



# South Olive Christian School

*Authentic Community,  
Biblical Perspective,  
Affordable for All*

## Preschool Parent Handbook 2022-2023

revised 7/25/22

<

South Olive Christian School  
6230 120th Ave. Holland MI 49424  
616-875-8224 ■ [info@sochristian.org](mailto:info@sochristian.org)  
[www.sochristian.org](http://www.sochristian.org)

A copy of this handbook is given to Parents at the time of enrollment and is always available online at sochristian.org.

**Welcome!** We hope your preschool experience will be enjoyable. This handbook will give you some basic information about our preschool program at South Olive Christian School. We hope you will find it helpful. Please read it and keep it for future reference. If you have any questions, give us a call or stop by the office.

We have many exciting things planned for your child in our commitment to doing all that we can to help every child achieve his/her potential. We look forward to working with you as partners in education to give your child the best experience possible and pray that this beginning in your child's life will be a blessing to you and your child.

### ***South Olive Christian School Mission Statement***

Equipping students with wisdom and knowledge to become effective Christ-followers and bring peace and restoration to earth.

### ***Philosophy of South Olive Christian Preschool***

South Olive Christian Preschool provides a secure, loving, Christian environment where children can grow spiritually, emotionally, physically, socially and intellectually with their peers and teacher. A developmentally appropriate curriculum is used to meet the needs of each child. South Olive Christian Preschool uses components of the following curricula: Creative Curriculum, Zoo-phonics, Learning without Tears, and Christian Schools International Bible Curriculum. Many varied and hands-on learning experiences encourage the child's growth as a child of God. We discover together the world God made, the people He gave us, and our responsibilities to both.

### ***Goals of the Preschool***

- To develop a sense of wonder and appreciation for God and His creation
- To develop in each child a love for God and others
- To develop each child's creative abilities and provide opportunities to use them
- To develop fine and gross motor skills
- To give the child confidence in himself/herself
- To encourage cooperation and acceptance between the child and others
- To provide a safe and stable environment each day
- To develop a love for God's Word and encourage awareness and response to it
- To develop self-expression in art, music, and language
- To develop self-discipline, self-direction, and independence

## ***EMPLOYEE AND VOLUNTEER INFORMATION***

### **Employee Screening Policy**

The following steps will be taken to ensure that all staff members are of responsible character and suitable to meet the needs of children in the classroom.

- Preschool staff must sign a written acknowledgment of the following:
  - o That they are of responsible character, have not been convicted of a crime, and will report upon being investigated or convicted of a crime
  - o That they have received a copy of the Michigan Protection laws excerpted by the Department of Human Services and understand its contents including mandating requirements, definitions, and indicators of abuse/neglect
  - o That they will report any suspected abuse or neglect of a child by parent, staff or other to the proper authorities
  - o Sign a statement that they have never been named in a central registry case, are the perpetrator of child abuse or child neglect nor have been investigated for abuse or neglect.
- A State Police Clearance Form must be completed by applicants and checked through the state website. All directors will be required to complete the fingerprint registry.

### **Employee Training Policy**

All preschool employees must comply with training requirements mandated by state, federal, or local agencies. All employees will complete an orientation process before unsupervised contact with children.

All employees must complete 16 hours of annual training in child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules for childcare centers.

### **Employee, Staff, and Volunteer Exclusion due to Adult Illness**

If a staff member or volunteer is ill, has a fever, or has thrown up in the past 24 hours, they are not to be present at school. Each adult (including volunteers) is to find their own substitute using the substitute list. They are to call the office to let them know of the absence and who will be substituting.

### **Volunteers**

All volunteers must be approved by the Preschool Director. Volunteers helping in the classroom will follow the direction of the teacher to enhance classroom activities. The children are the responsibility of school employees. Volunteers at South Olive Christian Preschool will not be left alone in a classroom with children or accompany children to the bathroom or have access to staff personnel or child records.

## **Child Abuse and Neglect**

All employees and volunteers of South Olive Christian Preschool are Mandated Reporters and will report suspected abuse and neglect. Suspected child abuse/neglect will be reported to the Department of Human Services. The law requires that mandated reporters who suspect child abuse and neglect report it to the Department of Human Services. This report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make a report. Likewise, there is a civil and criminal immunity for someone making a report in good faith.

