

KALAMAZOO CHRISTIAN SCHOOL

ASSOCIATION

PRESCHOOL HANDBOOK

2022-2023



THE KCSA MISSION STATEMENT

**Kalamazoo Christian Schools – an academically excellent Christian community equipping,
inspiring,
and challenging students to love and serve Christ in the world.**



Dear Parents,

Welcome to the Kalamazoo Christian School Preschool. We are so glad that you have chosen our school as your child's early learning experience. In the days ahead, your child will be exposed to many new and exciting enrichment opportunities.

The Preschool Handbook will provide you with important information that you may wish to refer to throughout the year. It will provide you with preschool policies and procedures. It is my hope that this handbook is just the beginning of good communication between home and school that will carry us through the year.

Your preschool teacher will communicate with you on a regular basis, either by monthly calendars, weekly newsletters, or both.

The Kalamazoo Christian Preschool Staff stands ready to serve you. In exchange we ask for your prayers, encouragement, and support. Please feel free to call us at Kalamazoo Christian Elementary (269) 544-2332 if we can answer any questions for you.

Sincerely,

Tyler Van Schepen
Elementary Principal of Kalamazoo Christian School

KALAMAZOO CHRISTIAN PRESCHOOL DIRECTORY

Kalamazoo Christian School Association

Elementary Principal - Tyler Van Schepen (269) 544-2332

Kalamazoo Christian English Preschool - 544-2332

Beth Bowman – 4s teacher (269) 370-2785

Jennifer VanderMolen- 4s teacher (616) 548-8966

Rachael Batts – Y5s teacher (269) 343-443

Kalamazoo Christian Nature Preschool - 544-2332

Jennifer VanderMolen- Nature Preschool teacher (616) 548-8966

Kalamazoo Christian Spanish Immersion Preschool – 544-2332

Patty Acosta- 3s teacher (269) 271-2598

Lauren Manting – 4s teacher and Preschool Director (616) 566-8145

Kalamazoo Christian Heritage Preschool – 544-2332

Kristen Schneidenbach- 4s / Y5s teacher (269) 364-3884

Preschool hours of operation:

English and Spanish Immersion 3s	T/TH	8:00-10:30am
English and Spanish Immersion 4s	M/W/F	8:00-11:00am
English Afternoon 4s	M/W/F	11:45-2:45pm
Nature Preschool 3s	T/TH	11:00 - 1:30pm
Nature Preschool 4s	M/W/F	11:45-2:45 pm
Young 5s	T/TH	8:00-2:45pm
Heritage Preschool	M - F	7:30 - 3:30pm

NOTE: A Preschool Calendar (Appendix A) of dates is also included at the end of this document. It contains starting and ending dates as well as days we are not in session. All KCSA Preschools follow the KCSA School Calendar, this can be found as (Appendix B) at the end of this handbook.

PRESCHOOL of the Kalamazoo Christian Schools

PURPOSE:

Our primary purpose will be to provide preschool children with an atmosphere of Christian love, understanding, and acceptance through participation in-group activities with children of their own age.

GOALS:

- Provide a secure and loving environment for the child's development.
- Develop a sense of wonder and appreciation for God's creation.
- Develop an assurance of God's love for the child, and encourage a loving response to God and others.
- Build up the child's self-image and strengthen the concept of the worth of others.
- Strengthen the child's confidence in facing new situations and experiences.
- Establish a sense of social responsibility, encouraging cooperation and sensitivity to others.
- Enhance the child's ability to express ideas and emotions in verbal and nonverbal ways. (For example, through imaginative play, and artistic activities.)
- Gradually develop readiness skills for listening and for good work habits.

TYPICAL DAILY SCHEDULE:

This can include any/all of the following: table toys, circle time, music and art literacy, free play, snack, Bible time, gym or outside play time.

