

Child Care Notes

Staying for more than just Preschool?

Our hours of operation are from 7:30 am until 5:30 pm, Monday through Friday.

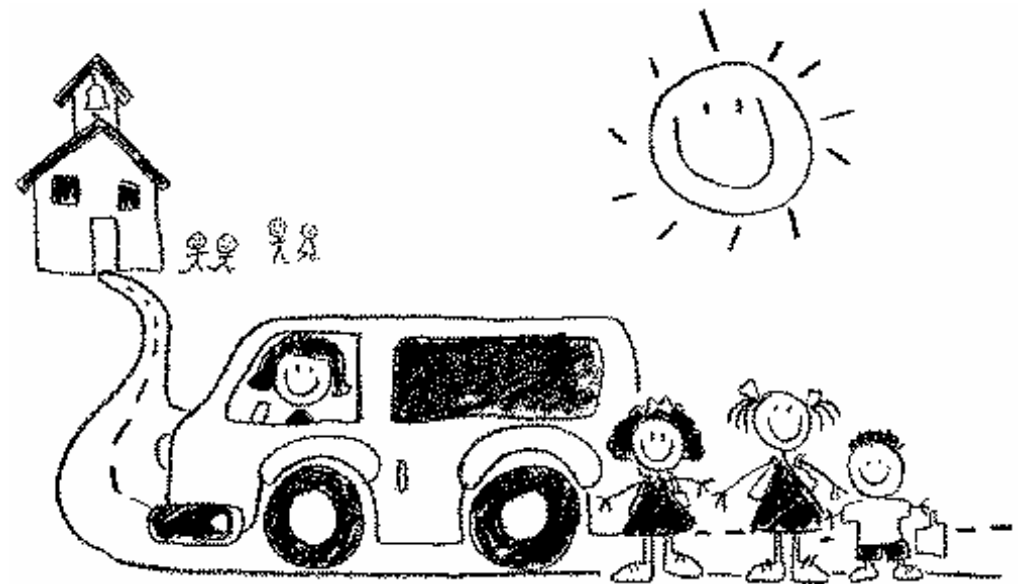
Lunch: You may pack your own lunch every day. Microwaves are available to warm food but no refrigeration is available to cool food. Freezer packs are a must to keep food chilled. For an additional charge, lunch may be ordered as scheduled through the kitchen.

Nap: Children rest for 30-45 minutes each day. If, after that time, children are not sleeping they are able to get up and make quiet choices while others sleep. Children who fall asleep may sleep up to one and a half hours during naptime. Parents are encouraged to send in a small blanket and/or pillow or stuffed animal for the exclusive use of their child. Personal items will be sent home regularly to be laundered.

Washtenaw Christian Academy

Preschool Handbook

7200 Moon Road Saline, Michigan 48176 (734) 429-7733



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Mission Statement

Washtenaw Christian Academy is dedicated to providing quality education in a unique Christian atmosphere. The school assists the parents in developing the character of Christ in the students so that they become contributing members of their families, churches, and society to the honor and glory of God.



In the Spring of 2005 our Preschool program became the first in the state to receive ACSI Preschool Accreditation. ACSI Accreditation recognizes that our preschool and child care program meets prescribed standards of

care and education and that a specialized outside team has validated the integrity and quality of our program. The ACSI Accreditation goes one step beyond traditional accreditation assessment by addressing the early education program's spiritual mission.

Washtenaw Christian Academy has been a member school since 1979.

Washtenaw Christian is licensed by the State of Michigan, Child Care Licensing.

Our Staff

Washtenaw Christian believes that our teachers need to be a born again believer in Christ. One whose example is going to speak louder than the words she speaks. The student learns more from who his teacher is than what she says. As the teacher consistently communicates the truth through word and action, she will be a model for the student.

Our Preschool lead teachers hold a four-year degree or higher and a State of Michigan teaching certificate.

