



LET ME SHINE

Christian Playschool and Preschool

PARENT HANDBOOK

2024-2025

Let Me Shine Christian Playschool and Preschool

1070 South Foothill Drive

Salt Lake City, UT, 84108

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Welcome

Welcome to Let Me Shine Christian Playschool and Preschool. This handbook contains important information to help you and your child prepare for a successful experience with our program. If you have any questions, concerns, or suggestions, please contact us via phone or email. We look forward to serving you!

Mission Statement

The mission of Let Me Shine is to share God's love with His children and provide a welcoming Christian environment where a child can grow spiritually, socially, and intellectually.

Philosophy

Children are gifts from God. They are born with an innate desire to learn, and they often learn best by doing. With this in mind, our program is designed to nurture a child's natural curiosity about the world they live in by giving them a rich variety of learning opportunities. Our program addresses the whole child—academically, emotionally, socially, musically, mentally, physically, and spiritually.

Contact Us

Website: www.letmeshine.org

Director's Email: director@letmeshine.org

Address: Let Me Shine Christian Preschool and Playschool, 1070 South Foothill Drive, Salt Lake City, UT, 84108

Let Me Shine phone number: 801-583-6400

Zion Evangelical Lutheran Church phone number: 801-582-2321

Objectives

The objectives of Let Me Shine Christian Playschool and Preschool include:

1. Teaching the love of God shown through Jesus Christ—by both word and example—so each child understands their uniqueness and value to God.
2. Providing children with a safe, nurturing environment in which they may mature and progress socially, academically, emotionally, physically, mentally, and spiritually.
3. Preparing children for future success in school by building a base of knowledge, instilling a love for learning, and encouraging their natural curiosity and desire to learn.
4. Helping children understand that they are part of a community and how to respect both people and property.
5. Challenging students to excel in their own areas of interest as well as exposing them to new kinds of learning.
6. Helping children explore God's world.
7. Teaching children the social skills necessary to interact appropriately with their peers and adults.
8. Facilitating each child's ability for verbal expression.
9. Giving children creative outlets and opportunities to use their imaginations.
10. Providing children with an accepting, comfortable place in addition to the home.

Curriculum

Our program provides a wide variety of learning experiences designed to enrich the social, emotional, intellectual, spiritual, musical and physical development of each child in a warm Christian atmosphere. Our program focuses on developing the whole child. Each child is unique, and our program is designed to meet their varied interests and developmental needs.

Our curriculum includes, but is not limited to the following:

1. Christian values
2. Prayers, songs, and Bible stories
3. Free choice activities in learning centers
4. Individualized learning
5. Language skills/Amazing Action Alphabet
6. Letter recognition, sound recognition, and pre-reading skills/Amazing Action Alphabet
7. Science skills
8. Social skills
9. Creative arts
10. Physical play
11. Dramatic play
12. Math skills

We use *Voyages & Christ One* curriculums and the Bible to fulfill the religious aspects of our program. The entire school attends chapel weekly, which is a Bible story and singing time held in the sanctuary. Chapel time is led by the director, a pastor, or a teacher.

Enrollment

Let Me Shine admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or national or ethnic origin.

Enrollment Priority

Priority for enrollment each new year is given in the following order:

- 1) Currently enrolled students (may enroll in January)
- 2) Members of Zion Lutheran Church (may enroll in January)
- 3) The general public (may enroll in February)

Applications are accepted on a continual basis. They are dated and kept on file until February 1st. On that date, applicants will be enrolled in the order applications are received while maintaining a balanced classroom environment.

Please understand that you are free to make placement requests for teachers, friends, etc., but Let Me Shine administration has the final word on class selection for all children involved. Let Me Shine reserves the right to maintain a balanced classroom environment and does not guarantee requests.

Ages for Enrollment

- 1) Children enrolling in the Playschool program must be 18 months or two years old, depending on class, on or before September 1st of the current school year.
- 2) Children enrolling in the Preschool program must be three on or before September 1st of the current school year. Three year-olds are required to be potty trained.
- 3) Children enrolling in the Pre-Kindergarten program must be four on or before September 1st of the current school year.

Classroom Ratios

Enrollment shall be limited, not to exceed a student to teacher ratio of:

- 18 Month Olds.....4:1
- Two Year Olds.....6:1
- Preschoolers10:1
- Pre-Kindergartners10:1

These allow us to offer a quality learning environment and give each child individual attention.