3's Preschool sample daily schedule:

8:00 ~ Welcome
8:15 ~ Whole Group Time/ Bible/ Singing
8:30 ~ Small Group Time & Work Time
9:45 ~ Snack
10:00 ~ Play outside
10:30 ~ Dismissal

4's Preschool sample daily schedule:

8:00/11:45 ~ Welcome
8:15/12:00 ~ Whole Group Time
8:45/12:30 ~ Work Time & Small Groups
10:00/1:45 ~ Snack
10:15/2:00 ~ Whole Group Time/ Bible/ Singing
10:30/2:15 ~ Play outside
11:00/2:45 ~ Dismissal

3s Nature Preschool sample daily schedule:

11:00am- Welcome, bathroom, read-aloud
11:15am- Gear up to go outside, Nature hike to gather materials, Pray and sing
11:45am- Whole Group Time
12:00pm- Small Group Time
12:40pm- Work Time
1:10pm- Return to classroom/ Book Look
1:30pm- Dismissal

4s Nature Preschool sample daily schedule:

11:45am- Welcome, bathroom, read-aloud
12:00pm- Gear up to go outside, Nature hike to gather materials, Pray and sing
12:45pm- Whole Group Time
1:10pm- Small Group Time
2:00pm- Work Time
2:30- Return to classroom, Gook look
2:45pm- Dismissal

Heritage Preschool sample daily schedule:

7:30am- Before Care
8:00am- Welcome/Table Activity
8:30am- Whole Group Time
9:00am- Snack
9:15am- Centers
10:00am- Specials
11:00am- Lunch/Recess
12:00pm- Rest Time
1:00pm- Whole Group Time
1:30pm- Snack
2:00pm- Small Group Time
2:45pm- Dismissal/After Care
3:30pm- After Care Ends

PARENT PARTICIPATION:

- Our preschool program highly encourages parent participation, but it is not required. The teacher directs the educational program; the parents and aides help carry out that program daily in the classroom.
- Each family is required to be represented at the parent orientation meeting held just prior to the beginning of classes.

- Each family may be required to sign up to be on a committee. Parents are encouraged to sign up for working times in the classroom. Parents may be responsible for bringing snacks.
- Parents will be asked to provide transportation for their own child for field trips. Carpooling events for these events is encouraged, but the preschool will not be liable. Each family will meet at the field trip destination.
- All parents (and guests) are welcome to parties as specified by the teacher during the year.

ADMISSION PROCEDURE:

The parent or parents of children seeking admission for the first time shall submit an application and application fee as set by the board. No person shall be denied admission to, excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of KCSA on the grounds of race, color, or national origin.

Children must be three by September 1 to enroll in the threes class, must be four by September 1 to be enrolled in the fours class, and five by December 31 to be enrolled in the young fives. All children must be potty-trained and wear underwear to class; no diapers or pull-ups are allowed and the child should be able to accomplish the bathroom routine independently.

PAYMENT, REFUND, AND WITHDRAWAL POLICIES

The Kalamazoo Christian School Association (KCSA) will determine payment schedules. There is a \$100 non-refundable fee (applied toward tuition) for everyone who enrolls in the preschool. Parents must complete enrollment forms. Health forms, vaccination forms (or vaccination waiver by MDHHS) must be filled out properly and signed by a physician. Both should be completed before the first day of school.

KCSA Parents of currently enrolled preschoolers will be given priority for the following school year.

WITHDRAWAL POLICY

- KCSA carefully plans for anticipated enrollment and is obligated to meet expenses that cannot be canceled when a student withdraws. For any student who withdraws for any reason, the parent(s) is/are responsible for the remaining tuition and fee obligations and must notify the Association office at tuition@kcsa.org at least 30 days prior to the last day of enrollment for tuition to be prorated. Tuition and all discounts will be prorated based on the last day of enrollment or 30 days from the date written notice is received, whichever is later. No prorations will occur after March 31.
- KCES has the right to suspend services if payment is over 1 month delinquent. (see above section PAYMENTS)
- KCES has the right to suspend or discharge a student if repeated disciplinary measures prove ineffective or if other student's safety or well-being is jeopardized

SCHOOL ADMINISTRATION

The educational program is directed by a certified teacher, aides, and the parents help carry out that program daily in the classroom. KCS is governed by the KCS School Board made up of parents/trustees of the school.

