

**Child of Faith**  
**Early Learning Center/Preschool**



**Parent Handbook**  
**School year 2017 – 2018**

**God is working**

**Love grows here**



*Child of Faith Early Learning Center/Preschool*  
*8200 Ellis Avenue Huntington Beach CA 92646-1839*  
Phone: 714-962-1864  
E-mail: [childoffaith@faithhb.org](mailto:childoffaith@faithhb.org)

Dear Parents,

I would like to extend a warm welcome to your family as you enter Child of Faith Early Learning Center/Preschool. The staff and I are committed to providing your child with every opportunity to experience God's love in a safe and loving Christian environment.

Children are encouraged to creatively explore the world around them as they grow spiritually, emotionally, physically and academically through developmentally appropriate activities. We are thankful that you have chosen us to be a part of your child's early learning experience.

Proverbs 22:16

"Train a child in the way he should go, and when he is old he will not turn from it"

In His Service,

Callie Paesano, Director  
Child of Faith Preschool



## Faith Lutheran Church

8200 Ellis Avenue • Huntington Beach • CA 92646

Dear Parents of Child of Faith Preschool,

On behalf of the Faculty and Staff of Faith Lutheran Congregation, welcome to Child of Faith Preschool. We are committed to excellence in ministry, and we are striving to make Child of Faith everything you would want and expect in a preschool.

We take our responsibility very seriously and truly consider it a privilege that you have entrusted your child's early childhood education to our preschool. We pledge to you our very best in carrying out this important ministry to your child and to your family.

We not only want to be of assistance with your child's learning, but with yours as well as their spiritual life. We are committed to bringing the loving presence of Jesus into our classrooms and into all we do. We want to be good examples to you of the power of the love of God in our lives.

If you do not have a spiritual home, we would love to speak to you about becoming a part of our worshipping community. If you already have a church home, we want to be supportive of your family's spiritual traditions.

We pray that this will be a wonderful year for you and your child, as he or she grows and develops. Having a good foundation to learning is so important. Equally as important is the beginning of a child's spiritual life. To that end thank you for letting us be a part of that.

Rev. Dr. Richard Paul  
Pastor  
Faith Lutheran Church and Preschool

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## What Lutherans Believe

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1. The entire Bible, which points to Jesus as the Savior, is the inspired Word of God. It is God's message of love and hope for all people.
2. There is only one true God, who exists in three persons: Father, Son and Holy Spirit.
3. God is the creator of everything that exists.
4. Adam and Eve, our first parents, were originally created by God pure and holy. They lived according to God's will, doing what was pleasing to him.
5. Adam and Eve, the man and woman God created in the beginning, were against God's will and brought sin into the world. Since that time, all people have been conceived and born in sin.
6. Sin is living out of a relationship with God, not living according to God's will and thus transgressing his holy will in thought, word and deed.
7. Since they are sinners and by definition are living in rebellion against God, people cannot save themselves by their good works or restore themselves to a right relationship with God.
8. God sent his son Jesus into the world. He is both true God and true man. He lived to fulfill God's law for us, died on the cross to pay the penalty our sins deserved and rose from the dead so that we might have everlasting life. He ascended into heaven, where he now sits at the right hand of the Father to intercede for us.
9. Because of Jesus' death on the cross, God declares a person just or righteous and forgiven. This happens not because of human effort, but because the justification won by Jesus is applied to the one who believes in him as Savior.
10. Faith in Jesus is a gift of God, given by the power of the Holy Spirit; thus all the glory belongs to God.
11. The means of grace are the Word, Holy Baptism and Holy Communion. By those means, the merits of Jesus' perfect life and atoning death are personally conveyed to all who believe in Jesus as their Savior.
12. Jesus will come again to take all believers to himself. On the last day, all the dead will be raised. Those who are still alive will be bodily transformed. After this, the final judgment will take place. Unbelievers will go into everlasting condemnation and believers into everlasting life.
13. The true Christian Church is made up of all believers of all times who believe in the Triune God and in Jesus Christ as their Savior.

14. God wants Christians to join with other believers in churches that correctly teach God's Word and administer the Sacraments according to the teaching of Scripture.
15. Christians are called to tell others that the way of salvation is by faith in Jesus Christ and to show their faith by their deeds of love towards others.