## ***GENERAL INFORMATION***

### **Preschool Schedule**

- ★ **Morning Circle:** Good morning/welcome songs, calendar, weather, math focus, plan for day.
- ★ **Bible:** We will do a Bible related activity - story, game, memory verse, craft, etc.).
- ★ **Small Group:** Students will work on varying skills in small groups.
- ★ **Music & Movement:** We will sing fun and active songs and do the movements for our featured Zoo phonics animal of the week.
- ★ **Large Group Time:** We will listen to a story that goes along with our theme for the day or week and will review our letters. Centers will be explained and introduced at the end of this large group time.
- ★ **Snack Time:** We will thank God for our food. Once snack is done children will quietly read at the Book Nook.
- ★ **Centers and Choice Time:** Students will rotate among various centers in the room that reinforce our daily/weekly learning theme. Once students have finished all their centers, they may have free choice and change centers until it is time to clean up.
- ★ **Clean Up:** The class will work together to clean the classroom and get backpacks ready to go home.
- ★ **Outside or Gym**
- ★ **Dismissal**

## **Afternoon Extension Schedule**

- ★ **Small Group**
- ★ **Bathroom & Wash hands**
- ★ **Lunch:** We will thank God for our food. Each child will eat their lunch from home or pre-ordered SOCS lunch at the tables.
- ★ **Outside or Gym**
- ★ **Rest Time:** Each child will have a separate cot where they can nap, rest, or do a quiet time activity.
- ★ **Table Time:** Table activities will be available for the children to explore.
- ★ **Free Choice Time:** Students will have free choice to investigate various centers in the room.
- ★ **Clean Up:** The class will work together to clean the classroom.
- ★ **Snack Time**
- ★ **Afternoon Circle Time:** We will have a variety of opportunities during this large group time that will focus on our afternoon theme for the day or week. These might include fingerplays, songs, stories, games, movement, experiments, or other possibilities.
- ★ **Pack Up:** The class will get backpacks ready to go home.
- ★ **Dismissal**

## ***ADMINISTRATIVE INFORMATION***

### **Admission**

Admission to Preschool is open to any eligible child who will turn 4 by September 1 (with a grace period up to October 15), and admission to Young 5's is open to any eligible child who will turn 5 by September 1 (with a grace period up to October 15).

### **Criteria for Admission**

1. Each child must be four years old before September 1 to be eligible for preschool, or 5 years old to be eligible for Young 5's.
2. All children must be potty-trained and independent in the bathroom. No diapers or pull-ups are allowed.
3. A health form must be on file for each child. This health form must be signed by the child's doctor and we must have an up-to-date record of all immunizations. It is required by the State of Michigan to be on file at the time of the child's initial attendance. Every child is required to have this form filled out and turned in to be able to participate in class. Be sure to bring it with you on the first day of school.
4. A child "information card" (which includes emergency contact information) must be filled out and on file in the preschool room in order to attend.

## **Tuition**

Tuition cost and payment schedule are listed on [sochristian.org](http://sochristian.org) under tuition. If you have further questions, please contact the office.

## **Preschool Extension Program**

The Preschool Extension Program offers all day options for children who go to South Olive Christian Preschool. During enrollment, parents may choose to extend their child's preschool day. Please speak with the office if you are interested in extending your students day! These students will attend these pre-registered afternoons throughout the school year. The extension program will foster children's growth with a variety of developmentally appropriate experiences for the children that will enrich and extend the preschool day. These varied activities will nurture creativity, language and literacy, fine motor abilities, large motor abilities, music and movement, math and science exploration. It will also include an outdoor/gym time, lunch time, rest time and a snack time.

## **Withdrawal Policy**

South Olive Christian Preschool reserves the right to discontinue service if payment for such service is not made in a timely manner, a child is not potty trained, failure to return the required health and enrollment forms, or if the child is extremely disruptive to the goals of the program with continued aggressive, uncontrollable, destructive, violent or inappropriate behavior. If you find it necessary to withdraw, please contact the school office immediately. We reserve the right not to refund tuition paid for dates not in attendance.