ABSENTEEISM:

If you know your child is going to be absent, please notify the teacher or main school office. Notify the teacher immediately if your child is diagnosed as having a contagious disease, such as chicken pox, pink eye, or strep throat.

ABUSE AND NEGLECT POLICY

Under the Child protection Law, 1975 PA 238, child care providers are mandated to immediately report any instance where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. Failure to report abuse or neglect is a crime that can result in legal penalties: Centralized Intake for Abuse and Neglect (855) 444-3911.

Any center staff or volunteer, who suspects a child is being abused or neglected, must immediately report the concerns to the local county children's protective services unit. Reporting the situation to administration or other staff does not relieve the caregiver of the mandated responsibility to report to CPS. The investigation of allegations including interviewing of children and adults is the responsibility of the licensing consultant or CPS worker.

All verbal reports to CPS must be followed up in writing to CPS within 72 hours.

Signs of Abuse and Neglect (published by the Kalamazoo County Child Abuse and Neglect Council)

Physical

- Frequent bruises (face, back, buttocks, or legs)
- Cigarette burns (feet, arms, hands, or buttocks)
- Burns in the shape of an iron or other appliance
- Human bite marks

Sexual

- Knowledge beyond child's age
- Injury to genital or rectal area
- Dramatic changes in behavior
- Venereal disease in a child under 12

Neglect

- Dirty
- Frequent body odor
- No appropriate adult supervision
- Abandonment

- Frequently hungry but not growing
- Frequently tired

ARRIVAL AND DEPARTURE:

Unless you are the helping parent, you should bring your children into the classroom no earlier than ten minutes before the session. Please be prompt to pick up your child at the end of the session. They worry about you.

Heritage: The Heritage site offers extended day hours as compared to the 12th St location. The extended time is meant to be a support for families who need or desire the additional time for their child.

Dismissal from class is 2:45, with after care ending at 3:30. Parents must pick up their children from the after care program by 3:30 PM. Similar to our 12th St. after care program, *a \$1.00 fee for each minute after 3:30 will be charged for students picked up after 3:30.* Please do not expect to be the exception.

Elementary – Unless the weather proves dangerous, we like to enjoy the outdoors. If a class is playing on the playground when you arrive, please go into school to get your child's backpack/artwork. When you come to the playground gate, the teacher will call your child and open the gate for him to safely come to you. (Elementary - If we are indoors, the classroom door will be closed. Please wait in the hall until your child says goodbye to the teacher.)

SUGGESTED SNACKS: (FOOD POLICY)

In some classes, each child will provide his or her own snack for each class. In other classes, the classroom parent for each session is responsible for snacks. In this case, a sign-up will be provided by the teacher. The purpose of this program is to introduce children to different kinds of foods and to provide a more nutritious snack program. We emphasize bringing nutritional snacks and avoiding sweets. The children will not be deprived of a snack if the parent fails to provide it. These are just some suggestions: Crackers, pretzels, water, peanut butter and crackers, popcorn, milk, raisins, corn chips, fruit, muffins, veggies, cheese cubes, peanuts, etc...

Heritage Site: Students will be required to bring two snacks, a lunch, and a water bottle each day. Milk will be offered at lunch.

FOOD ALLERGIES

Parents should notify the school in writing about their child's food allergies. Substitute snacks must be on hand for the child. All staff, parents, and helpers must be informed of all food allergies within the class. Parents should be encouraged to provide snacks that would be appropriate for all.

BIRTHDAY CELEBRATION

If your child has a birthday during the school year, you may assist on or near that day. You may bring a special treat in place of your regular snack on the day. If your child has a summer birthday, the teacher may schedule a special day on the "1/2 birthday."

CLOTHING:

Please dress your child in washable play clothes. Mark the child's name on coats, boots, hats, mittens, backpacks, etc. Each child should bring his/her own backpack daily. Each child should have one extra set of clothing in his/her locker in case of spills or accidents.

CURRICULUM:

Our curriculum experience will promote growth in spiritual, social, physical, intellectual, and emotional areas in the child's life. There are many opportunities for age-appropriate experiences and activities.