Student Files

Student files include the following forms: application for enrollment, immunization record, parent handbook acknowledgment, and the annual admission agreement and health assessment. All paperwork is required to be in the school office before your child begins school at Let Me Shine. Children's records remain in the preschool office. These files are accessed by Let Me Shine personnel and the Utah Department of Health Licensing..

Withdrawal

One month's notice is required if a child is withdrawn from Let Me Shine. Tuition will not be refunded for that month.

Tuition

Monthly Tuition Rates for 2024-2025

Tuition is paid over an eighth month period, September to April. The last month's (May's) non-refundable tuition payment is paid in advance and due in the school office by June 1st before the school year begins.

18 Month Olds	Cost per month
2 day program	\$242.00
3 day program	\$362.00

Two Year Olds	Cost per month
2 day program	\$235.00
3 day program	\$351.00

Preschool and Pre-Kindergarten	Cost per month
2 day program	\$205.00
3 day program	\$306.00
5 day program (Pre-K only)	\$491.00

If tuition is outside of your current budget, please consider applying for our scholarship program. For more information on scholarships, please contact the Let Me Shine director.

Additional Programs Cost

(Refer to the Programs section for more information on the additional programs.)

Morning Bunch - \$9.00 per day

Lunch Bunch - \$9.00 per day

Registration Fees

A \$125.00 registration fee is required from all enrollees of Let Me Shine. This fee is non-refundable. We will also charge a supply fee of \$50.00 on your September bill for the cost of art supplies, books, snacks, cleaning services, paper products, and materials.

Tuition Discounts

We offer one of two discounts. Please speak with the director if either of these discounts applies to you.

- 1) 10% discount on total tuition for members of Zion Lutheran Church.
- 2) 10% discount on second and subsequent siblings. (The lesser amount will be discounted.)

Payment Requirements

The last month's non-refundable tuition payment is due in the school office on or before June 1st before the school year begins. Remaining tuition payments are due in the school office on or before the 1st day of every month beginning in September. The tuition payment for April will be the last payment for the school year as May's tuition is paid in advance. All billing is handled through our Brightwheel platform (see the Brightwheel section for more information). We accept personal checks, bank-issued checks, money orders, and cash. You may also pay through our Brightwheel platform. You may pay through Brightwheel ACH for no additional fees, or you may pay with credit card for a three percent processing fee. A \$25.00 late fee is assessed if tuition is paid after the tenth day of the month. If a personal or financial situation arises, please reach out to the office and let us know and we are more than happy to work with you. A \$25.00 fee is assessed for returned checks. Only cash and money orders will be accepted if two personal checks are returned. You are responsible for any lawyer or collection agency fees due to unpaid tuition. Tuition may be paid in one lump sum. Payments for picture day and book fairs will be handled separately.

Programs

Regular Program Hours: 9:00 am to 12:00 pm

Optional: Morning Bunch 8:00 am to 8:45 am

Lunch Bunch 12:00 pm to 1:00 pm

Let Me Shine offers a number of programs:

1. Playschool program
 - a. 18 Month Olds - Two or three days a week
 - b. Two Year Olds - Two or three days a week
2. Preschool program - Two days or three days a week for ages three to four.
3. Pre-Kindergarten program - Two days, three days, or five days a week for ages four to five.
4. Morning Bunch - A daily program available to all in the mornings before school. Advance notice is required.
5. Lunch Bunch - A daily program available to all in the afternoons after school. Same day notice is acceptable.

Morning and Lunch Bunch

Morning Bunch is our optional before school care. Parents must sign up their child in advance. Children may be dropped off any time between 8:00 am to 8:45 am. Lunch Bunch is an optional hour of programming families can choose on a daily basis. Your child must bring a lunch from home. ***Please write their name, first and last, on their lunch box and water bottle.*** Specialty classes such as Floor Tumbling, Art, Fun & Games and Music are offered to all students during the Lunch Bunch hour. We will not have lunch bunch the last Tuesday of every month for continuing education for our staff.

Special Programs

The children will present two programs during the school year. The programs are age appropriate and may be interactive with parents. The Christmas programs will be held in December, and the Spring Music Demonstrations will be held in April or May. A graduation for children leaving Let Me Shine to attend kindergarten will be held in May near the end of the school year.

Field Trips

In order to enhance learning experiences, we offer “on-site” field trips. A walking permission slip will be kept on file. This form grants continuous permission throughout the year for neighborhood walks. The children in the youngest classes will utilize the six-seater wagon, which is equipped with seat belts. Walks will be posted on the weekly lesson plan form but may be canceled due to weather.