If you and your family don't have a "home church", we would like to extend a very special invitation to you to join us for worship at Faith. Our traditional service is held each Sunday morning at 8:30 a.m. This is followed by a Sunday school hour with classes offered for ages 3 to adult. Our contemporary or praise service is held each Sunday at 11:00 a.m. That service is a little less formal and features music accompanied by guitars and drums. For those families who have children younger than preschool age, Faith offers nursery care throughout the Sunday morning so that young families can attend either worship service and participate in the Sunday school hour as well. Don't hesitate to call Pastor Paul at 714-965-3235, with any specific question you may have as to worship or Bible study opportunities at Faith.

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**Child of Faith Preschool**

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714-962-1864

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**Faith Lutheran Church**

The Lutheran Church - Missouri Synod  
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Phone: 714-962-5571  
Fax: 714-378-4537

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**Sunday Worship**

8:30 a.m., Traditional

11:00 a.m., Contemporary

Sunday School/Bible Classes 9:45 a.m.

Nursery care available for children younger than preschool age

**Pastor**

Rev. Dr. Richard Paul  
714-965-3235

[pastor@faithhb.org](mailto:pastor@faithhb.org)

## **Welcome**

Welcome to Child of Faith Early Learning Center/Preschool. Our staff strives to work closely with you by providing a nurturing, stimulating environment that extends and enriches your child's early home experiences. We welcome your ideas and creativity in helping us to maintain a high quality program for your child and encourage your participation in our program.

This handbook has been developed to answer most of the questions you may have regarding our program and policies. Please keep it in a convenient place for easy reference.

## **Mission Statement**

Child of Faith Preschool is committed to providing quality care in a loving Christ-centered environment where children can develop to their fullest social, physical, emotional, intellectual, and spiritual potentials.

## **Statement of Purpose**

Child of Faith Preschool is a developmentally appropriate facility for preschoolers that encourage hands-on learning. Through our program, we pray that each preschool student would have his/her self-esteem blossom, that each would gain autonomy, and would come to know—without a doubt—that Jesus loves them.

Our staff is trained in early childhood education and meets all state licensing requirements.

## **Philosophy**

Our philosophy centers on the idea that each child is a unique individual and should be recognized as someone special. Child of Faith believes that a Christian education enables a child to discover that our God is a God of love. Our prayer for the children at Child of Faith is that each child may grow and mature under God's direction and inspiration.

We stress the total development of the child—spiritual, intellectual, emotional, and physical. We believe that our preschool is a servant of Christ, striving to bring church, home, and community continually into closer harmony.

## **Discipline**

The discipline policy of Child of Faith is displayed in a Christ-like manner by praising good behavior, changing the environment, redirecting a child, or quietly removing a child from the group, when necessary. Parents will be notified if behaviors warrant it. A conference will be made, if necessary.

Communication between the child, teacher, and parents is extremely important for self-esteem, trust, and growth to take place. The results of this will be a well-rounded Christian personality that acknowledges the presence of Christ in your child's daily life.

## **Enrollment**

Enrollment is open to any child able to benefit from Child of Faith Preschool. We accept children ages 2–6. Prior to your child’s enrollment, we encourage any prospective parent to visit our early childhood learning center and set aside time to meet with the director.

If you determine that the program meets the needs of your child, you will be given an enrollment packet. All enrollment forms must be completed prior to your child’s admission into Child of Faith.

Please notify the preschool director immediately if you

- move
- change telephone numbers
- begin a new job
- give permission for somebody new to pick up your child
- change in guardianship and/or custody
- make other changes in other data that you signed at the time of enrollment

It is extremely important that we have accurate information at all times. We use this information to reach you in case of an emergency.

## **Non-Discrimination Policy**

Child of Faith Preschool admits children of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities made available to students.

## **AIDS/HIV Policy**

The practice of our facility complies with the requirements of the OSHA Standard on the Blood-borne Pathogens 29 CFR 1910.1030. Universal precautions are observed when administering first aid and whenever there is a likelihood of contact with potentially infectious materials.

We do not discriminate against students with AIDS/HIV, in accordance with case law, which holds that students cannot be excluded from school or involuntarily be given a special placement solely on the basis of either having AIDS or being HIV infected. The student’s physical may determine that school attendance is not appropriate because of the patient’s physical status or vulnerability to other infections.