FIELD TRIP INFORMATION

- Field trips are considered class times.
- We plan field trips for the 4s classes and sometimes the 3s classes. These trips will be listed on the monthly schedules and also on a reminder note with times, fees, and directions.
- We meet at the field trip site. We need parents/grandparents to accompany each child. You may let your child go on a field trip with another parent, a family friend, or your babysitter.
- When the field trip is over, our preschool time is over for that day. Some trips last just an hour and others may last longer. Remember to dress for the weather if the field trip involves outdoors.
- Field trips are for our enrolled students, and siblings are **not** invited unless otherwise noted. Some field trips allow for siblings, and you will be informed of this.
- Some trips necessitate payment of fees. If this is a hardship, please inform the teacher ahead of time.
- Field trip fees should be in exact change, but if checks are written, please make them out to the teacher for KCES. The teacher will pay at the site with one check for all.
- One of the benefits of a field trip or class trip is that parents get to know each other.
- Please do not chat while the tour guide or presenter is speaking. This prevents us from getting the information and also teaches our students not to listen.
- Most trips do **not** include a snack. If we do have snacks, please be aware that there might not be enough for siblings, so you might want to bring your own snacks for them.
- Please be sure to check newsletter and reminder notes about the exact time of the trips since these do vary.
- If a field trip is canceled, class will be offered at school and you will be notified by your teacher.
- By following these guidelines we can look forward to trips full of fun and learning.

SAFETY GUIDELINES

It is necessary to establish certain limits so that there is consistency in the program. Please learn and adhere to the following safety rules.

- Children are to walk inside the room.
- Children are encouraged to treat each other kindly. Hitting, shoving, kicking, biting, scratching, or throwing objects is not acceptable.
- Children are safest when their feet are kept on the floor.
- Children are expected to help put toys and objects in their general areas of use.
- Children will be supervised in the hallways.

DISCIPLINE POLICY

The entire preschool staff uses positive methods of discipline, which encourages self-control, decision making, and cooperation. If a child misbehaves, we will always take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity or may be redirected to another area in the classroom. Time-out is used as a last resort when all other strategies have been exhausted. Time-out involved having a child sit briefly away from the group to gain self-control while still in the classroom. We will then talk to the child about the incident and with the help of the child, come up with a positive plan to use in future situations.

EMERGENCY CLOSING POLICY

If it has been determined by the teacher after consulting with the principal that the roads are too hazardous to travel, preschool could be canceled. You will receive a phone call.

EVALUATION

Teachers will meet with parents in February in order to report on their child's progress. At any time during the school year, you are welcome to contact the teacher with suggestions, concerns, or questions.

PARENT VOLUNTEER WORK DAY POLICY

- All volunteers/visitors must be processed through the Raptor System (in the main school office) prior to unsupervised interaction with children. The visitor system is PSOR (public sex offender registry). This is required by the State of Michigan Licensing.
- All volunteers will sign and date a self-certifying statement at the time of volunteering indicating that he/she:
 - -Is aware that abuse and neglect of children is against the law.
 - -Has been informed of the center's policies on child abuse and neglect.

- -Knows that caregivers are required by law to immediately report suspected abuse and neglect to children's protective services.
- Volunteers cannot be unsupervised until they have been processed through the Raptor System. A volunteer cannot be unsupervised in the center if he or she has been convicted of the following:
 - A listed offense, as defined in section 2 of the sex offenders registration act
 - Child abuse or neglect
 - A felony involving harm or threatened harm to an individual within 10 years immediately preceding the date of hire.

If the volunteer has a criminal conviction stated above, chooses not to submit to a criminal history check, or chooses not to sign a statement regarding his or her criminal convictions, he or she will not have any unsupervised contact with children.

A staff member will supervise the volunteer/parent at all times if background checks are not completed or approved. The staff member will be in the same room with the volunteer. The staff member must be able to see the volunteer. For example, if the volunteer is sitting on the floor with a child behind a shelf, the staff member must move so they can see the interaction between the volunteer and the child. A volunteer will never be counted in the state licensed ratio of adults to children.

