Our Savior Lutheran School

Early Childhood Programs Handbook

2026-2027

Our Savior Lutheran School
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School Mission Statement

The ministry of Our Savior Lutheran School is to share Christ by teaching the Christian faith, promoting academic excellence and developing leadership skills for a life of Christian service.

"Train up a child in the way he should go; and when he is old, he will not depart from it." — Proverbs 22:6

"Go ye therefore and teach all nations" — Matthew 28:19

From these words of Holy Scripture come the purposes for operating a Lutheran Christian School:

- To provide thorough instruction in God's Word so that your child:
    - May learn to know and trust Jesus Christ as their ever-loving Savior;
    - May be led by the Holy Spirit to do that which is God-pleasing;
    - May be prepared to live with God eternally in heaven.
- To assist the home in carrying out its role as commanded by God.
- To help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- To maintain high standards of education at all grade levels, taught in the light of God's will and design.
- To assist parents in developing the kind of Christian character that will make the graduates of Our Savior leaders, serving God in church and in the world.

***Vision**:* We desire to educate children grounded in Christian faith and moral values combined with high academic standards, technology skills and leadership skills for the 21st century.

Early Childhood Education Programs Philosophy

At Our Savior Lutheran School, we believe young children learn through play in a carefully constructed environment rich with intentional instruction and opportunities for exploration, creativity, critical thinking, and problem solving. Here, students are nurtured, supported, and challenged so that they may grow in every learning area. Most of all, we believe that character and faith development should be integrated into every activity, interaction, and situation throughout each day so that each child who comes through our program leaves as a loving Christian, lifelong learner, and a responsible citizen.

Program Descriptions

Our Savior Lutheran School's Early Childhood classrooms are multi-age (mixed ages 3s & 4s), following a structured schedule, balancing teacher-directed and child-directed learning times including centers, group time, Bible stories, social mealtimes, and gross motor playtime while allowing for families' specific drop-off and pick-up time needs. There is a large emphasis on the social, emotional, and physical domains of learning and children are encouraged to explore and solve problems while engaging in multisensory activities in the language, cognitive, and creative learning domains. The most important aspect of our program is the way we integrate faith development into all other learning domains with mealtime prayers, devotions, Bible stories, songs, conflict resolution, and activities that foster character development.

Teachers differentiate the school experience for 3 year olds and 4 year olds depending on each child's needs and developmental level. Through the use of small groups, each student is able to develop academic skills at his or her own pace while still developing socially and emotionally. Teacher-directed and child-directed activities focus on preparing children for Kindergarten in a developmentally appropriate way.

Admission Policy

Our Savior Lutheran School offers a flexibly-scheduled, mixed-age Preschool program for children aged 2 years, 9 months up to 5 years old. Summer Day Camp (Panther Camp) is also available to students during the summer months (separate enrollment required - see Panther Camp Handbook).

Age Requirements: Preschool is available to all children who are **2 years, 9 months old by September 1st.** Our Preschool classrooms accept children who meet the minimum age requirement through February 1st, though children must still have been 2 years, 9 months old on September 1st of that school year. No children may be enrolled for the school year after the February 1st deadline.

* Enrollment in any program is subject to review by classroom teachers and/or the Early Childhood Director. Our Savior Lutheran School reserves the right to move a child to the classroom that best meets the child's needs regardless of original assignment. Promotion to Kindergarten is subject to teacher recommendation. Our Savior Lutheran School reserves the right to promote a child to Kindergarten or deny promotion based on teacher assessment of the child's needs and abilities to thrive in that placement. Children must be 5 years old by September 1st of their Kindergarten year to meet minimum age requirement for enrollment. If a child will not be 5 years old by the deadline, enrollment may be considered based on readiness and available seats after all children of age are enrolled. Parents may request that their child be evaluated for Kindergarten readiness and/or placed on a waitlist for enrollment. If a child is denied Kindergarten enrollment based on readiness and/or space based on age, parents may choose to enroll their child for another year of Early Childhood as an alternative.

Bathroom Independence: Our Savior Lutheran School's Early Childhood Programs require that a child be bathroom independent to attend. To enroll, children must be able to use the toilet and sink mainly without adult assistance, including all clothing items, excepting buttons and zippers, with minimal "accidents". Additionally, children must wear underwear beneath clothing to school- NO PULL-UPS, DIAPERS, or training pants are permissible. Generally, teachers are able to remind children at regular intervals to use the toilet and, should an accident occur, teachers are available to assist children in cleaning themselves and changing their clothes. Frequent/regular bathroom accidents may limit a child's ability to participate in the Early Childhood Programs, at the discretion of the program director and classroom teacher, but exclusion from the program is always a last-resort.