## **Parent Service Hours**

South Olive Christian School partners with families to raise up the next generation of fearless Kingdom builders. For 70 years, SOCS families have believed access to a Christ-centered education that fosters a love for Jesus Christ should be accessible to ALL regardless of economic means. To make this dream a reality, we incorporate Parent Service Hours into the cost of tuition for ALL students. The Parent Service Hours performed by each family/household help keep tuition low for all families. Parent Service Hours can be completed by participating in SOCS Famous Pigs &/or SOCS Auction. A Preschool/Young fives family with no other students at SOCS are expected to serve 5 hours per family.

## **Classroom Volunteers**

South Olive Christian Preschool is a Co-Operative preschool. Parents assist the teacher in the classroom on a rotating basis and participate in the classroom activities. Classroom volunteers work under the supervision of the classroom teacher and are never left alone with children.

All classroom volunteers must have a Central Registry Clearance on file, and sign the Abuse and Neglect statement prior to volunteering in the classroom. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. Volunteers will also be required to sign in and sign out for the time they are at South Olive Christian Preschool.

All parents are expected to aid when scheduled. Should an emergency arise, and you are unable to take your turn, please find another parent to replace you. Assisting parents should dress in appropriate, comfortable clothing. Parents are responsible for donating assigned snacks, and will be able to sign up on the calendar for that day's designated snack.

It is each family's responsibility to take a turn as the classroom volunteer at least 6 times a year (3 times between September and December and 3 times between January and May). If you are not able to volunteer in the classroom, you must find a substitute. A family member or other adult within your family who has Central Registry Clearance on file and has signed the Abuse and Neglect statement can take the role as a classroom volunteer. You can ask other parents within the program to sub for you; if none can be arranged, a charge for a half-day teacher to fulfill the slot will be invoiced to you.

Only children enrolled in the preschool are allowed in the classroom, so please make arrangements for any siblings. Cell phones should also be silenced and out of sight during the class session.

### **Classroom Volunteer Responsibilities**

- Work with children in a small group
- Socialize with and encourage children during choice time
- Help children pick up
- prepare materials for the teacher
- model play and respectful behaviors with students
- Set up activities
- Sit with children during large group time
- Help with outdoor and gym activities
- Provide snack
- If you are unable to volunteer in the classroom on your scheduled day, you must arrange with another parent in the classroom to take your place for the day.

### **Field Trips**

We will be taking field trips throughout the school year to various places in the community. Field trips are offered to broaden children's experiences and allow children to get hands-on learning experience. It is each parent's responsibility to transport their

child to and from the field trip. Costs for the field trip will be kept low and clearly articulated prior to the trip.

### **Attendance**

Regular attendance at school is important for kindergarten readiness and your child's attendance habits. If it is necessary for your child to be absent, please notify the school office the morning of the absence to explain the reason and when you expect your child to return to school.

### **Snow Days**

South Olive Christian School follows West Ottawa Public Schools for weather closings. If South Olive Christian School is canceled because of weather, preschool (including Young 5's) will also be canceled. If South Olive Christian School runs on a weather delay, the preschool will follow the times for that delay.

## **CONCERNING YOUR CHILD**

### **Clothing**

Please label your child's outer clothing and dress your child according to the weather, as we strive to have daily outdoor play unless we are prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled. Well fitting, closed-toe shoes work well and are safest for outdoor play.

Your child will be most comfortable in play clothes that can easily be laundered. We do use washable paints, crayons, etc. but sometimes our activities can be messy! Pants that can easily be pulled down are helpful in preventing bathroom accidents. Accidents can happen, and each child is required to have one complete change of clothes in a gallon ziploc bag with their name on it that will be kept in their locker.

### **Toys**

*Please leave all toys at home.* Toys brought from home can easily get misplaced or even broken. We ask that your child enjoy them at home or bring them only on special sharing days. Sometimes your child might put a toy from preschool in their pocket and bring it home. This is not uncommon, as it represents a stage in their development. Please explain that the toy belongs to school and bring it back the next day.

### **Arrival and Dismissal**

Preschool begins at 8:45am. Parents/Guardians will bring children to the preschool entrance and sign in by writing the time and signature next to the child's name in the attendance book. Please accompany your child to the entrance door before releasing your child to the teacher. The entrance door will open at 8:45am, though the teacher is there before that time preparing for the day.