The volunteer/parent may not participate in any of the following activities while unattended by a staff member:

- Be alone with children in the classroom
- Take children to the restroom
- Take children outside
- Take children to the gym
- Spend time with one or multiple children outside the classroom

Parent volunteers will never be counted in ratio or left unattended in the presence of children.

Volunteers are not to handle blood or any potentially hazardous infectious, bodily fluids. Smoking is not permitted on any child care center property or on field trips.

Children other than enrollees, such as siblings or friends, cannot come on working days.

REMEMBER: In creative activities it is the activity that is important-not the finished product. We do not compare children's work or comment to them on their ability. We encourage them to participate when they are ready to. Try comments such as "Tell me about this picture..."

We would like to remind our parents that this is a Christian preschool, and we want to provide a Christian atmosphere for our children. Please be aware of your language. Use words of encouragement. Please do not use God's name inappropriately.

STAFF SCREENING POLICY

- At hire, staff will complete the LARA childcare background check prior to any contact with children.
- KCSA requires all employees to also complete a fingerprint background check for employment through the Michigan State Police (RI-030).
- Cannot be present if listed on FIA central registry.
- Secure self-certifying statement of no substantiated abuse and neglect of children or adults **before** contact with children.
- Secure self-certifying statement of no convictions before contact with children.
- Document review of any and all conviction(s) and determine if appropriate to continue employment

Staff cannot be present in the center with felony conviction of harm or threatened harm or conviction of child abuse or neglect.

TEACHER AND AIDE TRAINING POLICY

- Training to take place at the August Teacher Orientation before classes begin and at the beginning of the second semester. All KCSA Preschool Staff (teachers and Aides) must read the KCSA Preschool Handbook (PH).
 - Staff must know the discipline policy (PH).
 - Staff must know the emergency procedures and review them twice each year. This includes fire and tornado drills, natural or man-made disaster plans, and crisis management plans . (PH)
 - Staff must know the Parent Work Day Policy. (PH)
 - Staff must know the Abuse and Neglect Policy. (PH)
 - Staff must know "Signs of Abuse and Neglect" distributed by the Kalamazoo County Child Abuse and Neglect Council. (PH)
 - Bloodborne Pathogens training is required once before unsupervised contact with children.
 - CPR every 2 years
 - First Aid every 3 years
 - Staff Training Plan
 - All staff will earn 16 clock hours of documented training per year. Topics to be covered are child development, curriculum, child discipline, health/safety, nutrition, working with parents, licensing rules, program management, teaching and learning, observation, documentation and assessment, and professionalism.

PESTICIDE MANAGEMENT PROGRAM

- Pesticides will not be used on the school property while school is in session.

- Parents and guardians will be notified annually that they will receive advance notice of pesticide application through the school newsletter and a posting at the school entrance.
- Advance notice will include, target pest or purpose, approximate location, date of application, and contact information at the school.
- Parents or guardians may receive notification by first-class mail postmarked three days before the application if they so request.
- A pesticide application will not be performed in a classroom unless the room will be unoccupied by students or children for not less than four hours or longer if required by pesticide label use directions.
- More information about pesticide usage can be obtained by contacting the Region 5 supervisor 269-429-1007.

NOTICE OF THE AVAILABILITY OF OUR LICENSING NOTEBOOK

The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents in the office during regular business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

HEALTH CARE POLICIES AND RESOURCES

HAND WASHING BEFORE EATING

The following procedures are considered best practice for hand washing:

- Have a clean, disposable paper or single-use cloth towel available.
- Turn on the water to a comfortable temperature between 60 to 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with clean, disposable paper or single sheet use cloth towel.
- Dispose of single use paper towel in a lined trash container or place the cloth towel in a laundry hamper.

HEALTH REGULATIONS

Health records are required before a child may enter school. If your child becomes ill, he/she must be kept at home until the infection period is over and is feeling well again. If your child will not be in preschool, notify the teacher (or school office) no later than

preschool starting time. Contagious diseases must also be reported to the teacher. The County Health Department regulations require that the preschool file a weekly report.