Enrollment Information: Families may enroll students for a schedule that fits their needs. Half-days (mornings ONLY) or full-days are available, with a minimum of two days per week. Traditionally, two-day enrollments are for Tuesdays/Thursdays, but parents may choose any two days. Three-day enrollments are traditionally for Mondays/Wednesdays/Fridays, but parents may choose any three days. Families enrolling for full days may select a daily schedule, but it is recommended that children arrive each day by 8:15am in order to participate in all traditional school day activities. Families may also add Extended Care to their child's schedule at the time of enrollment. Before-School Program (BSP) and/or After-School Program (ASP) is available for an additional fee.

- **Hours:** Half-day Schedule: 8:15am – 11:15am (no afternoon half-days available)

  Full-day Schedule: 8:15am – 3:15pm

  Extended Care Hours: 7:00am-8:15am (Before-School Program – BSP)
  3:15pm-6:00pm (After-School Program – ASP)

*Please see annual School Calendar for complete schedule (start/end dates, holidays, etc.). Parents may access the School Calendar by logging onto the Our Savior website (oursaviorlansingschool.org), then selecting "Resources".

Account Balances: All accounts must remain current. Account balances must be paid in full prior to enrolling and being admitted into another program such as Summer Camp or a new school year.

Required Forms: State of Michigan Licensing requires that proper paperwork is completed and on-file for each child. **All listed forms MUST be completed and returned prior to your child's first day in attendance and some must be updated annually (see below). No student will be admitted without all required forms. Forms are available online in our registration portal, Blackbaud.**

- ✓Enrollment Application
- ✓ Enrollment fee
- ✓Birth Certificate
- ✓Child Information Record*
- ✓Copy of child's immunization record*
- ✓Health and Immunization Statement*
- ✓Health Appraisal*
- ✓Medication Permission form filled out if your child will need to receive medication while at OSL*

*Must be updated annually or any time there are changes in information.

Fees & Payments

Our Savior Lutheran School uses Blackbaud to track charges and payments for all accounts. Payments are credited to your account in Blackbaud when they are received and may be made online directly. Payments may also be mailed into Blackbaud – please see School Secretary for instructions.

A monthly payment plan from August to May (10 months) is provided and requires a one-time administration fee. Families may also choose to pay in full by July 1st or to pay in two installments on July 1st and December 1st. Monthly costs are based on a full academic year enrollment.

A non-refundable application fee is due with enrollment forms. Enrollment in Early Childhood classes requires tuition contracts. **Contracts specify that parents are committed to paying tuition for the full contract year regardless of student attendance. Refunds will not be given due to student absences. Parents may be held responsible for the entire unpaid balance on their contract regardless of withdrawal (see withdrawal policy on page 6).**

A two-week written notice is required to make a permanent or temporary change in your child's schedule. Schedule changes are not guaranteed and are subject to approval by the Early Childhood Director and are dependent on availability. If parents need to make an emergency/unexpected addition to a child's schedule, you must call ahead to see if there is space for your child to attend, as we must also adjust our staffing schedule.

Questions about Fees/Payments/Accounts should be directed to Windy Carroll, Early Childhood Director, at wcarroll@oursaviorlansing.org.

Attendance Policy

One of our goals in Early Childhood is to prepare children to attend school and to teach them to love school in order to grow young people who are eager to learn. In order to prepare our students for a lifetime of learning, we believe that regular attendance is of utmost importance. Many times, young children need to be prepared for a change in their schedule in order to accept the change without trauma. Additionally, classmates may also react to an interruption in the classroom when a child arrives late, leaves early, or is absent. We strive to alert our young children to these changes before they happen in order to prepare them for the change and help them learn to adjust to changes. Therefore, we ask that all families adhere to the following policies regarding attendance:

Absences

In the case of all absences, the reason the child is absent must be provided to the school office AND to the child's teacher through email *or* by calling the school office. If the school office does not have a record of a student's absence, parents will be contacted to verify the absence. The school is required by law to report daily absences involving certain illnesses.

Single-day absences for reasons other than illness should be arranged and excused with the student's teacher at least 24 hours in advance of the absence. Multiple-day absences for reasons other than illness or family emergencies should be communicated to all of the student's teachers a minimum of ten instructional days before the start of the absence in order to make arrangements for activities the student will miss. Parents are responsible for the student's progress.

Parents are encouraged to schedule appointments with doctors, dentists, or other professional care givers outside of school hours or on school holidays. However, we understand this is not always possible. A written note or email should be presented to the teacher prior to the absence. If your child has a planned late arrival to school, please inform the school office AND teachers of the expected time of arrival.

