



ROOTED IN FAITH • NURTURED IN LOVE • GROWING IN CONFIDENCE

# Parent Handbook

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## **Lil' SAINTS Preschool Philosophy**

Lil' Saints Preschool is a non-profit, non-denominational Christian based preschool. We strive to provide a positive environment that parents and children can trust. We value each individual and respect their unique gifts and talents.

We educate children with these foundations:

- Guide children to Christ and His love for each of us
- Create an environment where children feel safe, nurtured, and important.
- Provide learning opportunities that confidently prepare children for life-long learning
- Joyfully encourage children to be skillfully independent and proud of their accomplishments
- Loving and respecting God, others and themselves

## **Curriculum**

Lil' Saints Preschool provides a positive Christian foundation for learning by offering a play-based developmental program that encourages the cognitive, social/emotional, spiritual, and physical development of each child. The classroom offers activities from a variety of age-appropriate centers such as pretend play, blocks, library, writing table, media table and STEM experiences, art, music, games, and puzzles. Teachers integrate skills and concepts into the daily curriculum through hands-on learning opportunities and small and large group activities. Music enrichment, storytelling, field trips, and unique visitors provide additional experiences that promote interest, engagement in learning, and further conceptual development while preparing them for Kindergarten.

## Hours of Operation

Lil' Saints Preschool is for children 2 1/2 to 5 years of age. We are open from 9:00 AM to 12:00 PM Monday thru Friday. We follow a traditional school year calendar, September through May. Children may be enrolled in the Tuesday, Thursday program for three-year old's or the Monday, Wednesday, Friday program for four-year old's. Children in our Three-Year Old's Program must turn two-years-old by March 15<sup>th</sup> prior to the first day of school. Children in the Four-Year-Old Program must qualify to be enrolled in a Young Five's Program or as a Kindergartner the following school year.

## Fees and Payment

**Security Deposit** is a \$75 non-refundable deposit.

**Tuition** for the two-day, Three-Year-Old Program is \$200 each month.

**Tuition** for the three-day, Four-Year-Old Program is \$300 each month.

**Tuition is due** the first day of your child's scheduled attendance of the month.

**First United Methodist Member Discount:** Current members of the First United Methodist Church of Saline qualify for a 10% discount on enrollment for their oldest child. This discount applies to monthly tuition. A legal guardian of the enrolled child must be a member of the church.

**Sibling Discount:** A family who enrolls more than one child in Lil' Saints Preschool qualifies for a 10% discount on the youngest attending child. This discount applies to monthly tuition.

A family may only apply one discount per school year. If a family meets the requirement for both discounts, they may use **one** discount that offers the higher value.

**Payment Options:** Tuition payments may be paid with cash, check, or automatic withdrawal through Vanco Payment Solutions.

**Late Fees** of \$15.00 will be applied to any tuition that is not paid by the second Wednesday of each month. Any returned check will result in a fee of \$25.00 and may result in tuition being required in cash for the remainder of the contract year at the discretion of the center director.

## General Information

We follow the Saline Area Schools calendar year, with the exception of teacher conferences and early release days. A separate sheet will be handed out each year with the schedule of days that we will be closed for the upcoming school year.

**Parent-Teacher Conferences:** Scheduled conferences are planned for all parents to meet with their child's teachers. These conferences are opportunities to share insights and concerns. Teachers will provide each parent with an overview of his/her child's development. Additional meetings may be scheduled by either teacher or parent request.

**Discipline:** The classroom environment at Lil' Saints is created to foster positive interactions among classmates and teachers. Rules are reasonable and revolve around two main concerns – safety and kindness. The teacher's role is to help students learn appropriate behavior through positive approaches to discipline, thereby encouraging self – direction, self-control, and self-esteem in the students. We understand that preschool children are just beginning to learn how to get along in a group. To help with these new socialization skills, teachers encourage problem-solving skills. They praise positive behavior and redirect any choices that might be unacceptable. We welcome parent input and encourage parent-teacher communication to promote positive classroom behavior. We not only want your child to feel safe, but we also want them to be safe.

