	2 doses	3 doses	3 doses
Measles,* Mumps,* Rubella*	None	None	None	None	1 dose on or after 12 months of age	1 dose on or after 12 months of age	1 dose on or after 12 months of age
Hepatitis B*	None†	1 dose	2 doses	2 doses	2 doses	3 doses	3 doses
Varicella* (Chickenpox)	None	None	None	None	1 dose on or after 12 months of age OR current lab immunity OR reliable history of disease	1 dose on or after 12 months of age OR current lab immunity OR reliable history of disease	1 dose on or after 12 months of age OR current lab immunity OR reliable history of disease

* Current laboratory evidence is acceptable instead of immunization with that antigen.

† Hepatitis B may be administered as early as birth.

This table represents the minimum required immunizations for child care centers.

** All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.



INFORMATION CHANGES:

Please keep us informed! We need to know of any health changes as well as changes of home address, employment, insurance or phone number. We must be able to contact you at all times.

TUITION AND FEES PAYMENT SCHEDULE:

You will receive monthly invoices via email. Checks or money orders are made payable to Chapel Day Preschool, Inc. and either mailed to the bookkeeper at the school's address or payments can be deposited in the bookkeeper's folder located with the student information folders. A \$10.00 late fee will accrue for every month your payment is not made within 5 days after its due date. Should you fall behind more than 30 days in payments your child may not be allowed to attend class. Please contact the Board regarding an alternative payment plan, if necessary. If more than one child in the immediate family is enrolled in the Chapel Day program concurrently, a 10% discount will be given on the second child's tuition. A 5% discount will be given when the yearly tuition is paid in full by August 1.

TUITION PAYMENT SCHEDULE:

Aug 1 1st and 9th tuition installments and activities fee due
Sep 1 2nd installment
Oct 1 3rd installment
Nov 1 4th installment
Dec 1 5th installment
Jan 1 6th installment
Feb 1 7th installment
Mar 1 8th installment
Apr 1 NO PAYMENT DUE; 9th installment was paid in August

WITHDRAWING YOUR CHILD:

To withdraw your child, parents must notify Chapel Day, in writing, at least two weeks in advance. Tuition rebates will be determined on an individual basis, by the Chapel Day Board at its next scheduled meeting. If your child will be absent for a lengthy period of time (for example, extended illness or vacation), full tuition must be paid to guarantee the student's place in class.

ATTENDANCE

TRANSPORTATION:

Parents are responsible and liable for transporting their child to and from Chapel Day and field trips. You may make arrangements with other parents to share transportation.

ATTENDANCE:

Continuity in attendance is extremely important for young children and our program. Three-year-olds attend Tuesday and Thursday mornings from 9:00 until 11:00. Four-year-olds attend Monday, Wednesday, and Friday mornings from 9:00 until 12:00.

The number of sessions is 60 for the three-year-olds and 90 for the four-year-olds, which include the Christmas Program, Field Trips, Graduation Ceremony, and End of Year Picnic/Field Trip. Parent/Teacher Conferences are held in the early spring and are not counted as sessions.

ARRIVAL:

Class begins promptly at 9:00^{AM}. We believe that a pleasant, relaxed arrival and separation sets the mood for the child's experience. The outside doors open at 8:45^{AM}. Please arrive with enough time to assist your child in putting away belongings, walk the child to the classroom, and reassure the child that you will return after the session.

DEPARTURE:

ONLY authorized individuals listed on the emergency card are allowed to pick up your child. Please notify the teachers if another person will be picking up your child. These persons may be required to show picture I.D. before the child will be released. Children will not be released to anyone without prior notification from the parents. Please note that we cannot refuse to release a child to a parent without a specific court order.

Children are extremely proud of their accomplishments. We encourage parents to allow a few minutes at the end of the session for your child to share their activities from the day. When you pick up your child, a teacher will release your child to you. Please collect projects, artwork and messages at this time.

LATE PICKUPS:

Please pick up your child promptly to avoid causing anxiety for your child and incurring late fees. Children may feel that something has happened to the parent, or worse yet, that the parent doesn't care enough to be on time. Parents will be assessed a monetary fine for tardiness when picking up their child. The fee is \$5.00 per child for the first 10 minutes and \$5.00 per child for each additional 5 minutes.

SCHOOL CLOSINGS & SNOW DAYS:

Chapel Day will close for snow days, usually as they are posted for the Dearborn Public Schools. However, Chapel Day reserves the right to close in inclement weather if the Board and teachers agree that dangerous conditions exist. If we close due to an emergency in the

building, you will be notified by phone. No rebates of tuition will be made if Chapel Day is closed due to weather or unexpected emergency conditions.

CALENDAR:

School will be in session from mid-September through the week before Memorial Day. A school calendar will be distributed to all families.