If a child is to be kept in from recess or not participate in physical education activities due to a medical need/restriction, a written note signed by a physician is requested.

Scheduled School Closing Days

The Early Childhood calendar will differ slightly from the overall school calendar because the EC staff are trained on a different schedule than other school staff. Parents can find the Early Childhood schedule for the year included in the School Calendar for the school year.

Snow/Inclement Weather Days

All Early Childhood classes will be closed any time Our Savior Lutheran School closes due to inclement weather or other emergency reasons. Notification of closures will occur via News, Radio, Website, and by phone call/message or Brightwheel message (see Brightwheel App section on pg. 9). Parents should be sure to update telephone numbers in the school office to ensure that all-call messages are received.

Late Pick Up

Half-day students must be picked up by 11:15am. If a child who is not enrolled full-day is not picked up by the end of class, the family will be billed for a drop-in day. That family will then be responsible for the fees associated with attendance in that class. The traditional school day ends at 3:15pm. All students not enrolled in After-School Program (ASP) Extended Care must be picked up by that time, or families will incur the daily drop-in ASP fee. The Early Childhood Program/ASP closes at 6:00 pm daily. Children must be picked up by 6:00 pm or there will be a charge of $1.00 per minute after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling the names listed as emergency contacts on the Child Information Record to arrange pick up of the child.

Please note that in the event that a child is not picked up by 7:00pm and staff have exhausted the list of emergency contacts, the child may be considered abandoned and the proper authorities will be contacted.

Withdrawal Policy

Parents may withdraw a student from the Early Childhood Program at any time. However, a two-week written notice indicating withdrawal intentions is required. **Families may be responsible for the remainder of tuition owed for the school year as there is a no-refund policy for these classes (refunds**

may be considered in cases of family relocation, emergency, or other extreme situations on a case-by-case basis by the Early Childhood Director).

Grievance Procedures

It is our intent that matters of concern will be handled in a God-pleasing manner so that we might work in harmony, helping each other grow in faith and service. Generally, we encourage parents to share concerns when they arise directly with the staff involved as a first course of action. Teachers and staff seek to improve our programming through collaboration with parents, and thus are always available to work on any issue with parents. However, we understand that situations may arise in which a parent or family need to share their concerns with administrators. Should any parent/family need to report a grievance or complaint against a teacher/staff member or about the program in general, the following procedures should be followed:

1) Contact the teacher/staff member's direct supervisor via email or telephone to discuss the issue. All Early Childhood teachers and staff are under the direct supervision of the Early Childhood Director (see contact information on page 14).

2) After initial contact, if the issue cannot be or has not been resolved or requires further discussion, the Early Childhood Director will schedule a face-to-face meeting with the parent/family and any other individuals as deemed necessary. The purpose of the meeting shall be only to obtain further information and/or discuss possible solutions. Disciplinary actions against a teacher/staff or student will not be discussed with anyone other than the involved teacher/staff and/or student's parents per our Confidentiality Policy (see page 11).

3) If dissatisfied with the Early Childhood Director's address of the issue, parents/families may contact the Church Secretary to request a meeting with the Senior Pastor.

Any grievances against the Early Childhood Director specifically should be addressed directly with the Early Childhood Director if possible, or to the Senior Pastor (through the Church Secretary – see contacts on page 14-15).

Program Components & Typical Daily Routines

All early childhood classrooms utilize the **HighScope Preschool Curriculum**, and will follow a daily schedule consisting of the components listed below. Daily Schedules are posted in each classroom and for each group. Schedules will be amended and re-posted as necessary.

Faith Development: In all Early Childhood classrooms, faith development is at the core of our curriculum. Children will engage in prayer, Bible stories, praise songs, devotion, and faith-based character-development. All classes will also participate in weekly Chapel services.

Large Group Learning: Large group time is teacher-directed learning implemented as a whole group, including brief lessons in social competency, math, language and cognitive domains with frequent technology integration.

Small Group Learning: Small group time is teacher-directed lessons implemented with 4-6 children encompassing objectives in all learning domains (cognitive, language, creative, social, emotional, physical and faith development).

Free Choice Learning Centers: Learning centers provide a wide range of activities and materials to promote growth in all learning domains. Students are encouraged to choose learning centers within the carefully constructed environment based on their unique interests. Teachers use this time to observe, assess, and extend learning as they engage with children in their interest areas.