The morning preschool day ends at 11:15am. The Preschool Extension Program ends at 3:15. Please pick your child up from preschool promptly so he/she does not become concerned. The Preschool is not responsible for carpools established among parents. In compliance with the seat belt law and car seat laws, please make sure each child is safely transported to and from Preschool.

### **Child Release**

For your protection, your child will be dismissed individually to the parents/guardians or designated adults who will sign out each child at the outside entrance. Children will only be released to the persons whose names appear on the Child Information Record. If, in unusual circumstances there is any change in the person authorized to pick up your child, you must send a written notification or call the office, and that person will be asked to show a photo ID when picking up your child. The individual who is picking up your child will also need to sign out your preschooler before they leave. You may add names onto your Child Information Record at any time.

### **Birthdays**

Your child's birthday is a very important day. If you wish to provide a special treat, we ask that you notify the teacher in advance. We recommend that birthday treats be simple and do not need to be edible. If providing an edible treat please contact the teacher and find out if there are any food allergies other students may have and plan accordingly.

### **Inclusion of students with varied abilities**

South Olive Christian Preschool uses developmentally appropriate practices and considers the unique needs of all children when planning. Staff will make every attempt to make any adaptation or modification necessary to meet the needs of all children. Staff will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into the classroom routines and activities. We offer evaluation, screenings, and services (if a student qualifies) for Speech & Language Therapy, Occupational Therapy, and Physical Therapy at our school through West Ottawa Public Schools.

### **Cultural Competence**

South Olive Christian Preschool maintains the belief that all children deserve an early childhood education and is committed to respecting each child's culture and diverse

needs. Each child and family are treated with respect. Preschool staff will incorporate the diverse culture of our families and community into lesson plans. Preschool staff will have training opportunities to further their knowledge in developing cultural competence.

### **Expectations for Behavior**

- participation in large and small group (at different levels)
- follow the basic routines and rules of the classroom
- express desires or feelings using words or signs
- show empathy or care for others
- work/play alongside others

### **Classroom Rules**

- Look with your eyes
- Listen with your ears
- Nice hands and feet
- Nice mouth

### **Discipline Policy**

It is our objective that the attitude in the classroom will promote love and respect for one another. Classroom rules are consistently communicated in a positive way and are referred to throughout the day as we notice ways we can be kind to and considerate of others. We attempt to encourage the children to feel the desire within themselves to make the proper choices. Behavior concerns can indicate that a child needs more time, support and practice to develop their social and emotional skills. If challenges do arise in the classroom, the children are invited to discuss it openly. A child who is making poor choices may have a quiet talk with the teacher and/or friends, be offered an alternative activity for redirection or go to the “safe place” which is a quiet spot where the child can regroup, calm down and try to get their emotions under control. A child in the “safe place” will be monitored and will be encouraged to talk about their feelings and can have assistance applying calming techniques. Most importantly, we attempt to teach the children we should love God and love others as we love ourselves. Our love for each other is our response to His great love for us. In addition, we work on learning that when we are wronged, we forgive as God forgives.

### **Acts of Aggression Policy**

Hitting, biting, and/or other aggressive acts may be an expression of different emotional feelings at different ages. However, biting and other aggressive acts can be harmful to other children and to staff. An act of aggression is defined as an intentional act that causes fear and/ or bodily harm to another individual. Our staff is dedicated to ensuring

the safest environment for the students and families we walk beside. South Olive Christian Preschool will implement the following policy with this in mind.

When an Act of Aggression occurs:

1. First Offense:
  - The student who did the act will be placed in the “safe place” spot while care is given to other student(s) involved.
  - The student will then have a conversation with the staff member about “WHY” the incident occurred and the “WHAT” our teeth, words, and hands were created for. (No hitting, biting, negative talk)
  - All families involved will be contacted in regards to the incident.
  - The student who did the act will be asked to be picked up and not attend class for the remainder of that day.
  - The student will be allowed to return the following class day.
  - The teacher will file a Behavior Incident Report for the student who did the act.
  - The teacher will also fill out an Incident Report for the injured student.
2. Second Offense:
  - If the incident continues, the same procedures will be followed as the first offense. However, the student will be asked to stay home for two class days before returning to the classroom.
3. Third Offense:
  - Same procedures as the second offense.
  - Preschool Staff and Administrator will meet to determine the next step and will then communicate the plan with the family. (EX: Further time at home, additional support services in the classroom, or removal from the program).