Matthew 18 Principle

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it "The Matthew 18 Principle". The following are the words of Jesus:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

There are several clear principles that Jesus taught in solving interpersonal problems:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered." (Proverbs 11:9)
2. Keep the circle small. "If thy brother shall trespass against thee, go and tell his fault between thee and him alone." The first step and most often the only step needed in solving a person-to-person problem is for one of the two persons involved to initiate face to face dialogue. Most problems are solved at the two person level.
3. Be straightforward. "...tell him his fault...". Jesus tells us to be forth right and to love honesty. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The scripture says "...faithful are the wounds of a friend...". (Proverbs 27:6)
4. Follow the Chain of Authority. If resolution is not achieved, the two parties should agree to share the matter with the school principal. If following this meeting the problem is still unresolved, the school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter will be presented to the board. Action by the school board will be considered final.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.



Preschool Philosophy

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:26, Matthew 28:19, 2 Corinthians 13:14).
3. We believe in the deity of Christ (John 10:30), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9), (1 Corinthians 12:12-13, Galatians 3:26-28).



Washtenaw Christian Academy believes that children are a precious gift of God (Psalms 127:3-5), made in His image (Genesis 1:27), and that they need a loving, safe, Christian environment in which to grow and develop. We believe that parents are the primary and most important teachers in a young child's life (Proverbs 1:8 & 9) and we consider it a joy and a privilege to share in this responsibility during these very important early years. As a school, we believe that families are ordained by God, as set forth in the Scripture, to have a father, a mother, and children (Genesis 2:24). Some families have only one parent carrying the responsibility of the home and we will do our best to partner with them in raising their children. Together, with parents and churches, as our partners, we can work together in unity to give children a solid foundation on which to grow (Ephesians 6:1-4; Deuteronomy 6:5-9; Proverbs 22:6).

We believe that young children learn best through play and hands-on activities, along with a developmental program that meets the spiritual, academic, social-emotional, and physical needs of the child.

Spiritual: To make God, His Word, and His Son a part of daily experience and to share Bible stories, songs and prayer (2 Timothy 3:16; 2 Peter 1:20-21; Joshua 1:8; Deuteronomy 6:5-9; Luke 2:52). All classroom education is based on God's Word as absolute truth (Matthew 24:35, Psalm 119).

Academic: To assist children in reaching their full God-given potential. To develop a positive attitude toward school and learning, to foster curiosity, creativity, and problem solving abilities, and to master new skills. To allow children to create, explore, invent, experiment, and learn through the use of learning centers. Centers include blocks, books, sensory, home-living (pretend play), science, manipulative, art and writing (2 Timothy 1:9; Luke 2:52).

Social-Emotional: To encourage children to express themselves in socially acceptable ways, to accept others as Jesus modeled, and to develop healthy relationships with other children as well as adults (Ephesians 4:32; Philippians 2:14-15, 4:9; John 13:15, 34). To encourage children to feel valued by God, as special beings created in God's image (Psalms 139:13-16; 1 Corinthians 12:18; Genesis 1:27).

Physical: To help children develop large and fine motor skills and to learn that our bodies are the temple of God, which we need to keep healthy and safe (1 Corinthians 9:27; Proverbs 31:17; Isaiah 40:31; 1 Timothy 4:8; 2 Timothy 2:5; Luke 2:52).

Admission

1. Washtenaw Christian Academy admits students of any race, color, creed, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
2. Parents must submit properly completed application forms accompanied by the non-refundable registration fee.
3. Applicants and parents must be in alignment with the Christian education philosophy and policies of the school, and must state their alignment in the interview process.
4. No students will be accepted with outstanding accounts at another private school, preschool, or daycare center.
5. All children in the preschool and child care program must be full potty-trained (that is, self-sufficient).

Criteria for Withdrawal

A parent wishing to withdraw a student must make arrangements through the school office. Tuition will continue until the withdrawal is complete. Refunds of prepaid accounts will be pro-rated up to the date of the withdrawal.

A two (2) week written notice is required to withdraw your child. Failure to give a two (2) week notice will result in being billed for the two (2) weeks.