Outside (Gross Motor) Play: All Early Childhood students will go outside **every day**, morning and afternoon. Gross motor play may also include music and movement activities. Students remain inside and may have time in the gym or participate in other physical activities when weather conditions consist of lightning, thunder, severe weather warnings, or when conditions present a threat to health and safety. During the warmer months, measures are taken to cool off (frequent breaks, shade, water bottles, indoor time), while during colder months measures are taken to warm up (shorter outdoor times, appropriate clothing) as needed. Teachers and staff will closely monitor students for signs of excessive chill or heat and respond accordingly to protect and preserve health and safety.

- **Early Childhood Outdoor Classroom:** As part of our outside/gross motor curriculum, Our Savior's Early Childhood classes have access to and utilize an outdoor classroom feature. This space allows our students to experience a broad array of outdoor sensory, art, physical activity, gardening, and nature study lessons/exploration in a controlled environment, which expands the amount of time our classes can spend outdoors. Thus, parents should expect that their child may get wet, dirty, or otherwise messy in this space and plan to send children in clothing that can accommodate these activities daily.

Snacks:
Nutritious snacks are provided three times daily, one in the morning and two in the afternoon (one PM snack will be served during Extended Care/ASP hours). Snacks are planned in accordance with Child and Adult Care Food Program guidelines for nutrition. Children will be offered snack at the scheduled snack times according to each classroom's daily schedule. Cow's milk is provided with daily snacks. There will be a snack schedule posted in each classroom monthly. Our Savior will serve alternate snack items to children with special dietary needs, which will be planned in cooperation with the child's parents.

- **Special Snacks/Treats** – In order for teachers to monitor and control exposure to allergens and provide an inclusive environment, we ask that only NON-FOOD treats are brought to school for child birthday celebrations (see list below). For classroom holiday parties, room parents are asked to consult with the classroom teacher to arrange/plan for special snacks that adhere to the needs of the classroom.

  Below is a list of ideas and approved items that may be shared with classmates for birthdays, holidays, or other celebrations:

  - Stickers
  - Bubbles
  - Temporary Tattoos
  - Fun pencils
  - Little coloring or activity books
  - Little playdough tubs
  - Donate a new book to the classroom in honor of the birthday boy/girl

  Please note that all items brought to school for a birthday treat must be suitable for use by children 3 years of age and will be checked by a teacher prior to distribution to the class. Many small toys and trinkets are not suitable for children at the age of 3, so we ask that parents check the factory labels of items before purchasing. If a parent wishes to provide a treat not on the list, they must first contact the teacher for approval.

- **Private Party Invitations** – We realize that often, children wish to invite their friends from school to their private birthday parties or other events outside of school. In order to ensure amity among all our enrolled students, physical party invitations will only be allowed to be distributed at school if **ALL** children in the class are invited to the event. If only select

classmates will be invited, we ask that invitations be delivered privately. Further, teachers cannot give parents the contact information of any other school family. If parents wish to contact other parents (for whom they do not have contact information) for any purpose, they may find basic contact information for other families in Blackbaud.

Lunch*:
Half-day Schedules - No lunches are served or consumed during AM half-day class times (8:15 – 11:15am). Students on half-day schedules are expected to eat lunch at home after class.

Full-day Schedules - Families with children enrolled for full-days must either provide a lunch from home or order hot lunch if students will attend during the scheduled daily lunch time. Parents can order hot lunches each morning at drop-off. Parents may also order just a milk for their child if they are providing a lunch from home. Hot lunch orders must be submitted by 9:15am, so any student arriving after that time must speak with a classroom teacher if a hot lunch and/or milk is needed. Menus for hot lunch are published monthly and will be posted in each classroom.

Payment for Hot Lunch**: Meals and milks are paid through the Meals Magic program. All families will be assigned a Meals Magic account at enrollment and may view/pay for any hot lunches their child(ren) consumes over the course of the year.

Lunches from Home: Lunches provided from home must be marked with the student's full name and date. Lunches from home should also include all utensils or other items necessary for the child to eat his/her meal. Items requiring warming are permitted and will be warmed using the classroom microwave. Please avoid sending uncooked items such as EasyMac, as those items take too long to prepare and drastically reduce a child's time to eat.

*Our Savior Lutheran School adheres to the Child and Adult Care Food Program guidelines and thus, admits students of any race, color, national and ethnic origin and grants to all the rights, privileges, programs, and activities generally accorded to students at the school. Families that meet income guidelines may apply for free & reduced lunch by inquiring in the school office. A full nutrition plan is available by request. To request a copy, please email Windy Carroll, Early Childhood Director, at wcarroll@oursaviorlansing.org.

