



Michigan State License Number DC110289390

ExtendedCare Handbook

GCS ExtendedCare Directory

Grace Christian School
325 N M 140
Watervliet, MI 49098

Phone: (269) 463-5545

Principal – Leslie Colford

Preschool Director – Beth Corwin

Business Office –Chris Leach & Sheri Bromley

Main Office – Chrystal Romeo

Hours of Operation, Fees and Tuition

Before School Care	M - F	7:00-7:30 am
After School Care	M - F	3:30-5:30 pm

Early care costs \$6 per day or \$90 per month (when paid in advance).*

Aftercare costs \$6 an hour or \$180 per month (when paid in advance).*

Aftercare begins at 3:15 PM. Students not picked up from the school by 3:15 PM will be signed into aftercare and a charge of \$6 will be applied. \$6 will be charged at the beginning of every new hour (4:31 would be \$12).

*Payments are to be prepaid by the first of the month. If your account has not been prepaid, your aftercare will default to an hourly rate for the month.

Pickup after 5:30 PM will be charged \$10.00 per quarter hour starting at 5:31 PM.

Admission Criteria

Below is a list of criteria that must be met before a student may start in our program:

- Students must be potty-trained to attend
- Health form (filled out and signed by doctor)
- Child Information Record form and Good Health Statement
- Signed Written Information Packet Documentation
- Signed Permission to Apply OTC remedy/preventative
- Consent to Receive Medical Treatment/Photo Release form
- Grace Christian School Financial Agreement form

1. Payment, Refund, and Withdrawal Policies

- Payments may be made to the Business Office or online using the link in your invoice email.

2. ***Arrival and Departure***

A parent or guardian must check their student in and out every. **No one may pick up your student unless they are listed on the Child Information card that parents fill out each year.** You may add or subtract names at any time. In an emergency, you may call and allow someone who is not on the card to pick up your student, but you will need to add the individual to the Child Information card as soon as possible. If the “authorized person” is unknown to us, we will ask him/her to provide appropriate picture identification.

3. ***Volunteer Screening Policy***

Volunteers will always be under the direct supervision of preschool employees and never left alone with a student. By law, volunteers are not allowed to handle blood or any potentially infectious bodily fluids and will not have unsupervised contact with the students unless they first have a background check performed. A statement will be signed/dated by volunteers indicating that he/she has been informed of our policy on student abuse and neglect, is aware that abuse and neglect of students is against the law and knows that they are required by law to immediately report suspected abuse/neglect to CPS. If a volunteer has contact with students at least 4 hours a week for more than 2 consecutive weeks they must have a recent TB test on file (within 1 yr.) to verify that he/she is free from communicable tuberculosis.

4. ***Abuse and Neglect Policy***

Grace Christian understands that child abuse/neglect is against the law and will not tolerate any activities that could be deemed as abusive or neglectful of any student. Staff members and volunteers who have acted in any way that is abusive or neglectful towards students will be reported to the state authorities and removed from employment or position as a volunteer.

Any employee or volunteer of Grace Christian School who has reasonable suspicion of child abuse/neglect is required by law to:

Immediately report suspected abuse to Child Protective Services (CPS) of the county where the suspected abuse took place: Berrien: 269-934-2300,
Cass: 269-382-4277, Van Buren: 269-621-2800. Reports can also be made online.

5. ***Clothing***

Please dress your student in comfortable clothing that they can easily put on and take off themselves. Dress up/play clothing, such as costumes and pajamas, are not acceptable preschool wear. Keep in mind the weather because we play outside. Please send your student to school dressed for the weather.

6. ***Discipline Policy***

Discipline is an important key to learning. Students find security when there are clear boundaries and expectations. We are a Christ-directed, student-centered school. Each student will be disciplined with love using positive methods of correction. Students will be taught age appropriate expectations and consequences.

Inappropriate Behavior: The student is given a reminder of the appropriate behavior that is expected. We will re-direct the student and if the inappropriate behavior continues, a time-out may be given for an age-appropriate length of time. If the behavior continues after three attempts to correct the parent will be notified that day.