Please note that refunds/credits will not be issued for days in which the student was sent home for behavior issues. At any step of this process, at administrative discretion, the student can be asked to leave the preschool.

### **Snack Policy**

We encourage healthy snacks to promote good nutrition. They will provide your children with the needed energy and fuel to help them learn at school. All snacks are donated by the parents. To make this process easier for parents, a snack calendar will be posted on the information board on a monthly basis, a copy will be sent home with student work, and a copy will be available by the morning sign-in binder. At the sign-in calendar parents can sign up to provide the specific snacks for the month.

Non-perishable snacks may be donated ahead of time and will be stored in the classroom. Perishable items (cheese sticks, yogurt, carrots, bananas, etc.) will be brought in that morning and if needed, will be stored in a refrigerator at school. If your child has a food allergy, please connect with your child’s teacher before the beginning of the school year. Any child with special dietary requirements will be provided with an

appropriate snack in consultation with that child's parents/guardians. Children may bring a water bottle into school, but it needs to be spillproof and clearly labeled with the child's first AND last name.

### **Lunch Policy**

For students in the afternoon Preschool Extension Program, lunch will be eaten at school. Children can choose to order a West Ottawa hot lunch through South Olive Christian School, or can bring their own lunch. School lunch menus will be provided to you on a monthly basis. Lunch brought from home will not be heated up or refrigerated, please use thermal containers and/or ice packs as necessary. Lunch boxes, reusable containers and water bottles need to be clearly labeled with the child's first AND last name.

### **Naptime/Quiet time Policy**

For students in the afternoon Preschool Extension Program, there will be a daily naptime or quiet time. Michigan regulations require that this must be provided when preschool children are in attendance 5 or more continuous hours per day. Preschool children benefit from scheduled periods of structured quiet time as it helps them rejuvenate, regroup and process what they have discovered and learned in their day. Each child will have their own cot to rest on. The cots and mats are labeled with each child's name and will be disinfected each day. All children will keep footwear on to ensure safe evacuation for emergencies. Please send in a special blanket OR a stuffed animal for quiet time. This blanket or stuffed animal will be stored in the child's backpack so the parent can wash it weekly or more often if soiled or desired. For children who do not sleep at rest time, quiet activities will be provided such as looking at books or working on puzzles. All children will be monitored at all times during quiet time and there will be adequate soft lighting to allow staff members to assess children.

## ***HEALTH AND SAFETY INFORMATION***

### **Health Records**

We are required by law to have your child's physical health form (green) on file by the end of the first week of preschool, and updated immunizations records (or waiver) on file for your child to continue participating.

### **Illness Policy**

To ensure a positive, healthy school experience for children, South Olive Christian Preschool upholds the following policy regarding illness.

1. Parents/guardians will be asked and are expected as soon as possible to pick up any child arriving at school with signs/symptoms of being ill or who becomes ill while at school.

2. The school staff has the authority to exclude children from school for illness or other health-related problems.
3. All children in attendance will be expected to participate in all parts of the daily schedule, including outdoor play.
4. It is the parent/guardian's responsibility to call the school and notify the teacher when a child will be absent from school.
5. Inform the school if your child develops a communicable disease such as chicken box, strep throat, COVID -19, head lice, pink eye, whooping cough, etc.  
Notification will be made to parents if the class has exposure to a case of a highly contagious illness so they will be aware of the disease and symptoms to look for, without sharing the name of the child who has the illness.
6. Children should stay home when these symptoms are present:

- |   |   |
|---|---|
| ·Head lice                                    | ·Coughing   |
| ·Earache                                      | ·Red or watery eyes                                   |
| ·Sore throat                                  | ·Chills or Fever (a temperature over 100.4 degrees) * |
| ·Excessive runny nose                         | ·Diarrhea   |
| ·Runny nose with thick yellow/green discharge | ·Skin rash  |
| ·Nausea or vomiting                           |   |

\*Children need to be fever-free for 24 hours, without the use of fever-reducing medicines, before returning to school.