Rest Time:
Half-Day Students- No set rest time is scheduled during the traditional half-day schedule. However, children are permitted to rest briefly from classroom activities as necessary.
Full-Day Students- Students attending for full-days have a scheduled rest time each day (see posted daily schedules). Parents must provide a blanket with which to cover up, labeled with the child's name. A special sleep comfort item may also be used during rest time and will be stored along with all provided bedding in a drawer labeled with the child's name. All rest time items must fit inside assigned rest time bins. All bedding will be sent home weekly for washing at home.

Brightwheel App
All parents will be asked to download the Brightwheel App to their mobile device. Brightwheel will be utilized in all Early Childhood classrooms for the purposes of attendance (signing children in and out), tracking of some child daily activities, and direct communication/messaging between staff and families. Brightwheel will also be loaded onto tablets present in each classroom for the purposes of signing in and out and drop-off and pick-up.

Parent Responsibilities

All Classes/Schedules:
- Full size backpack
- 2 Full sets of extra clothes including pants, shirt, underwear and socks (at minimum)

- Weather-appropriate outdoor clothing
- Supply list items
- Reusable water bottle (to be left in classroom - staff will wash daily)

Full-day Schedules (in addition to above):

- Rest time items (blanket, and optional: pillow and/or one small stuffed animal)
- Cold Lunch from home or sign up for Hot Lunch in classroom

*Note: Each child will have a cubby in which to place their coats, backpacks and other belongings from home each day in each classroom. If your child shares a cubby, please be sure to take all of your child's items home every night. **Please label all of your child's belongings with permanent marker with his/her name.**

Behavior Management Policy

All early childhood classrooms use positive reinforcement methods proactively to build positive relationships between students and teachers so behavior issues are minimal. In the event of misbehavior, students' behavior is redirected to a more positive activity if possible. If misbehavior continues, students are given a warning and then teachers follow through with a logical consequence if necessary (i.e. moving to a different center if using materials inappropriately). All staff are trained annually in positive discipline methods (including the Love & Logic model), integrating faith-based character development and modeling appropriate peer interactions.

The following means of punishment by any/all staff shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of basic needs, like meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Students are expected to:

- Follow directions
- Speak in a Christian, God-pleasing manner
- Play in a kind, gentle manner

At Our Savior, we believe that all children have the right to a high-quality education. As such, we value communication and collaboration with families early and often with regard to disruptive or maladaptive behaviors in the classroom. Our goal is to provide supports and accommodations to help children develop the proper tools for school success. Expulsion from the Early Childhood program for behavioral concerns is reserved for extreme/dangerous situations that cannot be safely managed at school.

Confidentiality Policy

Information about students will be released from Our Savior Lutheran School as required by law, or as necessary to avoid immediate danger or physical harm to person or property, or as included in regular publications of Our Savior Lutheran School (i.e. School Directory, School Yearbook, etc.). Our Savior Lutheran School strives to protect private information about students and families and will not release information about academic standing, medical needs, behavioral reports and/or disciplinary action of students to anyone other than that student's parent or legal guardian.

Occasionally, your child's name, image, or school work created by your child may be published on our website or in school publicity with or without revealing their full name or other personal information. Enrollment at Our Savior Lutheran School implies your permission to allow such activity. *If you do not wish to give your permission,* you must fill out a publicity opt-out form, which is available in the school office by request.

Health Care Plan & Policies

Our Savior Lutheran School Early Childhood Programs recognize the importance of the health of our students and staff. Thus, the following health care plan and policies apply:

Regular Physician Visits/Health Records: Parents are encouraged to take their children to a physician for check-ups regularly in order to ensure good overall health. Our Savior Lutheran School requires that parents submit to the school office a **new health appraisal along with a copy of up-to-date immunizations at the start of each school year** for Early Childhood Programs, Developmental Kindergarten or Kindergarten. This practice assures that children's health records are current so that appropriate care and/or accommodations can be implemented. Immunization records are uploaded, stored, and updated in the Michigan Care Improvement Registry (MCIR), and parents will be notified when updated immunization records are needed. Parents may also submit an immunization waiver should they refuse any required immunization for an enrolled child.

Developmental Milestones: Our Savior Lutheran School Early Childhood teachers assess each child for developmental milestones as a part of the general curriculum, and also distribute and collect parent questionnaires (Ages and Stages) on children's development at the beginning of each school year. However, these assessments are not comprehensive and do not necessarily include all milestones that physicians may look for. Parents are strongly encouraged to keep up with annual well-child check-ups. Resources regarding health for young children are listed below under the "Health Related Resources" heading.

Handwashing: Staff and children wash hands using soap and running water before handling food, after using the bathroom, after blowing their nose, etc.