Between Students: When there are problems between students, we will give guidance, so they learn to work out their differences on their own by using appropriate words, sharing, and forgiving. Our goal is for students to learn self-governance and socially appropriate behavior and begin to understand that we all need God's help to make good choices, we pray with them and teach them to pray. Students who pose a physical threat to themselves, other students or staff members may be asked to withdraw from the program.

7. ***Students with Special Needs***

Our community is comprised of many individuals, including those with special needs. Our program is capable of handling students with specific special needs to better support the families of our area. Our school also has a special education coordinator on site. We will accommodate students with special needs to the best of our abilities. At times parents of students with special needs will require extra communications to ensure their student is being properly attended while at school. These communications will be in private either by way of email, phone call, or in-person conversations. If a student is thought to have undiagnosed needs, we will discuss this in private with the parents of the student and direct the parents to the proper facility for testing.

8. ***Emergency Closing Policy***

If the school closes for inclement weather or other reasons, the school will utilize the Gradelink email and text system to inform parents. **Please make sure to keep your contact information current.**

9. ***Food Allergies***

It is important to let us know if your student has any food allergies so that we can be sure your student will not be exposed to those foods while at school. The school staff undergoes training each year on policy and procedures regarding allergens and Epi-Pen use.

10. ***Snacks***

Parents are responsible for providing a nutritious snack if your child will need one during care. We discourage sugary snacks as they typically have little nutritional value. Please send a water bottle with plain water for snack.

11. ***Pesticide Management program***

At this time Grace Christian School Preschool uses Rose Pest Solutions to provide a safe learning environment for our students. Rose Pest Solutions makes their application once a month. There is a detailed service report available in the classroom with information about the pesticide being used, the target pest, the purpose of application, approximate location, and date of application. If you have any questions or concerns you may contact the National Pesticide Information Center at 800-858-7378 or visit their website at www.npic.orst.edu. Additional information about pesticides may be obtained by contacting the National Poison Control Center at: 800-222-1212.

12. ***Teacher and Aide Training Policy***

All staff members complete 16 clock hours of professional development annually on topics relevant to job responsibilities including an annual Health and Safety ongoing training sponsored by the Michigan Department of Education. This training also includes best practices for teaching, engaging, assessing, and disciplining students. Staff are also certified in infant, child, and adult CPR and First aid.

Health Care Policies and Resources

1. ***Hand washing before eating***

At the beginning of the year the students are instructed in the proper hand washing technique-using warm soapy water to clean the front and back of hands for 20 seconds and then drying completely. Guidelines for hand washing are posted by sinks. The students wash their hands before snack, after outside play, and after using the restroom.

2. ***Illness***

We will notify you if your student shows signs of illness while in our care. This would include symptoms such as a fever of 100 or higher, runny eye(s), unusual fatigue or irritability, vomiting, diarrhea, or sore throat. If your student is sick with a fever, diarrhea or vomiting he/she will be taken to the office where you will be notified to pick up your student. We will do our best to make your student comfortable until you arrive.

Guidelines for when your student should return to school:

- When a student has been fever-free for 24 hours **without medication**
- When a student has had antibiotics for 24 hours or more
- When a rash is diagnosed as non-contagious by a physician
- When diarrhea has stopped for 24 hours
- Scabies and lice must be cleared and nits completely gone
- Chicken pox lesions must be completely crusted over and healed

Please report contagious conditions such as pinworms, scabies, head lice, chicken pox or any undiagnosed rash to the director. The school is required to notify all parents of any communicable diseases.

3. ***Blood Borne Pathogen Procedure and Bodily Fluids***

All staff are required to have Blood Borne Pathogen training and are updated on health and safety annually in their required training. All precautions are taken to prevent anyone from coming in contact with bodily fluids from other people. When handling bodily fluids, staff wear proper PPE to properly dispose of the fluids to prevent others from coming in contact with the fluids. No student or volunteer is allowed to clean up and dispose of bodily fluids.

4. Medications

If a student requires medication during care hours, a Medication Permissions and Instructions form must be filled out. This include emergency medications, medications for an illness, or any daily prescriptions. This form must be filled out in full, including the name of the medication, the dates the medications will need to be given, the dosage, the times, storage instructions, and any other specific instructions. If a student has an emergency medication, such as an EpiPen, insulin, or a rescue inhaler, a form must still be filled out in full and we must have a unit that stays at the school full time (two EpiPens). Teachers will only administer prescription medications from original prescription containers with labels still intact. OTC medications/preventatives, such as acetaminophen, antibiotic cream, lip balm, sunscreen, insect repellent, and lotions will be given following the directions on the label. These medications must be in their unopened original containers with labels intact.