EMERGENCY PROCEDURES

For serious injury, the parent and if necessary, the Fire Department E.M.S will be contacted.

FIRE DRILL PROCEDURE:

At the sound of the alarm, children will assemble at the bottom of the stairs with a teacher at the front of the line. We will proceed to the nearest safe exit, without stopping to obtain coats. A teacher will obtain the emergency cards and survey the room. A teacher will always exit last. We will be outside and behind the playground fence. If needed, we will go all the way back to the houses. The teachers will take attendance.

TORNADO PROCEDURE:

Children will assemble at south door and sit in alcove between the doors in the hallway.

STUDENT FAMILY EMERGENCY:

IF THERE IS AN EMERGENCY, PLEASE PHONE THE CHURCH OFFICE AT (313) 565-8450 or CALL ROOM PHONE AT (313) 565-2444.

If the student needs to be withdrawn from class for the day, please contact the church office. The teacher will prepare your child to be picked up. If phoning is not possible, please discuss the problem with the teacher and remove the child as quietly as possible, so as not to upset the classroom.

MISCELLANEOUS

DISCIPLINE POLICY:

Discipline is instruction and training which corrects, molds, and strengthens. Good discipline is aimed at helping children to grow, learn and develop. The teachers will strive to be consistent and make only rules that are reasonable and capable of being enforced. They will give the child choices and then hold the child responsible for the choices made. These choices, of course, will be given with the developmental stages of the child in mind. Every effort will be made to identify with the feelings that the child is expressing. The child will be helped to discover acceptable ways of expressing these feelings.

Attention will be given to those exhibiting desirable behaviors. They will be told exactly what it is they are doing correctly. This allows the child to self-direct their behavior and maintains their self-esteem. For example, "I am so pleased to see you waiting for your turn to go down the slide. Now it is your turn. It makes me so happy when children take turns." Granting privileges can also reward positive behavior.

If a child is engaging in disruptive behavior, or behavior that is destructive to self, property, or others, and the behavior is not being corrected by any of the above means, that child will be removed from the situation.

CLOTHING:

The children will have a widely diversified program with both indoor and outdoor activities. They should be dressed in play clothes that are washable, comfortable, and easily managed. The clothing should be weather appropriate. Children must wear comfortable rubber-soled shoes with backs (please no backless sandals) or sneakers to help prevent falls.

Please bring a complete change of clothing in a tote bag labeled with the child's name each session. Tote bags should be placed on the designated hook/cubby in the hallway.

ITEMS FROM HOME:

Sharing is a social skill young children need to learn. We will make every effort to teach each child how to share and take turns. Hence, we ask that you do not allow your child to bring toys, food or other items from home. There will be exceptions to this policy for specific days such as birthdays, holidays and show-and-tell days. These events will be announced well in advance so you can make arrangements. Chapel Day requests that "violent toys" (guns, weapon-related items, etc.) not be brought to show-and-tell. We cannot be responsible for personal belongings that are lost or broken.

PARENT VISITS AND CONFERENCES:

We are happy to discuss your child's growth and progress at Chapel Day. However, we ask that you make arrangements for lengthy conferences in advance. We will keep you informed of your child's progress through notes, messages, and daily conversations. We ask that you send notes or phone us regarding any concerns that you may have. A conference will be scheduled in the spring for every child.

FUND-RAISING:

In order to assist us in providing the best materials and equipment for our students, Chapel Day parents may conduct at least one fund-raising event per year. Your participation in these events is completely voluntary. If fund-raising is not for you, we welcome and accept donations at any time.

NO SMOKING POLICY:

Smoking is not allowed in the building or on or near the playground. We also discourage smoking at all Chapel Day activities, including field trips.

VIDEO/PHOTO RELEASE:

Each child must have on file a signed photograph permission slip which grants permission to have the children photographed and/or videotaped while participating in Chapel Day activities, field trips, programs and other events for the internal use of the Chapel Day Board, teachers or parents.

HEALTH POLICY

Chapel Day staff and students will follow the below policies and procedures for the health and well being of all.

HAND WASHING:

All staff and volunteers will wash their hands thoroughly with soap and water at all of the following times:

- Prior to starting workday
- Prior to care of children
- Before preparing and serving food for the children
- Before eating and drinking anything
- Before giving medication
- After using the toilet or helping a child use the toilet
- After handling bodily fluids
- After handling animals and pets and cleaning cages
- After handling garbage
- After covering a cough or sneeze and/or blowing their nose
- When soiled

The Chapel Day staff and volunteers shall assure that children wash their hands thoroughly with soap and water at all the following times:

- Before snacks or food preparation experiences
- After using the bathroom
- After handling animals and pets
- When soiled

If soap and running water are not available during an outing, hand sanitizers, and/or single-use wipes will be used as a temporary measure.