When washing hands the staff and children:

1. Moisten hands with water and apply soap.
2. Rub hands together until soapy lather appears and continue for at least 20 seconds.
3. Scrub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
4. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
5. Dry hands with a clean, disposable paper or single-use cloth towels. If water does not shut off automatically, turn taps off with the disposable paper or single-use towel.
6. Dispose of the towel in a lined trash container.

Handling Bodily Fluids/Universal Precautions: OSL staff use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. All staff are required to take blood-borne pathogens training prior to unsupervised contact with students.

To handle saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit all staff must employ the following procedures:

1. Put rubber gloves on.
2. Assist child.
3. Place any soiled clothes in a plastic bag and put child's name on it.
4. Throw away any paper product such as paper towel or tissue in a plastic bag and dispose in dumpster.

5. If bodily fluids have contaminated a table or chair area use Sani-Tyze cleaning agent.
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry.
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Emergency Clean-up on the site and contact maintenance to let them know about the spot. Keep children away from the area by putting a chair over the spot. When spot is dry it can be vacuumed.

Cleaning and Sanitizing of Equipment, Toys and Other Surfaces:
The following steps are to be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent or Sani-Tyze Spray*.
2. Rinse the surface with clean water if using detergent or wipe dry if using Sani-Tyze Spray*.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution (Sani-Tyze)*.
4. Let the article or surface air dry.

*Cleaning and sanitizing is done before and after meals for tables and on a regularly set schedule for toys and other surfaces. Bathrooms are cleaned on a nightly basis and as needed. We currently use a commercial sanitizer, Santi-Tyze, which specifies on the label it is safe for food contact surfaces and is used according to manufacturer's direction.

Infection Control and Precautionary Measures Policy:
All children and staff are to be excluded from the program when experiencing symptoms of illness that include: diarrhea, vomiting, fever, jaundice, non-controlled coughing, open sores (which cannot be covered), or have a doctor-confirmed infection or communicable disease that can be easily spread from person-to-person. All children and staff experiencing vomiting, diarrhea, or fever are not to return to any program or classroom until symptoms have subsided for at least 24 hours. This list of symptoms does not describe all possible illness/disease. As such, a child may return to school as allowed by a physician with a signed physician's note.

Health Related Resources/Online Resources:
The National Center for Disease Control and Prevention: www.cdc.gov
The Michigan Department of Community Health: www.michigan.gov/mdch
The Barry-Eaton District Health Department: www.barryeatonhealth.org
https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx
http://www.cdc.gov/vaccines/parents/downloads/milestones-tracker.pdf
http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs-sp.pdf
http://www.mottchildren.org/conditions-treatments/general-peds/well-child-visits
https://www.mcir.org/school-childcare/education-and-training/

Accident/Illness/Injuries/Incident Plan

In the event of an accident, injury, incident or illness occurring or worsening at school, staff will notify parents in a number of ways.

Minor accidents/injuries/incidents- Staff will complete a written report detailing the accident, injury or incident. If an injury has occurred that requires more than basic/minor first aid (i.e.-bandage or ice pack), staff will call parents to notify them and arrange for the child to be picked up. Care after pick-up will be the responsibility of the parent. Parents will receive a copy of the written report either at the end of the day (in cases of very minor injuries/incidents/accidents) or when they arrive to pick up their child if called for an early pick-up.

Serious accidents/injuries/incidents-staff will first procure medical treatment via emergency services if necessary (call 911). Staff trained in CPR/First Aid will attend to the injured child(ren) until emergency services arrive. A staff member will provide emergency personnel with the child's pertinent medical information (Child Information Record) and will accompany the child to the hospital if possible until a parent arrives. At the earliest opportunity, staff will contact parents via telephone (numbers provided to the school on the child's Child Information Record at enrollment). If a parent/guardian cannot be reached immediately, staff will attempt to call any other listed Emergency Contacts provided by parents. Staff will also complete a written report detailing the accident/incident/injury and provide a copy of the report to parents.

Illness occurring or worsening at school- Teachers and staff continuously monitor and assess children's overall health and wellness throughout the school day. Should a child fall ill at school, trained staff will first attend to the child's needs by administering any necessary first aid and separating the child from the group for purposes of rest and quiet, if possible. Every attempt will be made at making the child as comfortable as possible while staff contact parents by telephone to arrange for an early pick-up. If a child exhibits any of the symptoms listed in the Infection Control Policy (above), he or she will need to be picked up immediately. Parents are expected to make a suitable and timely plan with staff in these events. Per the Infection Control Policy, children may not be able to return to school until symptoms have cleared for at least 24 hours.

