



Young Explorers

Handbook



preschool
AT FIRST CHURCH

WELCOME TO THE FIRST CHURCH PRESCHOOL YOUNG EXPLORER CAMP PROGRAM!



Dear Preschool Families,

I would like to welcome you to First Church Preschool Young Explorer Camp. We are honored that you have chosen First Church Preschool to be part of your child's summer experience. We are committed to providing children, ages 3-5, with a safe, enriching summer experience that incorporates the First Church Preschool mission and vision.

Our summer camps include programs where children learn by hands on experiences, dramatic play and are physically active. We know that the quality of your child's camp experience hinges on the excellence of our staff members. Our staff team means so much to each of our campers, we focus on selecting, retaining and training the best preschool teachers. Our teachers are engaging, energetic, fun and excited to spend each day of camp teaching your child.

Can't wait to create fun and creative summer camp experiences!

Sincerely,

OFFICE CONTACT INFORMATION

DIRECTOR:

Jessica Bigley
preschool@myfirstchurch.com

DIRECTOR'S ASSISTANT:

Heidi Sparkman

OFFICE HOURS:

M-F 8:30 AM – 3:30 PM

MAILING INFORMATION:

First Church of God Preschool
2627 Niles Ave.
Saint Joseph, MI 49085

PHONE:

(269) 983-1816

WEBSITE:

Myfirstchurch.com/preschool

MISSION AND PURPOSE

Our **MISSION** is to honor God by:

- Providing Excellence in early childhood education
- Providing Exceptional Care in a Nurturing Learning Environment
- Building Bridges between our community and First Church of God

Our preschool is an institution that welcomes families of all faiths, creeds, ethnic origins and affirms the positive value of diversity.

Our **PURPOSE** is to establish a climate of acceptance, love, trust and discipline, with programs of learning and enrichment where young children will experience growth in:

- ✓ Feelings of confidence and self-worth
- ✓ Relating to his/her peers in a positive way
- ✓ Learning positive ways to handle frustration
- ✓ Achieving expression through art, music and movement (physical skills)
- ✓ Expanding desire to learn, discover and create
- ✓ Achieving pre-reading, language and pre-math skills
- ✓ Developing spiritual awareness of God and His creation

ENROLLMENT PROCESS & EXPECTATIONS

Parents/guardians must fill out registration form with up to date information. Health form and Child Information Record Form must be on file to participate. Payments are due every Monday at the start of camp. Campers may not participate until remaining balance is paid.

Payment options are credit card (through ProCare Invoice), check, or cash.

DROP OFF & PICK UP

Parents will be required to sign their children in and out. For the safety of your child, campers will not be released to anyone whose name is not on the Child Information Record Form. Parents must send a note if someone not listed on this form will pick up your child. A photo I.D. will be required when picking up your child from camp.

FOR SAFETY REASONS, Children will not be dismissed early without written prior notification to the camp supervisor.

We understand unavoidable situations may arise. If you find that you are going to be late for pick up, please call immediately to let us know so neither staff nor your child will worry.

Drop off time: Doors open at 8:55 AM

Pick up time: Doors open at 12:00 PM

It is extremely important, especially to your child, that they are dropped off and picked up on time.

Please extend this courtesy to your child and their teachers by being there when the door opens. If late pick-ups become a habit, there will be a late pick-up fee instated.

Parents arriving after scheduled pick-up times, will be penalized as follows:

- ***Parents will be charged a per-child late fee of \$20 for arrival 10 minutes after the scheduled pick-up time.***

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of pick-up time, we will call the emergency contact(s) listed on their enrollment forms.

DISCIPLINE

The staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Teachers will utilize theories of Love and Logic employing “empathy and choice”, as well as Whole Brain Strategies using “connect and redirect” when working with behavior issues. We will attempt to “redirect” the child or offer the child an opportunity to “chill-out”. During redirection or “chill out” the teacher will work with the child to proactively solve the issue in a manner that allows the child to reflect and “make it right”. Children with chronic behavior conditions that pose a physical threat to themselves, other children or staff members will be asked to withdraw from the program. On rare occasions, the program director may determine that a child be withdrawn from the program due to behavior concerns or other problems that are disruptive to the program.