Neither parents nor physicians are required by current law to inform school authorities of a student’s AIDS/HIV infection or results of tests for HIV antibodies. Ideally, the parent will voluntarily inform the preschool personnel of a student’s AIDS/HIV infection so that joint decisions can be made in the best interests of the student, children, teachers, and staff. However, any disclosure by the student or parent must be kept confidential unless the parent gives express written permission for disclosure. (Health and Safety Code, Chapters 1.11 and 1.12, Sections 199.30, 199.31 and 199.37)

## **Child Abuse Reporting**

In accordance with California law (California Penal Code Section 11166), members of the preschool and staff are **obligated** under penalty of fine and/or incarceration to report **reasonable suspicion** of physical abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse, and exploitation. In this very serious and legally narrow area, the preschool will not contact parents in advance of making the report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected child and do not—once reasonable suspicion is established—have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to report, please be assured such action is taken only in the spirit of what is best for your child and your family. The goal is to obtain help and support when it is needed.

## **Harassment Policy**

Child of Faith Preschool is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited. The preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any of the following: Verbal harassment, physical harassment, visual harassment, and sexual harassment.

Child of Faith has policies and guidelines for administering this harassment policy.

## Daily Schedule – For 2's and 3's & Pre-K

6:30 – 8:30 a.m.	Children arrive/classrooms child-initiated play/outside Weather permitting
8:40–9:00	Snack Time
9:05–9:15	Potty/Diapers & Restrooms
9:15–10:00	Circle Time for Pre-K
10:00- 11:45	Classrooms/art time/learning time/open areas/story time/Jesus time for Pre-K
10:00 – 11:00	Classrooms/art time/learning time/open areas/story time/Jesus time for 2's and 3's
11:00–12:00 p.m.	Lunchtime for 2's 11:30 – 12:30 Lunchtime for 3's
11:45 – 12:30	Lunchtime for Pre-K
12:15–12:30	Potty/Diapers & Restrooms & Clean-up
12:30–2:30	Naptime
2:30–3:00	Wakeup and Potty/Diapers & Restrooms
3:00–3:15	Snack time
3:15–4:15	Outside play
4:15–4:45	Teacher-initiated play
4:45–5:00	Potty/Diapers & Restrooms
5:00–5:30	Classrooms/Children-initiated play/Open areas
5:30–6:00	Story time

NOTE: Potty/Diapers & Restrooms when needed

Chapel: Every Wednesday from 9:30 – 10:00 am in the Church

Music: Every Thursday from 10:00 – 11:00 .

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## Late Policy

Please notify the preschool staff if you will arrive late to pick up your child. Children who are not picked up from the morning session by 12:30 p.m. will be considered late and will be charged \$10.00 for every half hour. It is imperative that your child be picked up at the end of his/her enrolled program time.

If your child is enrolled in our full-time program, **he/she must be picked up no later than 6:00 p.m.**

**Your child must be picked up by an adult who is at least 18 years of age.**

There is a late fee charged for pick-up after 6:00 p.m. This fee is due and payable to the teacher on duty at the time of pick-up. The teachers are on their own time after 6:00 p.m. If a parent and or guardian are late more than 2 times, on the third time, the Huntington Beach Police Department will be called and they will be asked to pick up and transport your child to the police department for the parent and or guardian to pick up. Their phone number is 714-960-8811.

Late fees:	0–5 minutes	\$10
	6–10 minutes	\$15
	11–15 minutes	\$20
	16–30 minutes	\$30
	Over 30 minutes	\$35 plus \$1/minute

## Sign-in and Sign-out

California state licensing requires that each child be signed in and out each time the child attends class. Parents/guardians are required to sign their **full legal signature**. Failure to do so can result in a fine to the preschool of \$50.00 for each occurrence. **This cost will be passed on to the parents/guardians who fail to comply.**

Sign-in sheets for children enrolled in the program are located at the daily sign-in stand in the front of each classroom.

Bring your child all the way into the classroom and help him/her to relax and feel comfortable. A warm greeting from the teacher and a big hug from you will be a nice beginning to your child's day. Brief and loving goodbyes are the best.