Parents may be asked to withdraw or not re-enroll their students for the following reasons when the administrator deems it necessary:

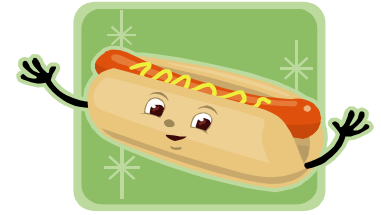
- a. Four toilet accidents in a month for full time students or a portion thereof.
- b. Abusive or profane language.
- c. Two biting incidents.
- d. Aggressive behavior that includes, but is not limited to, hitting, kicking, choking or pushing.
- e. Overdue accounts.

Exceptions to the above policies will be made as the administration deems necessary.

Food Components	Ages 3-5	Ages 6-12 ¹
1 milk fluid milk	3/4 cup	1 cup
2 fruits/vegetables juice, ² fruit and /or vegetable	1/2 cup	3/4 cup
1 grains/bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed but- ters or nuts and/or seeds ⁵ or yogurt ⁶	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 cup 3/8 cup 3 tbsp. 3/4 ounces 6 ounces	2 ounces 2 ounces 2 ounces 1 egg 1/2 cup 4 tbsp. 1 ounce 8 ounces

Food Components	Ages 3-5	Ages 6-12 ¹
1 milk fluid milk	1/2 cup	1 cup
1 fruit/vegetable Juice, ² fruit and/or vegetable	1/2 cup	3/4 cup
1 grains/bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg ⁵ or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt ⁶	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 tbsp. 1/2 ounce 2 ounces	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 tbsp. 1 ounce 4 ounces

Child Meal Pattern:Lunch or Supper



¹Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
²Fruit or vegetable juice must be full-strength.
³Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
⁴A serving consists of the edible portion of cooked lean meat or poultry or fish.
⁵Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

Child Meal Pattern: Snack

Select two of the four components for a reimbursable snack



¹Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
²Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.
³Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
⁴A serving consists of the edible portion of cooked lean meat or poultry or fish.
⁵One-half egg meets the required minimum amount (one ounce or less) of meat alternate.
⁶Yogurt may be plain or flavored, unsweetened or sweetened.

Preschool/Childcare procedures for snack time and lunch time

Snack Time

The snack menu is posted and shows the morning and afternoon snack schedule.

Our snack menu is based on the U.S.D.A. Food and Nutrition Services, Child and Adult Care Food Program requirements as shown on the following page.

The children will receive two of the four requirements from this chart for snack (ex. applesauce and animal crackers or cream cheese and bagels).

The staff is aware of any food allergies of the children within the class. We do not serve any peanut or nut snacks.

If a child has an allergy other than to peanuts or nut (ex. milk allergy), we ask parents to provide an alternative snack.

Morning snack will be served at 10 a.m. and afternoon snack will be served at 2:30 p.m. and 4 p.m.

The children are required to wash their hands with soap and water before eating.

The staff must wash their hands and wear disposable food handling gloves while serving the food.

The children pray together before eating.



Cleaning the snack table

Before serving snack, we clean the snack table in this order:

- ◇ Soapy water wash
- ◇ Rinse water to get the soap residue off the table
- ◇ Bleach water (1/4 teaspoon of bleach per one quart of water).
If possible, we allow to air dry. Otherwise, we let it sit as long as possible to kill the germs.

After snack, the table is again cleaned with bleach water and, if necessary, the floor will be swept after snack.

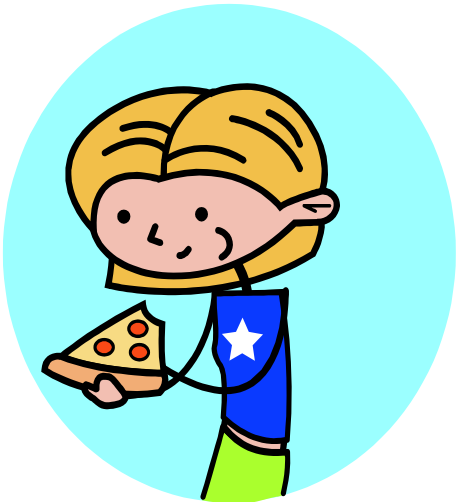
Lunch Time

We hope to have hot lunches available for purchase during the 2007-2008 school year.