**Inclement Weather:** We are concerned for the safety of staff and especially the children when traveling to and from school. Therefore, we will be following the Saline Area Schools for inclement weather closings (Snow Days). There will be no tuition refund or make up for any days when Lil' Saints is closed due to circumstances beyond the school's control (i.e., weather, utility failure, etc.)

**Illness** is a cause for concern in young children. Therefore, we ask your child not to attend if they have any of the following symptoms.

- A temperature of 100.4 degrees or higher, or at the teacher's discretion (must be fever free for 24-hours before returning to preschool)
- A severe uncontrollable cough
- Difficulty breathing
- Diarrhea
- Vomiting within 24 hours
- Cannot participate comfortably in routine activities
- Needs more care than can be given in a group setting

If your child displays any of the above symptoms during preschool hours staff will fill out an illness form and inform parents via telephone whether their child needs to be picked up early.

**Infectious Diseases:** The following is a list of communicable diseases that exclude a child from attending school.

1. Chickenpox: May return to school after all skin lesions have dried. (at least six days after lesions start)
2. Mumps: May return to school after swelling is completely gone. (approximately nine days)
3. Strep throat: May return to school after the first 24 hours of antibiotic treatment.
4. Measles or German measles: May return to school not earlier than four days after the onset of the rash.
5. Pink eye or conjunctivitis: May return to school when eyes are clear.
6. Hepatitis A: May return to school with a physician's clearance.
7. Ringworm or pinworm: May return to school after a physician's prescribed treatment.
8. Lice: May return to school when free of infestation as the result of treatment with a medicated shampoo that kills lice.
9. Scabies: May return to school after the first 24 hours of prescription treatment.
10. Impetigo: May return to school after the first 24 hours of treatment.
11. Unidentified rash: May return to school after the outbreak disappears or with a physician's clearance.
12. Meningitis/H. Flu: May return with a physician's clearance.

If a child contracts a contagious illness, please notify Lil' Saints as soon as possible. Parents of the other children will be alerted to the presence of the disease. Your confidentiality is assured.

If your child has a particular medical condition or health need, we request that you inform Lil' Saints Preschool so that the staff may act appropriately in the case of a medical emergency.

**\*Any child who is sent home ill will be expected to remain home until the child is symptom-free for 24 hours.**

**Allergy Plan:** Today, more children have allergies than in previous years. All known allergies will be posted in the classrooms. Please check with a teacher before bringing any food items to share with the class. An action plan signed by the child's doctor is necessary to have on file for children that require medicine due to an allergy. Action Plans will be posted in the classroom, so the staff will be aware of the steps to take in case of an emergency. If your child does have an Epi-Pen, please discuss this with their teacher and the Director. Each staff member is trained to administer an Epi-Pen and how to follow an action plan. If you have any questions about the action plan, please ask your child's teacher. All medication is stored out of reach of children.

**Incident Report:** Unfortunately, accidents are a real part of childhood. Our staff does everything within their power to prevent injuries to your child, but there will be accidents. Injuries and accidents will be documented. You will receive an “Incident Report” on your child every time there is a need.

**Child Abuse and Neglect** are crimes in the state of Michigan. It is the legal responsibility of the early childhood community to be on the lookout for suspected abuse and report it to the proper authorities

**Staff and Volunteering Screening: Michigan Staff and Volunteer Rule R 400.8125:**

(3) Both the following shall be developed and implemented: (a) A written screening policy for all staff and volunteers, including volunteers who are a parent of a child in care. (4) A criminal history check using the Michigan Department of State Police Internet Criminal History Access Tool (ICHAT), or equivalent for a person’s state of official residence, shall be completed. A copy of the ICHAT shall be kept on file at the center.