**IMPORTANT!** All children should arrive no later than 9:00 a.m. If someone other than yourself will be picking up your child, be sure to give prior written notice of the appropriate details to the child's teacher or the preschool director. If the person picking up your child is not on your designated list, he/she will need to be added before we can release your child. We will ask this person for ID, as we will not release your child to a stranger. To ensure the welfare and protection of your child, your cooperation is sincerely appreciated. Thank you.

## Tuition

	<b>Potty-trained</b> Monthly	<b>Non Potty-trained</b> Monthly
5 full days	\$697	\$750
5 half days	\$449	\$516
3 full days	\$488	\$556
3 half days	\$291	\$359
2 full days	\$354	\$415
2 half days	\$207	\$275

**Tuition payments** are due on the **1<sup>ST</sup> of each month**. A **late fee of \$15.00** will be applied **after the 1<sup>st</sup>**. If your tuition is not received by the 5<sup>th</sup> of each month, your child will be unable to return to school the following day. Tuition payments are due regardless of illness and/or vacation. **No refunds are issued.**

A two-week paid notice is required in order to withdraw your child from Child of Faith Preschool.

<b>Non-Refundable Registration Fees</b>	<b>Cost</b>
New students	\$90
Second child in family	\$45

## Registration Fee

A \$90 non-refundable registration fee (\$45 for second child) is payable at the time of application. This fee is also due every year on September 1<sup>st</sup>. There is a discounted registration fee of \$75.00 if paid before September 1<sup>st</sup>. Check should be made out to Child of Faith Preschool.

## Holiday Schedule

Child of Faith observes national and state holidays, Thanksgiving, Christmas break, Good Friday, and several school closures during the school year. The exact dates will be listed on the yearly calendar and will include the following: Tuition payments are due regardless of the holiday schedule and no payment reduction will be applied.

September – Labor Day

November – Veteran’s Day, Week of Thanksgiving (Monday thru Friday)

December – Christmas Break (December 24 and 25)

January – New Year’s Day

February – President’s Day

Easter Break – Good Friday

May – Memorial Day

July – Independence Day

Program Break – Two (2) days before Labor Day weekend for staff in-service

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## Management

Child of Faith Preschool is a non-profit organization governed by the Preschool Board of Faith Lutheran Church. The school will provide services on a non-discriminatory basis, giving equal

treatment without regard to race, religion, color, sex, disability, national origin, or ancestry.

## **Staff**

Child of Faith Preschool's staff is composed of professionals trained in Early Childhood education. It is important to select the employees with the best education and experience. At times, other paraprofessional aides and/or parent volunteers may be involved in our program.

Our staff receives regular information from the National Association for the Education of the Young Children (NAEYC) and the School Ministries Department, Early Childhood Education, of the Pacific Southwest District/Lutheran Church - Missouri Synod.

Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teacher practices so that they may better serve young children.

## **Curriculum**

Our curriculum is designed to nurture young children, stimulate their language, physical, cognitive, and creative development, as well as encourage the positive self-esteem and social interaction. The curriculum is age-appropriate and designed to meet the individual needs and interests of each child, emphasizing the building of autonomy and problem-solving abilities in the following areas: music and movement, physical and natural science, language arts, cooking, gross and fine motor coordination, creative art, and dramatic play.

## **Parent Participation**

We encourage you to visit, observe, offer ideas and suggestions and maintain open communication with our staff. Please keep us aware of changes in your child's home to help ensure that our staff has the information necessary to meet your child's unique and changing needs. Parents are welcome and encouraged to visit the Learning Center at any time and to participate in their child's program according to interests and needs.

We encourage you to visit our classrooms. We do ask that while observing in a classroom you respect the confidentiality of children enrolled and refrain from conversing with teachers or aides about other children's behavior. If you are observing (as opposed to volunteering), we ask also that you refrain from class participation as this disrupts the normal class activities. This includes guiding students through activities, disciplining, talking with students, etc. We invite parents to attend scheduled parent events, children's programs, and other special scheduled family days.

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## **Conferences**

Conferences will be scheduled at least twice during the year to discuss your child's progress if needed. The conference is usually 15-20 minutes long and provides a time for you, staff, and the School Director to discuss your child. Children are encouraged to participate in the conference

procedures.