See the most updated correspondence from the administrator for further guidance on specific health and safety protocols regarding COVID-19.

## **Medication Policy**

Rule 400.8152 from the Michigan Licensing and Regulatory Agency states that "A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent. For oral prescription or nonprescription medications and topical prescription medications, the *Medication Permission and Instructions* form must be filled out completely by the parent indicating the dosage, times given per day and the number of days to be given. Topical, nonprescription medications require only annual written parental permission. All medication must be in its original container, stored according to instructions, and clearly labeled for a named child. Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name,

instructions, name and strength of the medication, and must be given according to those instructions."

Therefore, South Olive Christian School authorizes the administration of non-prescribed and prescribed medication to students by administrators, teachers, or other school employees in the presence of another adult when the above rules are followed.

### **Parent Notification Plan for Accidents, Injuries, Incidents, and illness**

1. If a child receives an injury, is involved in an accident, a serious incident, or illness occurs while the child is in preschool, parent contact numbers will be called to request the parent pick up the child. All emergency numbers and work numbers listed by the family will be called if the parent is unreachable.
2. The student's family will be called, and the child will be with a staff member as they wait for the parent to arrive. The child will go to the office and wait in the quarantine room (connected to the main office) and be supervised while waiting for parent arrival or other necessary intervention.
3. 911 will be called to take care of any student involved with any serious or life-threatening illness, injury, or accident. Directions on emergency forms will be followed and parents contacted.
4. An accident/injury report will be completed within 24 hours of the incident and turned in to the office.
5. The family will receive a follow-up call to see how the student is doing.

## ***EMERGENCY PROCEDURES***

### **Drills and Preparedness**

South Olive Christian Preschool will have fire, tornado, and other emergency drills in accordance with the licensing rules. Accurate records of these drills will be filed in the office and in the classroom. Our emergency routes are posted in each classroom by the door.

South Olive Christian Preschool staff have been provided with written procedures regarding the care of children and staff for events such as a serious accident, illness or injury, fire, tornado, and other crises (including but not limited to intruders, bomb threats, custody disputes, power outages, missing/lost or abducted children, and drive-by shootings).

Emergency telephone numbers are posted and maintained in each room by the telephone.

## **Student Relocation and Parent Reunification Plan**

In the event it is unsafe for us to be at South Olive Christian School, students will be relocated to the following location:

South Olive Christian Reformed Church  
6425 120th Ave, Holland, MI 49424

Children will be relocated by the following method:

1. The children will line up and the teacher will do a headcount. The teacher will take the attendance book and Child Information Cards and will walk students along the east side of the road to South Olive Christian Reformed Church.
2. The classroom helper will do a check of the room.
3. Once at South Olive Christian Reformed Church the teacher and classroom volunteer will do a headcount to make sure all children are accounted for. Children will be kept calm until parents arrive for pick up.
4. Parents will be notified to pick up their children from the church. Parents must sign out their child on a sign-out sheet, giving contact information (phone, email), and if not known by sight, produce a driver's license for proof of identity. Only those individuals listed on the Child Information Card will be allowed to pick up children.

### **Fire Procedure for Preschool Class**

1. The teacher directs the students and any parent helpers to line up at the door and the parent helper will lead students out the nearest exit door to the designated safe area across the drive (in the lawn of the blue house).
2. The teacher takes the student attendance sheet, and goes out the exit closest to the classroom, having checked the room and bathroom for students.
3. The teacher will turn out the lights and close the door of the classroom.
4. Students line up on the lawn of the blue house in a single file line.
5. The teacher checks the attendance list to account for all students. Comfort children as you wait for further instructions.
6. The Principal or designee checks that all students are accounted for.

### **Tornado Procedure for Preschool Class**

1. In the event of a tornado, an identified staff will sound the alarm to have all students and staff go to established safe places. Students, the teacher, and adult helpers are to stay in the classroom against the South wall in the Southwest corner.
2. Students are to crouch or sit cross-legged on the floor in rows.
3. The teacher and adult helpers distribute books for students to use to cover their heads.
4. The teacher is to read stories and sing quiet songs to keep students calm.
5. Students are to remain in a safe place until the danger has passed and approval is given by the administration and the police.