A teacher/volunteer/staff/child should remain home on any school day that he/she has:

- Evidence of bad cold or cough
- Shown an increase in temperature within the last 24 hours
- A rash
- Suffered an upset stomach within the last 24 hours
- Sore and/or discharging ears or eyes
- Experienced an intestinal disturbance within the last 24 hours
- Shown unusual fatigue
- Test positive for influenza A, influenza B, strep throat, pink eye, covid-19, etc.

MEDICATION

The center will administer medication only under the following circumstances. If a child has allergies or asthma, then special medical procedures will be given; however, written permission must have been given by the parent. The prescription medication has the pharmacy label indicating the physician's name, child's name, instructions and dosage to be given to child. The medication will be kept out of reach of children.

PARENT NOTIFICATION FOR ACCIDENTS, INJURIES, INCIDENTS, OR ILLNESSES

How parents will be notified:

- Written injury report that they will receive at pick up
- Phone call
- Email
- Text message

When parents will be notified.

- Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer, etc.
- In case of emergency, parents will be contacted via text, email, or SeeSaw to communicate the reunification location and details once the all clear has been given following an emergency.

ILLNESS AT SCHOOL

Teachers should be able to contact parents at all times. If a child becomes ill at preschool, the parent should be called, and the child picked up as soon as possible.

EQUIPMENT CLEANING – Wash equipment, tables, and objects after use. Wash with soap, rinse and sanitize. Must use bleach – test with bleach strips. The following steps will be followed as well:

- Wash the surface or article vigorously with soap and water.
- Rinse the surface or article with clean water.
- Submerge, wipe or spray the surface or the article with sanitizing solution.
- Let the article(s) or surface(s) air dry.

NOTE: laundering bedding, dress-up clothes, stuffed animals, etc. in HOT water and detergent cleans AND sanitizes the item(s).

BLOOD BORNE PATHOGENS PROCEDURE AND BODILY FLUIDS

KCSA procedures attached as Appendix C.

Protective Gloves are located in the following areas:

- In SI room (#221), gloves are on the middle shelf next to the First Aid Box and to the right of the coat closet.
- In Beth Bouwman/ Jennifer VanderMolen Room (#222) gloves are in our cupboard above the sink in the classroom and we have them in the cupboard in the bathroom by the toilet.
- Heritage: Teachers workroom.

Health Resources – Kalamazoo County Health Dept.

Nazareth, MI 49074
269-373-520

KALAMAZOO CHRISTIAN ELEMENTARY/HERITAGE EMERGENCY PROCEDURES

TORNADO SAFETY

- Alert is signaled by an intermittent series of long-ringing bells.
- Students line up quickly by the hall door.
- Teacher takes attendance book and leads children to designated shelter. Proceed quickly and in single file to the girls' locker room adjacent to the PK classrooms (Elementary). Proceed quickly and in a single file to men's bathroom in the preschool hall (Heritage).
- Sit side by side with backs to the wall, knees up heads forward.
- Remain quietly in this position until an all clear is sounded.

- One in the fall and one in the spring

FIRE SAFETY

- Alert is signaled by the fire alarm (a continuous buzzer and flashing light).
- Students line up by the outside door.
- Proceed quickly, quietly, and single file out east doors along the sidewalk to the south of the gym and across the drive – minimum 50 yards from the building (Elementary). Proceed quickly, quietly and single file out preschool entrance doors at the end of the hall, walk across the parking lot and stand in grassy area - minimum 50 yards from the building (Heritage).
- Teacher: Close windows, door, and take along your attendance book.
- Helper: Check bathrooms and then assist teacher.
- Remain quietly on the blacktop/grass until an all clear is signaled. Short repeated blasts on a whistle are the all clear. Long repeated blasts on a whistle indicate move to secondary shelter at 12th Street Baptist Church (Elementary) or Holiday Inn (Heritage) across the street.
- Drills are done quarterly

SERIOUS ACCIDENTS, ILLNESS, OR INJURY

- First Aid supplies are available in the school office to care for minor injuries.
- In the event of accidents of a serious nature:
 - Student should be brought to the school office (Elementary) immediately. First Aid will be administered as needed. Heritage site will contact Elementary if extra staff is needed.
 - A phone call must be made to the parents who may seek further treatment.
 - Office personnel/staff will attend to the child until the parent arrives.
 - School emergency form will be consulted.
 - A school incident report will be filed by the teacher.