Medication Policy

No medication will be administered by school personnel unless parents have sent a signed permission form to the school along with the medication ahead of time. The Prescription Medication Permission Form and Over-the-Counter Medication Permission Form are available in the school office and must be on file in the school office. Instructions for bringing in medications to school are included on the forms and must be followed. Students with prescribed inhalers may keep their inhaler accessible as needed.

Parents are required to provide any pain relief or over-the-counter medicines they wish their child to have while at school. Any prescription medication must be prescribed by a physician and taken according to the doctor's orders. All medications will be kept in the school office, with the exception of rescue inhalers and Epi-Pens for allergic shock/anaphylaxis, which will be held in the child's classroom in a marked container accessible only to staff.

Students with food allergies must indicate this on the OSL Health and Immunization form which will be copied to the food service director, staff, substitute teachers, and school office.

Child Protection Policy

Our Savior Lutheran Church and School seeks to provide a safe and secure environment for the children who participate in our programs and activities. In accordance with The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et.seq., all teachers and staff are trained on their duty as a Mandated Reporter of suspicion or observation of child abuse and neglect. All staff are required by law to immediately report any such suspicions or observations to the Michigan Child Protective Services and follow procedures as outlined in the Michigan Child Protection Law. Our Savior has a complete Child Protection Policy document that is updated annually, which outlines the procedures in place in order to protect children under the supervision of the church and/or school. Staff are trained annually on the contents of the full Child Protection Policy.

Accommodations for Children with Special Needs

Our Savior Lutheran School strives to meet the diverse needs of all children and families. We recognize the importance of Early Childhood Education for all children, especially those with developmental delays or special needs. Insomuch that it does not violate any school rules or policy,

or the tenets of the Lutheran faith; we will make reasonable accommodations for the special needs of children and families enrolled in our programs. The purpose of this policy is to ensure that all children receive the same high quality education and care in our programs, regardless of developmental, physical, or social differences.

Our Savior partners with both in-house and local school/community services in order to best meet special needs in the areas of diet (food allergies/cultural food restrictions), emotional, social, cognitive, developmental, cultural, and physical/medical requirements. Annual hearing and vision screenings are administered to all students in partnership with the Eaton/Barry Health Department, children are assessed in an on-going fashion in the classroom for academic, social, emotional, physical, and overall developmental milestones via our curriculum assessment tool (COR Advantage), and students presenting speech and/or language delays are referred to Eaton RESA for in-school services (or to the child's home district/region for outside services). Additionally, teachers utilize data from the Ages & Stages Questionnaires, which parents are asked to complete at the beginning of each school year, to help them meet the unique needs of each child in the classroom. Teachers and staff are trained annually in childhood trauma, trauma response and care, positive behavior management techniques, autism spectrum disorder, attention deficit/hyperactivity disorder, sensory processing disorder, and other special needs we may see represented in the classroom. As such, teachers and staff also utilize classroom tools such as visual schedules, visual timers, sensory tools/toys, individual or small group quiet/alone spaces, mindful moments/practices, and a separate sensory break space for children needing those tools.

While we strive to be inclusive, we also recognize the importance of realistic goal-setting and care, so we realize that we may not be able to meet every child's special needs. Parents of children with special needs should meet with the Early Childhood Director at enrollment to discuss accommodations necessary and create a feasible care and education plan. Should a child have a need that cannot be met adequately here at Our Savior, the Early Childhood Director will make that clear in the initial meeting or at the time that the need arises so that the parent can make the decision whether or not to enroll at that time. Because our first priority is to keep children safe and teach them to love school, the Early Childhood Director may make the decision that a child may not enroll or continue in a program if his/her needs cannot be met here or he/she is a danger to himself/herself or other students in the class.

Our Savior Lutheran's Early Childhood Programs believe that every child deserves access to a high-quality education, and is dedicated to working with parents/families, as well as outside agencies, therapists, technologists, physicians, or other specialists to meet a child's needs. We believe that a developmentally diverse classroom not only promotes equity, but creates a more effective, well-rounded learning environment as children learn from each other as well as their teachers. In these ways, we believe our classrooms, teachers, and staff meet the needs of all students enrolled, regardless of ability.

Parents may find a copy of this plan any time on the school website: oursaviorlansing.org > School tab > Resources tab > Early Childhood heading.