The children will eat their lunches in the cafetorium in a designated area with appropriate adult supervision.

The children wash their hands and pray before going to the cafetorium to eat their lunch.

The cafetorium staff are responsible for cleaning tables and the floor under guidelines from the Health Department.



Billing Information

1. A registration fee is required and due with the application form.
2. Billing is done through the FACTS program as follows:
 - a. Pay total tuition in full to WCA by July 15th with no fee from FACTS
 - b. Pay half of tuition to WCA by July 15th and other half by January 5th or 20th with an additional \$10 fee from FACTS.
 - c. Nine (9) equal payments, September through May, or twelve (12) equal payments, June through May, which are directly deducted from your bank account by FACTS with an additional \$41 yearly fee.
 - d. A \$25 charge will be added to my account for all NSF checks.

Fund-raisers

Washtenaw Christian Academy offers an incentive when you encourage new families to enroll with WCA as well as a gift certificate program (TRIP) to help reduce your tuition costs. Details can be picked up from the office or found on our website.

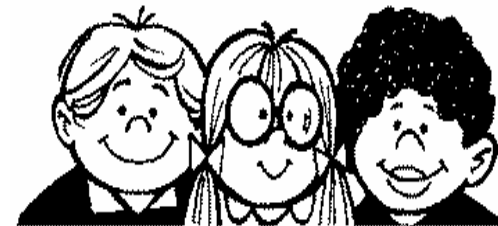
Groups within the school, including Preschool, hold fundraisers to support their group. Participation is not required but encouraged.

The school holds two fundraisers for the school's general fund each year; The Auction in the fall and a Golf Marathon in the spring. The Golf Marathon can also help reduce your tuition.

Communication

The preschool director will provide the parents with a weekly newsletter. The school newsletter is published once a month which contains information regarding all programs related to Washtenaw Christian Academy.

Preschool schedules Parent/Teacher conferences after the first semester with all students. Daily notes will be sent home each day unless circumstances prevent us from completing them, such as a field trip.



Play-Based Curriculum

We offer a well balanced program which includes:

Alphabet/Number Recognition	Music
Bible & Prayer Time	Art
Home Living	Science & Math
Snack Time	Gross Motor
Field Trips (4's only)	Circle Time
Reading & Writing Experiences	Story Time

School Closings

In the event that school must be closed due to inclement weather or for any other reason, the announcement will be made on radio station WAAM, and local television channels. You will also receive a One Call Now phone message alerting you to the closing. When school is closed due to inclement weather, Child Care will be closed too.

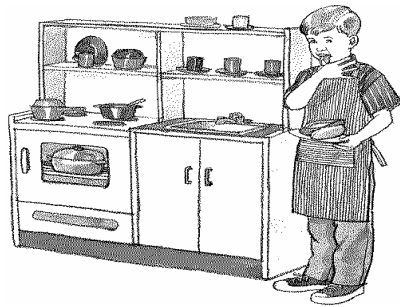
Specials

Specials activities are incorporated into the preschool morning. Music time as well as music and movement will be a regular part of each day. 4's and 5's classes will also schedule field trips, about once every other month.

Annual Events

Christmas and Spring Programs

Annual Parent Meeting, and New Parent Orientation



Dress Code

Your child should wear play clothes in which he or she will feel comfortable wearing while playing on the floor, climbing on equipment, or using paints and other art materials. Shoes that have non-skid and closed toes are strongly recommended for safety. Aggressive/fighting type apparel is not appropriate for Washtenaw Christian

Academy Preschool.

Please label your children's belongings. We are not responsible for any lost items. An extra change of clothes placed in a ziplock bag is required. Please put your child's

D. Controlling Infection

Parents shall be notified when Washtenaw Christian Academy staff observe changes in a child's health, a child experiences accidents/injuries, or when a child is too ill to remain in the group.

A child too ill to remain with the group will be placed in a separate area and be cared for and supervised until the parent arrives.

Items (e.g. sleep equipment, bedding, utensils, toys, toilets) used by the ill child shall not be used by any other person until thoroughly cleaned and sanitized.