UNIVERSAL PRECAUTIONS:

Chapel Day takes precautions to protect children and adults from infections resulting from contact with blood or bodily fluids. All staff receives training on blood borne pathogen before they begin work. Universal Precautions will be used when coming into contact with any bodily fluids. The staff will always use rubber gloves and appropriate disposal and/or cleaning of any items that come in contact with any bodily fluid.

Cleaning of surfaces will include cleaning up all of the fluid or contaminant; followed by a mixture of 1 part bleach/10 parts water to be set on the area/surface for 15 minutes. The area will then be rinsed. Cleaning of toys and equipment will include washing the item with soap and warm water, followed by a soak in a solution of 1 part bleach/10 parts water surface for 15 minutes. Lastly, the items will be rinsed thoroughly.

All students will be removed from the area and checked for exposure. If a child has been exposed, appropriate actions will be taken to minimize any risk of illness, including, but not limited to, change of clothing, washing hands/face, etc.

MINOR CUTS AND ABRASIONS:

Minor cuts and abrasions are washed with soap and warm water and a Band-Aid is applied, if necessary. TLC is applied in all cases. Pressure is applied to minor bleeds. If bleeding does not stop within 3-5 minutes, the parent will be contacted.

For serious injury, the parent and if necessary, the Fire Department E.M.S will be contacted.

ILLNESS:

Children should NOT be brought to the school and staff should NOT report to work with any of the following symptoms:

FEVER, DIARRHEA, VOMITING, DISCHARGE OF THE EYES OR THE EARS, HEAVY NASAL DISCHARGE, PERSISTENT COUGH OR UNIDENTIFIED RASHES

Children who develop these symptoms while at school will be isolated under the supervision of a staff member. Children that are suspected of having a contagious illness will be separated from the group by being placed in an isolated space in the classroom. His/her parents will be notified to pick up the child as soon as possible and/or within an hour. Ill children may not remain at the school.

If a staff member is ill or has any of the above symptoms, he/she will not remain in the classroom, and a substitute will be arranged for.

Children or staff may RETURN to school 24 HOURS after being symptom free. If your child has been diagnosed as having a contagious disease or illness, please notify Chapel Day immediately at (313) 565-2444. Parents must identify the illness, if known, or describe the symptoms the child is experiencing. Whenever a contagious illness has been reported, Chapel Day will notify parents by written communication, which will include the name of the disease and the symptoms. Chapel Day will report all communicable illnesses to the Wayne County Health Department.

Items and/or facilities used by an ill child or adult will not be used by any other person until washed, rinsed and sanitized, as outlined above in the Universal Precautions section.

Chapel Day will conduct head checks for lice as needed. Parents will be notified in advance.

ALLERGIES:

Please notify the teachers in writing if your child has any dietary restrictions or allergies to specific foods, soaps, or animals. With respect to any allergies or other medical conditions, a doctor's note and specific written instructions or limitations must be provided to us. As required by the Michigan Department of Agriculture, all parents must be informed that they have the right to be notified prior to any pesticide applications. If you would like to be notified, please turn in a note to the teachers before September 30, 2018. If you have any questions, contact the Chapel Day Board.

Allergy accommodations will be made on a child-by-child basis if the condition is not severe or life threatening i.e. if the snack being served that day contains wheat and a child with the wheat allergy is attending then they will receive an alternate snack. However, we will try to make snack choices that all children can eat.

A list of students' allergies will be posted in the kitchen area. A note will be sent home for any allergies, which could present a major health issue.

ADMINISTRATIVE INFORMATION

PHONE NUMBERS:

The number to leave a message for Chapel Day is (313) 565-2444. The Church Office phone number is (313) 565-8450. Church Office hours are Monday–Thursday 8:30AM-2:00PM and Friday, 8:30AM–1:30PM.

IF THERE IS A STUDENT FAMILY EMERGENCY, PLEASE PHONE THE CHURCH OFFICE.

Chapel Day Preschool 2018–2019 Staff and Board of Trustees

Program Director / Lead Teacher:	Staci Frank	(313) 565-2444
Teacher’s Assistant:	Gerianne Barbuzinski	(313) 565-2444
President:	Erin Biggs	donovan_e_l@yahoo.com
Vice-President:	Cindy Wetzel	ckreitsc@hotmail.com
Secretary:	Julianna Radford	jrt0213@aol.com
Treasurer:	Heather Yeaw	heather@yeaw.me
Board Member / Fundraising Coordinator:	Minta de Haan	mintadehaan@gmail.com
Bookkeeper:	Colleen Brown	jcadbrown@outlook.com

ACKNOWLEDGEMENT PAGE

Please sign, date and return this page. Thank you!

I have read and understand the policies and procedures outlined in the 2018–2019 Student Handbook for Chapel Day Nursery, Inc. Preschool Programs.

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____