## **School Performances**

Within our music program, the children of Child of Faith Preschool have scheduled performances thru out the school year.

Christmas Program in December, Lutheran School Week in March and our end of the year program which is in May.

We encourage all participation from the children at these events thru the age of two and older.

## **Snacks/Nutrition**

Nutritious snacks consists of two of the following (fresh fruit, fresh vegetables, protein-rich food, dairy products, bread, or cereal products) are served daily. Please see your child's teacher if your child has food sensitivities or special nutrition needs.

Children enrolled during lunch hour need to bring a lunch that consists of nutritious foods and a beverage.

## **Birthdays**

We celebrate birthdays. With prior arrangement, parents may bring special treats for snack time. Suggested snacks include cookies, frozen yogurt bars, cupcakes, granola bars, krispie treats, etc. Please limit the celebration to your child's classroom.

## **Field Trips**

Field trips are usually on-site. Parents will be informed well in advance of any special off-site field trips.

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## **Health**

Your child's health is a matter of major importance to us. We want to protect your child and the other children in our program. State law requires that we only have healthy children in attendance. Germs travel quickly among young children. Please check your child for signs of illness before bringing them to school. A child who is ill cannot benefit from the school program and should be given the proper treatment at home to prevent spreading of illness at Child of Faith.

If a child becomes ill at home, please telephone the preschool office and let them know the circumstances of the child's illness. If your child becomes ill while here at school, you will need to

pick up your child from school as soon as possible as we cannot supervise an ill child. By keeping your child at home, infections are not being spread to others, and your child is not being exposed to others while his or her resistance to infection is low. Children who are ill or who show symptoms listed below cannot be allowed to remain in class.

Your child will need to be kept at home if he/she:

- has a fever or had had one in the previous 24 hours over 100.2 degrees
- has vomited in the last 24 hours
- is taking an antibiotic and has not been on the antibiotic in the last 24 hours
- has diarrhea, even if caused by taking an antibiotic in the last 24 hours
- has diarrhea with increased water in the stool or cannot be contained by use of the toilet
- has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge are gone.
- has a constant cough
- is fussy, cranky and generally not himself/herself
- has a constant runny nose (with yellow or green discharge)
- has an undiagnosed body rash
- has child symptoms of possible communicable disease. These are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever.
- is unable to play outside
- has a doctor's appointment for suspected illness. Please do not bring your child to class prior to the appointment.
- has head lice your child should remain home until treatment is completed and all lice or nits are gone.
- has ringworm. Ringworm should be treated by a doctor and is contagious until 24-48 hours after treatment or unless covered by clothing.

If symptoms are contagious, a doctor's release is required before the child can return to class.

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## **Communicable Diseases**

Please notify the school immediately if your child has a communicable disease so that the incubation dates can be verified and the parents of other children in our facility can be informed of the exposure.

## **Medication**

Please try to schedule your child's medication around school hours. We realize that occasionally the need may arise for one of the staff members to administer prescription medication to your child (after your child is no longer contagious).

Medicine should be brought in its original container and given directly to a staff member upon arrival at school.

A form giving permission to administer the medication **must** be completed. If you are administering medications at home, it is helpful to inform your child's teacher in case of unusual behavior or any adverse reactions to the medication.

During the spring months, sunscreen may be sent to the school with your child. Sunscreen can only be applied to your child if you have given prior written permission to do so.

### **First Aid**

Our staff is trained in basic first aid and will administer minor treatment as needed. Parents are notified of any injury in writing. A duplicate of the written notice will be placed in the child's file. Parents will be notified immediately if the injury requires more than a simple first aid procedure.

Simple first aid procedures for treatment of minor injuries consist of washing the injury with soap and water, unless otherwise specified by the parent.

Your child will be instructed on emergency procedures in case of fire or an earthquake while at school. He/she will participate in regular fire drills and learn other rules of safety. In case of community-wide disaster—such as an earthquake—children will remain at school under the supervision of the staff until released to the parent or designated adult.

## Universal Precautions

The staff at Child of Faith Lutheran Preschool will use universal precautions when dealing with infectious material. Basically, this means all staff will use latex gloves when performing any duties that involve body fluids. In addition, any clean-up materials will be disposed of properly to insure safety for all. If you have any questions regarding these precautions, please see the director.