If Washtenaw Christian Academy becomes aware that a child in care has contracted a communicable disease, then the center shall notify parents of the following: the name of the communicable disease, if the child was exposed, and symptoms of the disease to watch for.

E. Health Related Resources

Washtenaw Christian Academy includes a Health Room which is staffed part-time by a Registered Nurse. The Health Room provides an enclosed, separate location to care for an ill or injured child. The Health Room is furnished with a cot, a locked cabinet for physician/parent approved medications, an oral thermometer, blood-pressure cuffs, and first-aid materials (e.g. band-aids, gauze, cotton balls, ice packs). The Registered Nurse provides a physical assessment, documents findings, contacts parents and is certified to give First Aid and CPR through the American Heart Association.

Washtenaw Christian Academy is minutes away from hospitals and emergency medical services, such as St. Joseph Mercy Hospital of Saline and the University of Michigan Health System in Ann Arbor. Washtenaw County contains an active American Red Cross chapter. The Washtenaw County Public Health Department, the Washtenaw Intermediate School District and Pittsfield Township Public Safety division also has health resources and programs available to our school (e.g. hearing and vision screening).

Washtenaw Christian Academy is also located within 30 minutes of the University of Michigan and Eastern Michigan University. Both resources are available to assist the school with speakers, written materials, medical professionals and additional public health information.

Parents are informed of health related activities at Washtenaw Christian Academy through the monthly newsletter, emailed flyers and posted notices.

Resources:

1. State of Michigan Department of Human Services: Office of Children and Adult Licensing: www.michigan.gov/dhslicensing (Center Rules - Technical Assistance)
2. Michigan Department of Community Health: Divisions of Communicable Disease and Immunization: Communicable Diseases in Child Care Settings



B. Handling Children's Bodily Fluids

Providing first aid and care in situations where blood and body fluids are present is an inherent part of a caregiver's job. Minor and major injuries associated with bleeding often occur during the course of a day when working with children. The risk of infection with blood-borne pathogens is dependent on the likelihood of exposure to blood or other potentially harmful infectious substances.

Washtenaw Christian Academy staff will use precautions when handling potential exposure to blood, body fluids containing blood, tissue discharges, and when handling other potentially infectious fluids.

Documentation of blood borne pathogen training taken between December 7, 2005 and December 6, 2006 will be accepted for current caregivers of Washtenaw Christian Academy.

Current caregivers who have not completed Blood Borne Pathogen training between the above dates, must complete the training prior to December 7, 2007.

Occupational Exposure to Bloodborne Pathogens Training Topics to Include:

1. Modes of transmission of blood-borne pathogens
2. Standard precautions.
3. Hepatitis B vaccine, pre-exposure, or post-exposure within 24 hours.
4. Program policies and procedures regarding exposure to blood/body fluids.
5. Reporting procedures under the exposure control plan to ensure that all first-aid incidents involving exposure are reported to the employer before the end of the work shift during which the incident occurs.

C. Cleaning and Sanitizing

Steps to be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution.
4. Let the object or surface air dry.

Examples of Sanitizing Solutions Include But are Not Limited To:

1. Water and non-scented chlorine bleach solution with a concentration of bleach between 50 (1 table spoon) – 200 (1/4 cup) parts per million.
2. Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing. Washtenaw Christian Academy staff may check with their local health department sanitarians for other approved sanitizers.

Guiding Behavior

It is our goal to teach children self-control and respect for others. We want to create a classroom environment that fosters positive social behavior. Room arrangement, scheduling, and content are all considered when evaluating behavior. Our approach to discipline includes:

- Teachers anticipate problems before they occur.
- Teachers are consistent, firm and always kind.
- Teachers model desired behavior.
- Teachers create a welcoming and relaxed environment.
- Teachers utilize curriculum that challenges and involves the child.
- Teachers redirect and sometimes ignore negative behavior.
- Teachers set realistic limits.
- Teachers offer appropriate choices that allow guidance of behavior.
- Teachers allow the child to experience the results of their behavior.