LICENSING

The First Church of God Preschool is fully licensed by the State of Michigan and maintains all state and local health and safety requirements. The center’s License, Administrative Licensing Rules, and Licensing notebook (containing all past and present inspection reports) are accessible and available to all parents during regular school hours. These reports, including special investigations/corrective actions, can be found on the childcare licensing website:

www.michigan.gov/michildcare

PRESCHOOL STAFF

The First Church of God Preschool staff continually strives to maintain the best possible age-appropriate and child-centered developmental curriculum for preschoolers. Each lead teacher meets the qualifications required by the State of Michigan’s Childcare Licensing Department. All teachers are certified in adult, child and infant CPR. The state also requires First Aid training every three years and Bloodborne Pathogen training every year. Staff members are also required to obtain 16 hours of Early Childhood related training per year. A comprehensive background check is required to be completed on all childcare staff and volunteers with supervised access to children. This background check includes FBI fingerprinting. Any supervised volunteer or staff who is registered on the public sex offender registry is prohibited from having any contact with any child in the preschool.

WHAT TO BRING

- Backpack or bag to keep items in
- water bottle
- change of clothes

Please write your child's name on EVERYTHING. Please keep valuable items at home. Unclaimed lost and found items will be donated to local charities.

MEDICAL MATTERS

Children should stay home if they:

1. Are feverish or have had a fever in the last 24 hours
2. Have a hacking cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less than 24 hours
6. Are too "out of sorts" to participate in class activities

*These standards apply for staff and as well.

Condition for Exclusion	Condition for Returning
Axillary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)	Until medical evaluation allows inclusion (doctor's written approval for return)
Abnormally loose, uncontrolled diarrhea, that is—increased number of stools, increased stool water, and/or decreased form that is not contained by a diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or making high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice or nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

Prescription medication must be in the original container with the original label and current date attached. If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year. Medications must be signed in by the parent and the staff will complete the form upon administering the medication after a safety check is performed. We must have a signed parent's note if a child should be kept indoors.

HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or Play-Doh, and after wiping a nose, touching mouth, etc.

HOW TO PROPERLY WASH HANDS



STEP 1
Wet hands



STEP 2
Dispense soap



STEP 3
Lather hands
for 20 seconds



STEP 4
Rinse hands



STEP 5
Towel dry



STEP 6
Turn water off
with paper towel

POTTY POLICY

Our license requires that our preschool children be fully potty trained. A fully potty-trained child is a child who can and will:

1. tell the teacher they need to go to the bathroom before going.
2. pull down their underwear, pants, or skirt and get their clothing back up without assistance.
3. wipe themselves after using the toilet.
4. get off the potty independently.
5. wash and dry hands and return to the class.

ACCIDENT, INJURY, INCIDENT, AND ILLNESS REPORT

Any time there is an accident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When the teachers observe changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on circumstance. If it is a major incident, such as: head injury, broken bone, severe lacerations—parents will be notified immediately. If it is a minor incident, such as: stretch, bruise, bump—parents will receive a report upon pickup at the end of the day.

SAMPLE SCHEDULE

Time	Activity
8:55-9:15 AM	Free Play/Question of the Day/Clean Up
9:20-9:30 AM	Circle Time - Theme Discussion, Story, Music & Motion
9:30-10:00 AM	Stations (1-Craft with teacher, 2-Play dough, 3 - Puzzles, 4- Toys)
10:00 AM	Potty Break & Wash Hands
10:15 AM	Snack
10:30 AM	Wash Hands
10:45-11:00 AM	Active Play Area for Large Motor Skills (Theme Related)
11:00 AM	Clean Up
11:15-11:30 AM	Large Group Activities at Tables
11:30 AM	Circle Time (Kids Yoga/Story), Prepare to Go Home
12:00 PM	Dismissal