BOMB THREAT

- Alert is signaled by the fire alarm.
- Students line up by the outside door.
- Proceed quickly, quietly, and single file out east doors along the sidewalk to the south of the gym and across the drive – minimum 50 yards from the building (Elementary). Proceed quickly, quietly, and single file out preschool doors, across parking lot to grassy area - minimum 50 yards from the building (Heritage).
- Teacher: Take along attendance book.
- Helper: Check bathrooms and then assist teacher.
- Remain quietly on the blacktop until an all clear is signaled. Short repeated blasts on a whistle are the all clear. Long repeated blasts on a whistle indicate move to secondary shelter at 12th Street Baptist Church across the street (Elementary) or secondary shelter at Holiday Inn (Heritage).

SEVERE WEATHER

When KCES is closed due to weather, preschool classes will not meet. Announcements will be made on local radio and TV (check WWMT channel 3) and WKZO radio (1240 AM). Since all preschool children are transported by car rather than bus (except Young 5's), preschool staff may in consultation with the principal cancel classes for the day. This may occur under icy or snowy conditions where travel by bus may be deemed safe, but car travel less so. Parents will receive a chain phone call in this case informing them of the cancellation.

CRISIS MANAGEMENT PLAN – posted

SPECIAL NEEDS - If a child has any special needs or is in need of assistance during evacuations and emergencies, the parents will work with the teacher to create a plan unique to that child. This will be posted with the evacuation plans in the classroom.

REUNIFICATION POLICY-- Parents will be texted, emailed, or contacted via SeeSaw with the reunification location once the all clear has been given following an emergency.

FLOOR PLAN ON ALL CHILD USE AREAS - posted

APPENDIX C
BLOODBORNE PATHOGENS EXPOSURE
CONTROL PLAN FOR
KALAMAZOO CHRISTIAN SCHOOL ASSOCIATION (K.C.S.A.)
KCES KCMS KCHS

In accordance with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

I. EXPOSURE DETERMINATION

KCSA has determined that all its employees have some risk of occupational exposure to blood or to other potentially infectious materials and/or bodily fluids simply because of the types of contacts that take place and the kind of service that is rendered in an educational institution.

All teachers, administration, and support staff interact to some degree with hundreds of elementary school age children each day. All teachers are assigned playground supervision; secretaries, administrator, and some support staff perform minor first aid procedures as needed; coaches and teachers travel with students and athletic teams to interscholastic contests and field trips. In each of those instances or settings it is possible that any employee of KCSA may be exposed to bloodborne pathogens.

II. IMPLEMENTATION SCHEDULE AND METHODOLOGY

A. Methods of Compliance

1. Universal Precautions:

In KCSA universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or other potentially contaminated body fluids shall be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

2. Engineering and Work Practice Controls:

Engineering and work practice controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained or replaced when an exposure incident occurs in this district and annually. The policy will be reviewed annually.

An exposure incident is defined as contact with blood or OPIM on an employee's non-intact skin, eye, mouth or other mucous membrane or by piercing the skin or a mucous membrane through such events as needlesticks.

a) Hand washing:

1) Each building shall provide handwashing facilities which are readily accessible to employees, or when provision for hand washing facilities is not feasible, this district shall provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth, paper towels, or antiseptic towelettes.

2) Employees shall wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.

3) Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

b) Housekeeping and Waste Procedures:

1) Each work site will post a procedure for dealing with housekeeping and waste procedures.

2) All equipment, materials, environmental and working surfaces shall be cleaned and decontaminated after contact with blood or OPIM.

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant immediately after completion of procedures/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or OPIM, and at the end of the school day if the surface may have become contaminated since the last cleaning.

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or OPIM, or at the end of the school day, if they have become contaminated since the last cleaning.