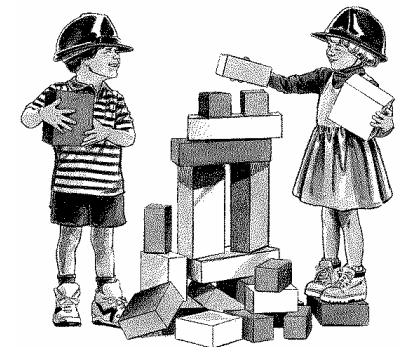
When behavior continues to be out of bounds, separation from the group will be used to give the child time to regain control of himself. Children will be led to understand that they make choices throughout the day including choices about how to behave. Those choices may be good or bad and all choices have consequences.

Washtenaw Christian Academy Preschool Rules

1. I will be kind.
2. I will show respect.
3. I will obey.
4. I will use my words.



Toys



Washtenaw Christian Academy Health Care Practices and Policies

Birthday Snacks

Children may celebrate their birthday or half-birthday with a special snack. We ask that foods are healthy in nature, such as muffins, fresh fruit, yogurt, bagels and cream cheese, or other nutritious food.

Health and Medication

Please keep your child home if he/she has any of the following illnesses or symptoms:

- * Yellow or green discharge from nose
 - * Vomiting within 24 hours
 - * Diarrhea
 - * Fever above 99 degrees
 - * Hacking or loose cough
 - * Weakness in joints/Malaise
 - * Sore Throat
 - * Head Lice ~
 - * Chicken Pox ~
- ~ Please notify teacher of each occurrence.

A Medication Form must be filled out before medication is administered. The staff cannot administer prescription medication unless it is accompanied by a note from the physician and parent. Medicine must be in its original packaging and include time and dose to be given. You may request an additional package from your pharmacist to keep at school. Over-the-counter medication may be given to students, however, only with written parental consent. Employees will not administer the first dosage.

Arrival & Dismissal

Drop children off between 8:15 - 8:30 a.m. for the morning session or 12:00 - 12:15 p.m. for the afternoon session. Parents are to bring students in to the classroom to leave them in their teachers care.

Pick children up at 11:30 a.m. for the morning session or 3:15 p.m. for the afternoon session. Parents are to line up in the front circle drive to wait in their vehicles for their preschooler. Teachers will bring the class to the front entrance.

Parents and other caregivers will need to sign out each preschooler from their teachers care. In the event that another person from your approved list is to pick up your child, they must show a photo identification to a staff member before signing out the student.

A. Children and Staff Handwashing

In a child care/school setting, hand washing promotes health by minimizing the spread of communicable disease. Once hands, toys and equipment in the room have been contaminated with viral or bacterial microorganisms, they can be a source of disease transmission.

Bacterial and viral contaminants can be spread in the following ways:

1. Human waste (e.g. urine and feces).
2. Body fluids (e.g. saliva, blood, nasal/eye drainage, open skin lesions)
3. Direct skin to skin contact.
4. Air droplet transmission (e.g. from sneezing or coughing)
5. Touching a contaminated object.

It is possible for people to be carriers of communicable disease but be asymptomatic. In certain illnesses, people can be contagious prior to experiencing overt symptoms.

Staff must take steps to protect themselves and the children in their care by implementing universal precautions and sanitation procedures on a routine basis.

How to Effectively Wash Hands



1. Wet hands under warm water which is set between 60 to 120 degrees Fahrenheit.
2. Apply soap.
3. Vigorously rub hands together for at least 10 – 15 seconds to lather all surfaces of the hands. Include lathering of areas between fingers, around nailbeds, under fingernails, jewelry and the back of hands.
4. Thoroughly rinse hands under warm running water until they are free of soap and dirt.
5. Dry hands using an air dryer, a clean, disposable paper or single-use cloth towel. If the water taps do not shut off automatically, then do so using a disposable paper or single-use towel.
6. The single service towel should be disposed of in a lined trash container.
7. Washtenaw Christian Academy staff and children should follow this procedure whenever possible for handwashing.

In the event that there is not sufficient time to accommodate the above hand washing procedure (e.g. on field trips, etc.), the following could be utilized as a substitute for soap and running water:

1. Hand sanitizers.
2. Pre-moistened cleansing wipes.