### **Accommodations for Students**

Students will be accommodated by the classroom teacher in accordance with the specific need and situation (including emotional support, physical support such as transporting to safety, and medical support such as taking along medical supplies upon leaving the building).

### **Procedure for a Power Outage**

If the electricity goes out and the school is too cold for children, families will be contacted by the principal, administrative assistant or preschool director to pick up children.

### **Environmental Testing**

**Water Testing:** This occurs each calendar year and occasionally at additional times as deemed necessary by the laboratory completing the state-regulated test. In 2020, water sources were approved as safe.

**Furnace Testing:** This occurs once a year prior to use. In 2020 the furnace (boiler) was inspected and approved as safe. This inspection has an expiration date of 2023.

**Lead Testing:** This occurs once a year to maintain a record that our facility is safe.

**Pest Control:** Van Den Berge Pest Control handles our pest control annually in the fall and additionally as needed throughout the year. Advance notice of the application of a pesticide will be given at least 48 hours before the application. The first method of parental contact shall be by posting at the entrances to the school or day care center and the second method will be through posting on the school's website. In addition to these two methods of notice, parents or guardians are entitled to receive the notice by first-class United States mail postmarked at least 3 days before the application, if they so request. Parents and guardians may review records on any pesticide applications.

## ***Parent Notification of the Licensing Notebook***

South Olive Christian Preschool maintains a licensing notebook that includes all licensing inspection reports, special investigation reports, and all related corrective action plans (CAP) from May 2010 until the present. The notebook is available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past three years are also available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Please initial: I have been notified that I can review the licensing Notebook. \_\_\_\_\_

## ***South Olive Christian Preschool Orientation and Acknowledgement of Policies Regarding Dignity***

Please initial next to the following statements signifying you understand the statement and are in full compliance:

1. I have been provided with the Preschool or Child Care Handbook. \_\_\_\_\_
2. I have been provided the Faculty and Education Staff Handbook (available at sochristian.org). \_\_\_\_\_
3. I agree with the Employee and Student Dignity Policy (see below). \_\_\_\_\_
4. I am aware that the abuse and neglect of children is against the law. \_\_\_\_\_
5. I know that caregivers are mandated by law to report abuse and neglect. \_\_\_\_\_
6. I am aware of the procedures for reporting suspected abuse and neglect (see below). \_\_\_\_\_
7. I have never participated in, been accused of, or convicted of, or pleaded guilty or no contest to any abuse or sexual misconduct. \_\_\_\_\_

### **Employee and Student Dignity Policy**

As a Christian community, South Olive Christian School seeks to provide an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, which subjects another person to unwanted attention, unwanted comments or unwanted actions because of race, national origin, age, sex, physical characteristic or disability, or other harassment or activity which robs the person of self-esteem is not permitted.

**Name (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

***South Olive Christian Preschool Handbook Received***

- I have received a copy of the South Olive Christian Preschool Handbook.
- I understand that this handbook provides me with the information I will need while my child is enrolled in the Program.
- I understand that I am to read the handbook to be sure I have all of the necessary information.
- I understand that I may, at any time throughout the school year, ask program staff to explain any information that I feel needs more clarification.
- I have read the above statements and acknowledge receipt of the Preschool Handbook.

**Child(ren)'s Name(s):** \_\_\_\_\_

**Child(ren)'s Name(s):** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***Reporting of Child Abuse and Neglect***

All employees and volunteers of South Olive Christian Preschool are mandated reporters and will report suspected abuse and neglect. Suspected child abuse or neglect will be reported to the Department of Human Services. The law requires that mandated reporters report suspected child abuse and neglect to the Department of Human Services. This report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make a report. Likewise, there is a civil and criminal immunity for someone making a report in good faith.

### **Reporting of Suspected Abuse and Neglect:**

If any SOCS staff member or volunteer (mandated reporters) suspect child abuse or neglect, they must make an immediate verbal report to the Department of Health and Human Services (DHHS). The staff member or volunteer must follow this verbal report with a written report within 72 hours. When submitting a report to the DHHS, reporters must also notify the preschool administrator about the report.

The phone number for verbal reports of abuse and neglect is 855-444-3911

Reporters can submit a written report by either downloading the report form or submitting it online at [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html).

Indicate that you have read and agree to the reporting of child abuse and neglect by signing below.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_