All volunteers of Lil’ Saints Preschool work under the direct supervision of a Lil’ Saints staff member. No volunteer shall be responsible for children in the classrooms, bathrooms, or playground without a staff member present. A volunteer Confidential Background Information sheet must be on file at Lil’ Saints before anyone may volunteer for the preschool. Forms are available from the Director.

**Safe Sanctuaries Church:** The First United Methodist Church of Saline is committed to providing a safe and secure environment for all children, youth, vulnerable adults, volunteers, and paid staff who participate in ministries and activities sponsored by the church. Our Safe Sanctuaries Child Protection Policy reflects our congregation’s commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships and others. Persons or organizations that would like to use the First United Methodist Church of Saline as a meeting place need to make this commitment as well.

**Pest Management:** Once a month, the building is sprayed with brand 38B Advance Ant Gel Bait. The pesticide is used in the kitchen, hallways, and bathrooms, and applications are applied only when the children are not at school. Information about 38B Advance Ant Gel Bait can be obtained by calling a toll-free number for a national pesticide information center, 1-800-225-3320.

## Emergency Procedures

**Injuries** requiring medical treatment beyond the capabilities of standard first aid will immediately result in the staff contacting a parent. If the staff feels that the injury is extreme, EMS will be contacted before a parent. If the staff is unable to contact a parent, they will contact any other person(s) listed on the child's emergency card. The emergency card grants permission for Lil' Saints to secure transport for the child for emergency medical treatment or call EMS services. Emergency cards are located in each classroom and the Director's office. Parents are requested to keep the emergency card information up to date. If any information changes about the place of work, phone numbers, your insurance carrier, or your home address, please complete a new emergency card. Ask your child's teacher for the exact location of the cards in the classroom and verify the information periodically.

**Fire Evacuation Plan:** In the event of a fire, we will evacuate the building by the nearest exit and move to the safest point away from the building. Attendance will be taken to ensure that all children are accounted for outside. Emergency exits are clearly marked. Fire drills will be practiced at least once each quarter.

A person discovering fire should complete or delegate the following tasks:

1. Remove all children from immediate danger, bring emergency cards with you
2. Notify a member of the church staff to report the fire, if possible, or dial 911 directly
3. State that there is a fire
4. State the location of the facility (address and phone number are located by each phone)
5. Activate the fire alarm by pulling the handle on the red box
6. Close doors to the room or area on fire
7. If time permits, close all doors and windows
8. If time permits, clear corridors or obstruction
9. If time permits, obtain a fire extinguisher and take it to the scene of the fire. Place in front of the door and vacate the area. Exercise fire containment techniques only when it is safe to do so.

**Smoke detectors and fire extinguishers have been placed throughout the facility and are inspected regularly. A fire extinguisher is located in the main hallway. All staff is aware of the locations of fire extinguishers. Staff has been trained to handle fire evacuations and fire extinguishers.**

**Tornado Evacuation** plans have been developed in cooperation with the local civil defense authority. Tornado drills will be practiced twice April through October.

## Parental Information and Responsibilities

**Parental Involvement:** Because Lil' Saints Preschool is not a cooperative preschool, all parental involvement is optional. However, parents are welcome to participate in parties and special events. You are also encouraged to share your unique talents or interests with the children at other times during the school year.

**Backpack:** A backpack needs to be brought to school each day. It should be 12 inches wide by 15 inches long, which is large enough to carry notes and newsletters from the school as well as BIG creations made by our preschoolers.

**Clothing** is an important aspect of a child's ability to comfortably participate in the learning atmosphere. At Lil' Saints Preschool, we provide children with an atmosphere that allows children to discover and explore their environment freely. Preschoolers can get very messy in their play, so we ask parents to dress children in play clothes. These are clothes that allow your child to move freely, and that can be removed easily with minimal assistance. Please do not send your child in clothing that has special meaning or that you do not want to get dirty. We do not think about how our play will affect the longevity or appearance of their clothing. So, to help prevent unpleasant surprises at pick-up, please dress your child in clothing that is washable and inexpensive.