Child Care Licensing requires that Let Me Shine Preschool identification is visible on each child during field trips to identify the children as a group. This identification includes the school name and phone number.

Schedule

School Year Calendar

The school year runs from September through May. School starts the Tuesday after Labor Day weekend and ends the Friday before Memorial Day weekend. The school is closed for holidays such as Thanksgiving, Christmas, New Year's, Martin Luther King Day, President's Day, Good Friday, and Easter. School is also closed over the UEA break in October. A school calendar for the current year is located on the website and sent with the school information packet in July.

Attendance Policy

No deduction or refund will be made for absences. It is assumed that children enrolled in our program will attend on a regular basis. If your child is going to be absent due to illness, vacations, or other reasons, please notify the Let Me Shine office. If a child does not attend for two weeks and no notice is given, Let Me Shine reserves the right to fill the vacancy.

Check-in and Check-out

The Utah State Licensing Statutes require all children to be signed in and out on a daily basis. Let Me Shine Preschool uses the platform Brightwheel for keeping enrollment. Please check your child in and out using the QR code. Please notify your child's teacher and/or the director if your child is going home with someone other than a parent. Parents escort their children to and from their classroom. Children will only be released to their parents or others who are authorized on the Admission Agreement Form. These forms are located in the classrooms as well as the school office. Names must be added or deleted as changes occur. If someone else will be picking up your child from school, you must send a written note or verbally inform the office staff and/or teacher. If we do not know this person, we will ask for photo-identification.

Late Policy

Children should be brought to school on time at 9:00 am. Punctuality is a habit learned at an early age. It can be disruptive when your child is consistently late to school, and your child may risk missing out on beneficial activities. The entire morning is designed to offer the best early childhood program possible, and every part of the morning is important to a child in development.

The school day ends at 12:00 pm. If your child is not picked up by 12:05 pm, they will be taken to Lunch Bunch and parents will be charged for the lunch bunch hour. Lunch Bunch Classes end promptly at 1:00 pm. A fee of one dollar per minute is charged to the parent of any child who has not been picked up by 1:00 pm. This charge will be billed to your account. If a parent is consistently late in picking up their child, the Let Me Shine Board of Trustees will review the situation and may choose to dismiss the child from school.

Children are not allowed in their classrooms before 9:00 am to allow the teachers to prepare for class. Teachers attend daily meetings including devotion and prayer at 8:45 am in the preschool office. Teachers will be in their classrooms to greet the students by 9:00 am. **Please do not ever leave your child unattended in a classroom.** Children who arrive before 9:00 am may go into the church library across from the sanctuary and must be accompanied by their parent/adult. Alternatively, you may drop your child off for the Morning Bunch period with prior notice.

Additional Policies

Staff Requirements

We are a state licensed facility and we take pride in providing your child with the best care possible. We require all of the following for all staff members in accordance with child care licensing requirements:

1. CPR and First Aid Training
2. Food Handlers Permit
3. TB Screening
4. Background Checks
5. Personal Health Evaluation
6. Yearly Training Requirements, (a minimum of 20 hours CE)

All staff receive ongoing training through conferences, seminars, workshops, and staff meetings.

Children's Personal Belongings

It is required for all children to have a backpack or bag with their name marked on the outside. **Please do not send toys from home except on designated show and tell days.** Play guns, weapons, and other toys that encourage aggressive behavior are not welcome at school.

Please send your child in comfortable play clothes that can get dirty as well as clothing they can undo themselves to use the bathroom if they're already potty-trained. **Please do not send your child to school in cowboy boots, sandals, flip-flops, or fancy-dress shoes as they are not safe on stairs or outside.** Tennis shoes or rubber-soled shoes are highly encouraged.

Children go outside to play every day except on rainy/severe weather days and red air alert days. Your child must be dressed appropriately for the weather, especially in the winter months. As the weather turns colder, please send your child with mittens/gloves, snow pants, jackets, hats, boots, etc. as we play outside in the snow. Please label their belongings with their name. Parents will be called if their child is unable to play outside due to inappropriate clothing.

Each child is required to keep an extra set of clothes at school in a large plastic bag with their name marked on the outside. This set of clothing includes a shirt, pants, underwear/diaper, and socks. If it becomes necessary for your child to use their extra set of clothing, please be sure to replace it the next day of attendance.