We do request that all parents train their children to be careful not to touch someone else's body fluids. If an emergency were to occur, we ask those parents who choose to help to also use these universal precautions. We thank you in advance for your understanding and support in this area.

Remember, **hand washing is the #1 guard against infection.** Please help us train your child in the proper ways to wash their hands. Soap, rub (top to bottom), rinse and dry.

## Dress Code

Children should be dressed in clothing that they can manage with a minimum of help. Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting and may contribute to accidents. Children should be dressed in a manner that insures comfort in play indoors and out. Sturdy washable clothing is recommended. Weather often changes during the day, so the child should always have a sweater or jacket for walks or outside play.

Label everything! A sharpie can be used to label the tag found inside his/her clothing. This will help the child and staff to identify and recognize garments.

Clothing with pictures or slogans pertaining to violence, sex, drugs, or disrespect for authority is not permitted at Child of Faith at any time. When in doubt about the suitability of the certain item, please ask your child's teacher or director.

### \*Extra Clothes

All preschoolers are required to have a change of clothing in case of spills or accidents. Parents are to bring underwear, pants, tops, shoes, and socks in a plastic bag. Please tape the bag closed and writes the child's name on the tape as well as the garments. Soiled or wet garments will be sent home in the plastic bag and stored in the child's cubby to be taken home. Please return a clean set of clothes the next day in a new plastic bag.

### \*Shoes

Shoes must be closed toe. No sandals may be worn or clog-type shoes that may allow injury to the child during outside play. Tennis shoes are recommended.

## **Cubbies**

Each child has an assigned cubby for his/her personal belongings. Children are welcome to bring an appropriate soft toy so sleep with that will ease their transition from home to school. We ask that toys not be brought to school. The older children will have an assigned share day with special instructions from the teachers.

## **Sheet/Blanket Policy**

California State School License requires that if your child is on-site during naptime they must have their own king size pillow case to be used as a sheet and will need a blanket. These items must be labeled with the child's first and last name. These items must then be taken home on Fridays, laundered and brought back on Mondays. Note: There is a \$50.00 dollar fine if licensing comes onto the property and this state policy is not being followed.

## **Emergency plan**

In any kind of natural disaster (earthquake, flooding, fire, etc.), as long as our facility has been determined to be safe, all children will remain on the campus until picked up by parents or authorized persons.

Child of Faith is prepared for emergency situations. We have adequate first aid supplies and sanitation materials. Part of our registration fee each year supports this plan. All staff members are trained in CPR and first aid. Every staff member has an assigned job in the event of a disaster.

**In the event of a disaster, please come directly to the preschool to pick up your child.**

We practice fire drills, earthquake drills and emergency evacuation procedures throughout the year.

## Revised Plan of Operation for Incidental Medical Services

According to California Code of Regulations, Title 22, Section 101173(d), which is our state licensing, we are required to have a plan of operation for incidental medical services which include inhaled medication, nebulizers, epi-pens, and blood glucose testing. These are the only incidental medical service our center will cover.

Our plan of operation will require all students that need the above medical services to fill out a special form from the doctor that includes: specific instructions for administering medication; potential side effects and expected response; dose-form and amount to be administered; actions taken in the event of side effects or incomplete treatment; instructions for proper storage; telephone and address of child's physician; and the telephone and address of parent/guardian. The parent must provide training on how to administer the medication. ***This form must be updated annually.***

In addition for the Epi-pen we are required to use in accordance with the directions and as prescribed, keep ready at all times, protect from exposure to light and extreme heat, note the expiration date and replace prior to that date. We will call 911 and the child's parent/guardian after using the Epi-Pen.

We will record administration of medication/service according to physician's instruction using LIC9221 and store according to instructions. We will ensure OSHA requirements by wearing gloves, washing hands afterwards and disposing gloves/used instruments appropriately.

Staff will receive training from parent including: how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; plan for field trips and emergency drills (transporting medication, equipment/supplies).

Parents will be informed of each occurrence of incidental medical service to their child by telephone and/or written note. The Department of Social Service will be informed of serious incidents via LIC 624 within 24 hours.