Each child should have at least one extra change of clothing that is seasonally appropriate in case of accidents, spills, messy play, or during the toilet learning experience. All clothing should be labeled with your child's name or initials.

During the winter months, it is **especially important** to ensure that your child always has appropriate clothing and outerwear to play outdoors. It is our goal to go outside every day with time and weather conditions permitting. If the temperature falls below 11°F (ambient or windchill), we will not go out but enjoy activities in the classroom or the church gymnasium. **However, please provide a winter coat, boots, hat, mittens (mittens are often a better choice for little fingers), scarf, and snow pants available for your child every day.** It is especially helpful to place winter clothing in a separate cloth grocery bag, not in their backpacks.

Fall and spring months can be cold and rainy, which in turn can cause a muddy playground. Mud puddles are irresistible to preschoolers! Please provide rainboots (or other appropriate footwear) and clothing that is meant to be played in. Snow pants are also suitable to avoid muddy clothing.

## **Diapering and Toileting**

Rule 400.8137 (1) Diapering shall occur in a designated diapering area that complies with all of the following:

- (a) Is physically separated from food preparation and food service.
  - (b) Is within close proximity to a sink that is used exclusively for hand washing.
  - (c) Has non-absorbent, smooth, easily cleanable surfaces in good repair.
  - (d) Is of sturdy construction with railings or barriers to prevent falls.
  - (e) Is at an adult work surface height.
  - (f) Is washed, rinsed, and sanitized after each use.
- (2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface. Subrule (1)(e) of this rule does not apply.
- (3) Diapering supplies shall be within easy reach of the designated diapering area.
- (4) A plastic-lined, tightly covered container shall be used exclusively for disposable diapers and training pants and diapering supplies that shall be emptied and sanitized at the end of each day.
- (5) Only single-use disposable wipes or other single-use cleaning cloths shall be used to clean a child during the diapering or toileting process.
- (6) Diapers and training pants shall be checked frequently and changed when wet or soiled.
- (7) Guidelines for diapering shall be posted in diapering areas.
- (8) Disposable gloves, if used for diapering, shall only be used once for a specific child and be removed
- (9) Toilet learning/training shall be planned cooperatively between the child's regular caregivers and the parent so that the toilet routine established is consistent between the center and the child's home.
- (10) Toilet learning/training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home.

LIL' SAINTS Preschool has a child-sized toilet in our classroom that are safe and easy to clean.

**Meals:** We will provide one snack each day. This snack usually consists of water and crackers, cheese, vegetables, or fruit. Juice or a sweet snack may be offered during special occasions or parties. As a reminder, Lil' Saints needs to be informed of any allergies that your child may have. If you are unsure of any allergies within our classroom, please ask a staff member.

**Pick-up and Drop-off** time can be very stressful for parents and children alike. We try to assist in any way possible to make the separation as smooth as possible. It is the responsibility of each parent to sign-in and sign-out their child each day. In the case of any emergency, we refer to our sign-in and sign-out sheets to help verify who is and is not present for that day. It is very important for the safety and security of each child. Parents can drop off their children after 8:50 AM and pick them up at noon.

**No child will be allowed to leave with any adult unless that person is authorized by the child's parent to do so. Photo identification is required for individuals the staff is unfamiliar with does not recognize. Each person who will be picking-up children must be written on that child's emergency card or authorized by the parent. This policy is for the safety of all children and will be enforced at all times.**



## Acknowledgement of Parent Handbook 2019 - 2020 School Year

I/We acknowledge receipt of the Lil' SAINTS Preschool Parent Handbook.

I/We have read and understand the tuition rates and other changeable fees as established. I/We understand that by signing this form I/we are signifying that I/we understand and agree to comply with all of the policies and regulations of Lil' SAINTS Preschool.

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Mother/Legal Guardian Signature

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Date

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Father/Legal Guardian Signature

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Date

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Lil' SAINTS Director's Signature

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Date