Snow Days

The school will close automatically if the Salt Lake School District closes due to heavy snowfall. Please listen to your local radio/TV station for school closures. If the Salt Lake School District declares a "late start" day, then Let Me Shine will close for the day. If possible, a Brightwheel alert or text notification will be sent to parents notifying them of the school closure as well.

Halloween

In keeping with Christian school guidelines and due to the age range of students at Let Me Shine, scary monster or witch/devil costumes and the use of fake blood, vampire teeth, etc. are not permitted at school. Fake weapons are also prohibited. We ask that parents do not dress up in these costumes as well.

Cell Phone Policy

Parents are prohibited from cell phone use when dropping off and picking up their child. We believe cell phones can be disruptive in an educational environment and can limit communication between parents, teachers, and between parents and their children. Please refrain from cell phone use in our parking lot and building.

Discipline

When it comes to discipline, our first approach is to set clear limits so children understand how they are expected to behave. Positive guidance is used by the teacher to help the children talk about the situation and by modeling appropriate ways the problem could be handled. Redirection is another technique used, as well as stopping inappropriate behavior before it gets out of hand. We encourage children to resolve conflicts using words. Consequences for inappropriate behavior may include a positive time-out or removal from the class.

Biting, Scratching, or Hitting

Preschool children lack the skills to cope with frustrating situations. They have a natural tendency to bite, scratch, or hit other children. If this occurs in the classroom, the teacher will comfort the victim and state very strongly to the aggressor that it is not okay to hurt people. The aggressor will be redirected into an acceptable activity to release their tension. If the aggressor continues to bite, scratch, or hit after all forms of discipline have been used, it will be necessary to meet with the parents. Certain extreme situations may lead to the child's removal from the program.

Special Learning Needs

Our preschool environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certificated in the areas of special needs about learning, development, or behavior. Our state licensing regulations limit the number of children who can be supervised by a teacher. If your child has needs that require constant individual attention, that limits our ability to legally and safely provide supervision for the other children in a class or group. We may not be able to provide the specialized learning environment that your child may need, so we ask in such cases that you seek outside help for your child's specialized needs and/or that your child exits our program.

Grievance Procedure

If at any time a parent has a problem with any part of the program, they are encouraged to speak to the person with whom they have the problem. If they are not satisfied, they can speak with the Director. If their needs are still not met, they are then encouraged to discuss their concern with the President of the Board of Let Me Shine or the Pastor of Zion Lutheran Church.

Reporting Child Abuse

By law any staff member who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would result in abuse or neglect is required to report this immediately to Child Protective Services or the SLC Police Department.

Children will not be released to a parent who arrives at school under the influence of alcohol or an illegal substance. Instead, the other parent or another person named on the Admission Agreement form will be contacted to pick up the child.

Volunteers

Volunteering and Mandatory Service Hours

At Let Me Shine, we find that volunteers greatly enhance our program and we are happy to provide many opportunities for our parents and families to volunteer.

Volunteers strengthen our program in several ways, they:

- provide children with an increased sense of security.
- provide children with an increased sense of confidence, as they allow more opportunities for the teacher to interact one-on-one with the children.
- provide teachers with greatly appreciated help.
- provide additional supervision.

Each Let Me Shine family is required to complete five service hours per child enrolled each school year. An index card box is located on the sign-in table for parents to record their service hours throughout the year. Although we encourage volunteering, families may opt to “buy out” of their five service hours for \$50.00 each per child. It is best to get your volunteer hours in early. See below for some ideas on how you can volunteer to be a part of your child’s Let Me Shine experience.

Volunteer opportunities include but are not limited to:

- Becoming a Room Parent. (The Room Parent is responsible for assisting teachers with room parties, and recruiting volunteers for different activities and special projects.)
- Working on Fundraising committees.
- Walking on field trips.
- Setting up and cleaning up the Terrace Room for special events.
- Sharing special talents that contribute to the curriculum.
- Helping manage the spring and fall book fairs.
- Volunteering in the classroom.
- Assisting with Staff Appreciation Week.

Occasionally opportunities may arise to purchase supplies for a teacher's classroom, in that case every ten dollars spent will count as one service hour. Volunteers in the classroom act as an extra pair of hands to assist in art projects and cleanup. A teacher is present at all times with a volunteer. Volunteers are not allowed to help with bathroom visits or diaper changes. Volunteering opportunities can count towards mandatory service hours. If you or someone you know is interested in being a regular volunteer, please contact the director.