Family Engagement Policy

At Our Savior Lutheran School, we highly value the involvement of families in our programs and ministries. Early Childhood (EC) families are invited to volunteer time and/or lend their time and talents to our classrooms frequently.
At the beginning of each school year, families are asked to complete an "Importance of Home" survey, which teachers utilize to create opportunities to engage with families, as well as promote sensitivity to family cultures and preferences in the classroom. Teachers also set up home visits with each family, at their convenience, to allow for each family to spend some one-on-one time with the classroom teacher and discuss anything that is important to them at that time. Families are provided

with a packet of information as well, so that they have the information necessary for the year. The packet includes, but is not limited to: the parent handbook, basic enrollment & tuition information, contact information for teachers and administrators, pertinent permission slips, the EC mission & philosophy statement, an annual school calendar, and invitations to the Parent Orientation and Meet & Greet events.

Regular and thorough communication to families is carried out via classroom newsletters, school newsletter, teacher or director emails, direct messaging through Procare (our program management app), individual phone calls as needed, and invitations to meet in person to discuss specific issues, concerns, or questions that may arise throughout the year.
In addition, our Early Childhood classrooms strive to offer ample opportunities for families to engage in their child's learning/experiences, including but not limited to:

- invitations to share knowledge/gifts with students in our classrooms as special guests
- assisting in planning and facilitating special events
- invitations to quarterly Parent Forums, opportunities to join Parent Teacher League, run for a Christian Education Team seat, and/or attend congregation meetings
- parent/teacher conferences and portfolio night – both opportunities to see and discuss children's progress
- invitations to attend events – Parent Orientation, Meet & Greet, EC Curriculum Night, EC Family Fun Night, PTL Welcome Picnic, EC Christmas Service, EC "I Love You" Tea, and Portfolio Night
- invitations to volunteer at other church and/or school activities

Parents wishing to volunteer, visit, or observe in their child's classroom are always welcome to do so and are invited to visit regularly by the Early Childhood Director as well as the classroom teachers. Finally, all families are asked to provide their feedback on the program and their family's overall experience in annual parent surveys. The results of those surveys are reviewed and utilized in making decisions and/or changes regarding our programming each year.

Cultural Competency Statement

Our Savior Lutheran School strives to meet the diverse needs of all children and families, as we recognize the importance of family culture, including traditions, foods, and unique backgrounds. Recognizing cultural backgrounds of the children in our programs honors the diverse family structures represented in our classrooms, helps children to feel a sense of belonging at school, and nurtures respect and care for peers in all students. Insomuch that it does not violate any school rules or policy, or the tenets of the Lutheran faith; we will make reasonable accommodations to respect the culture and preferences of children and families enrolled in our programs.

To that end, families enrolled in the Early Childhood Programs receive an "Importance of Home" questionnaire from their child's teacher, which is used to collect vital information to assist staff in best serving each individual family. Additionally, teachers utilize annual home visits to families to familiarize themselves with languages spoken in the home, family demographic information, communication method preferences, and other information unique to the child and family. We strive to create a welcoming environment for all students and families by displaying pictures and materials that represent various cultures and ethnicities, and by utilizing the family information collected to communicate with families in ways that serve their individual needs. Teachers and staff also undergo training hours annually addressing cultural competence and sensitivity.

By seeking information from, and getting to know each of our enrolled families, the Our Savior Early Childhood staff seek to improve the school experience for children, families, and themselves. Parents may access this cultural competence plan at any time on the school website: oursaviorlansing.org > School tab > Resources tab > Early Childhood heading.

Notice Regarding Childcare Licensing

All Early Childhood Programs and classrooms at Our Savior Lutheran School are licensed by the State of Michigan Department of Human Services Bureau of Licensing and Regulatory Affairs (LARA). As such, we are subject to and abide by all rules, sub-rules and statutes set forth by this governing body. In accordance with these rules, OSL has assembled and maintains a licensing notebook containing the center's current license, renewal/interim inspection reports, and any special investigation reports as required. This notebook is kept on premises at all times and is available for parent review by request during normal business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at **www.michigan.gov/michildcare**.

Contact Information for Early Childhood Staff

- Mrs. Windy Carroll, Early Childhood Director, Email: wcarroll@oursaviorlansing.org
- Mrs. Sara DeYarmond, Education Specialist, Email: sdeyarmond@oursaviorlansing.org
- Ms. Catie Berg, Lead Teacher, Email: cberg@oursaviorlansing.org
- Mrs. Abigail Bowyer, Lead Teacher, Email: abowyer@oursaviorlansing.org
- Mrs. Kerry Bryan, Lead Teacher, Email: kbryan@oursaviorlansing.org

Additional Contacts

- Mr. Matthew Couser, School Principal Email: mcouser@oursaviorlansing.org
- Ms. Penny Tovar, School Secretary Email: ptovar@oursaviorlansing.org
- Mrs. Susan Sundstrom, Church Secretary Email: ssundstrom@oursaviorlansing.org