5. Health Resources

- Berrien County Health Department: www.bchdmi.org
- American Association of Pediatricians: www.aap.org
- Kid's Health: www.kidshealth.org

Grace Christian School Emergency Procedures

Our Modular doors remain locked at all times. Video surveillance is in use around the campus. The doors are monitored during normal pick up and drop off times to allow parents access. We take the safety of our students very seriously and take all precautions necessary to ensure a safe environment. The ExtendedCare playground is enclosed within a fence to prevent students from wandering from the area

CRISIS MANAGEMENT

In the event a crisis should occur, the administration has created procedures to provide safety for all students. If a crisis is on-going and school needs to be cancelled, or if an evacuation of students is necessary, we will notify parents by utilizing the school's One Call system. Information may also be posted on TV websites.

TORNADO SAFETY

We are required by state to have 2 tornado drills a year-once in the fall and again in the spring. A map is posted by the classroom doors showing where classes are to go during a tornado or drill.

Drill:

1. Alarm sounds.
2. Lead Teacher: has the students line up at the door and leads them to the designated safe space.
3. Assistant Teacher: takes the attendance record, first aid kit, and flashlight, and closes the classroom door upon leaving.
4. The students will sit on the floor facing the wall with their hands folded behind their heads for protection.
5. Everyone remains in this position until the "all clear" is given by the principal.
6. Lead Teacher: leads the students back to class and discusses with them what they experienced.

FIRE SAFETY

We are required by the state to have at least one fire drill quarterly. A map is posted by the classroom doors showing where our class is to go during a fire drill.

Drill:

1. Alarms sounds.
2. Lead Teacher: has the students line up and leads them out of the building to the predetermined location.
3. Assistant Teacher: takes the attendance record and first aid kit and closes the classroom door upon leaving.
4. Lead Teacher: takes roll to account for all the students.
5. Teachers keep the students calm and quiet.
6. Lead Teacher: leads the students back to the classroom when the “all clear” is given by the principal and discusses what they experienced.

LOCKDOWN DRILL

In the event a dangerous person was suspected to be in or near the school building, the administration would initiate a lockdown. This drill is practiced at least twice during the school year.

Drill:

1. Alarm sounds and teachers are informed of the lockdown (internal or external)
2. Lead Teacher: assists students in sitting on the appropriate wall silently.
3. Assistant Teacher: closes the blinds, turns off the lights, locks the classroom door and makes sure the crisis bucket is accessible.
4. Teachers keep everyone calm until the principal unlocks the door and gives the “all clear”. Under no circumstances is the door to be opened by the teachers; the principal or designated person will unlock the door when it is safe.

CAMPUS EVACUATION

If it is determined that the school should be evacuated for the safety of the students, the same procedure for leaving the building in the fire drill will be followed. A bus will be outside the school entrance for the students to board. The Lead Teacher will lead the students onto the bus and be will be transported to one of 2 locations depending on the nature of the threat: Hartford Bible Church in Hartford, MI or Sister Lakes Community Church in Sister Lakes, MI.

SERIOUS ACCIDENTS: In the event of a serious illness or injury, the following plan will be followed:

1. Contact a staff member or Preschool Director for assistance.
2. One teacher attends to the injured student while another staff member attends to the other students.
3. If the injury is life threatening, call 911 immediately then the parent will be contacted.
4. If the injury is not life threatening, the parent will be called. If the parent is not available, the emergency contact on the Child Information card will be called. If that person is not available, the student's doctor will be contacted. If the doctor cannot be reached, the student will be taken to the emergency room.
5. If emergency medical care is needed, the parents will be held responsible for the fees incurred.
6. If the student needs to be sent to the hospital by ambulance, the director or designated staff will go to the hospital with the student.
7. The Preschool Director will make a verbal report to the DHS within 24 hours and a written report, using the appropriate forms within 72 hours and a copy will be kept on file.