3) All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

4) Materials, such as paper towels, gauze squares, or clothing, used in the treatment of blood or OPIM spills that are blood-soaked or caked with blood, shall be bagged, sealed, and designated as a biohazard (containing blood or OPIM contaminated materials) shall be red in color or affixed with a biohazard label and shall be located in each maintenance office or administration office.

(On the advice of the Michigan Office of Safety and Health (MIOSHA), biohazardous waste for this Standard's purposes shall only include items that are blood-soaked, caked with blood, or liquid blood that could be wrung out of the item. This would include items such as sharps, broken glass, or plastic on which there is fresh blood.)

5) The custodian shall respond immediately to any major blood or OPIM incident so that it can be cleaned, decontaminated, and removed immediately.

(A major blood or OPIM incident is one in which there will be biohazardous material for disposal.)

6) In each building, there shall be a marked biohazard container in the custodial area for the containment of all individual biohazard designated bags. Appropriate disposal of the contents of this container will be completed by a licensed hazardous materials agent such as Drug and Lab Disposal, Plainwell.

7) In the event that regulated waste leaks from a bag or container, the waste shall be placed in a second container, and the area shall be cleaned and decontaminated.

8) Contaminated broken glass shall NOT be picked up directly with the hands. It shall be cleaned up using a mechanical means, such as a brush and dustpan, tongs, or forceps. Broken glass shall be containerized. The custodian shall be notified immediately, either by verbal or by written notification.

a) Contaminated sharps, broken glass, plastic or other sharp objects shall be placed into appropriate sharps containers. The sharps containers shall be closable, puncture resistant, labeled with a biohazard label, and leak proof. Containers shall be maintained in an upright position. Containers shall be easily accessible to staff and shall be located as close as feasible to the immediate area where sharps are used. If an incident occurs where there is contaminated material that is too large for a sharps container, the custodian shall be contacted immediately to obtain an appropriate biohazard container for this material.

- Reusable sharps, that are contaminated with blood or OPIM, shall NOT be stored or processed in a manner that requires employees to reach, by hand, into the containers where these sharps have been placed. Sharps should be washed in soapy water with a long handled brush, rinsed, and air dried.

- In each building, the employee shall notify the maintenance staff when sharp containers become three-quarters full so that they can be disposed of properly.
- Contaminated needles shall not be bent, recapped, removed, sheared or purposely broken.

9) Employees are prohibited from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses where there is a reasonable likelihood of exposure to bloodborne pathogens.

10) Employees shall NOT share water bottles, make-up, food, or eating utensils, or allow students to do so. Employees and students shall be warned against putting toothpicks, pens, pencils, or other potentially contaminated sharp items in their mouths.

11) Food and drink shall not be kept in refrigerators, freezers, cabinets, or on shelves, counter-tops or benchtops where blood or OPIM are present.

12) All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, splattering, and generating droplets of these substances.

13) Contaminated laundry shall be bagged, or containerized at the location where it was used, and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be disposed of properly.

3. Personal Protective Equipment:

a) Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall be used. Forms of personal protection equipment, available in this district, are gloves, goggles, gowns and masks.

1) Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin, and when handling or touching contaminated items, or surfaces.

2) Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible, if they are torn, punctured, or when the ability to function as a barrier is compromised. Disposable gloves shall NOT be washed or decontaminated for re-use.

3) Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives, shall be readily accessible to those employees who are allergic to the gloves normally provided.

4) Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn,

punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

5) Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated, i.e. custodian cleaning a clogged toilet.

b) KCSA shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the work site or is issued to the employees. Personal protective equipment is available in the following locations: maintenance office, classrooms, and administration office.

(1) KCSA shall clean, launder, and dispose of personal protective equipment, at no cost to the employee.

(2) KCSA shall repair, or replace, personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

c) All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment/supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. This container shall be labeled with a red biohazard symbol.

d) If a garment(s) is penetrated by blood or OPIM, the garment(s) shall be removed immediately, or as soon as feasible.

e) KCSA shall ensure that the employee uses appropriate personal protective equipment. If an employee temporarily and briefly declines to use personal protective equipment because it is in his or her judgment that in that particular instance it would pose an increased hazard to the employee or others, the building principal shall investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future.