Fundraisers

Parents and families are invited to participate in our annual appeals/fundraisers at Let Me Shine. Book fairs, our most popular fundraisers, are held twice a year in the fall and the spring to coincide with parent-teacher conferences. Other fundraisers will be announced as they are arranged.

Open Door Policy

We encourage parents to participate in the life of the school by volunteering regularly. Parents are also welcome to share their special areas of expertise, talents, and vocations with the students. Please communicate with your child's teacher in setting up times to do so.

Food

Snacks

Nutrition is important for the proper growth and development of a child's body. Because eating habits are formed early in life, we serve nutritious and enjoyable mid-morning snacks. The snack consists of two food groups. We follow the Department of Health - Child Care Licensing approved menu. All of our snacks are prepared exclusively in our sanitized kitchen. All staff wear plastic serving gloves when serving snacks or lunch. If you are interested in bringing a special snack for your child's birthday, please notify the teacher first. Due to state restrictions, only commercially prepared food may be used at school. Packages must be sealed. Each classroom door posts monthly snack menus.

Lunches

Because nutrition is vitally important at this formative time in a child's life and because life-long habits of eating healthy are established early, parents are strongly encouraged to pack healthy lunches per the USDA guidelines. Nutritious sandwiches, cheese, fresh fruits, yogurt, and fresh vegetables provide a healthy lunch for these little ones. Foods high in sugar, salt, or fat are discouraged. For the safety of your child, please do not send glass containers to school. Please remember to send lunches that do not need refrigeration and that do not require heating or preparation.

Allergies

Please notify your child's teacher and the school office if your child has any food allergies as well as indicating this on the Annual Health Assessment Form. If your child has a nut allergy and stays for Lunch Bunch, please label the lunch with the child's allergies, i.e. "peanut allergy". All parents will be notified if a student in their child's classroom has a food allergy. Let Me Shine does not serve snack items containing nuts. A snack plan will be devised on a case-by-case basis for children with allergies. Allergy lists are posted in each classroom and kitchen.

Communication with Parents

We communicate what is happening in the program strictly through the Brightwheel app (read more about Brightwheel below). Other important information can be found on the dry erase board by the sign-in/sign-out table. Teachers send home monthly classroom calendars and post their weekly lesson plans on the bulletin board by the classroom.

Brightwheel

Brightwheel is an app that all parents are required to download. It is our main source of all communication with parents. Brightwheel is the fastest way to pay tuition and communicate with teachers and administration. We utilize Brightwheel for sending out important messages, enrollment information and required paperwork, snow day closures, etc. ***Please make sure Brightwheel notifications are turned on (enabled). This way important messages will not be missed from the office or any teachers.***

Parent-Teacher Conferences

Fall and spring parent-teacher conferences are scheduled for every child. Other meetings may be scheduled by parents or teachers during the year as the need arises. Each child's progress is discussed and parents are provided with information on how to help their child continue to succeed in all areas of learning.

Conflict

If a conflict arises between a teacher and a parent, a meeting with the director, and possibly the pastor at Zion Lutheran Church, will be arranged to discuss the differences and find a compromise that will work for everyone. For more information, see our Grievance Procedure under Additional Policies.

Health and Hygiene

Illness

All children are given a brief health check everyday. Any child exhibiting active symptoms of infection at the morning drop off or during the school day must be excluded from school, not only to help the child recover from the illness, but to minimize the spread of infection to other children. All children are required to wash their hands before beginning their play in the classroom each morning. For more information about Hand Washing protocols, please visit the Hand Washing section below.

Children are required to be excluded for any of the illnesses in the following table. It is important to adhere to the exclusion period in the best interest of the child and for those in their classroom. Feel free to contact us with any questions regarding the exclusion periods below.

Please note that the following information, including exclusions from school, is from the Salt Lake County Health Department and are guidelines we are required to follow. We will notify parents of any infectious diseases reported in the school by emailing the particular class affected as well as posting notice on the hallway bulletin boards as necessary.

Type of Illness	Exclusion period
Fever of 100 degrees or above	Until the reason for fever is discovered and/or temperature returns to normal for 24 hours.

Nausea, vomiting, or abdominal pain	For 24 hours and symptoms are gone
Diarrhea	For 24 hours after the last symptom
Unusual tiredness or drowsiness	Until the child feels better
Sore throat, acute colds, runny nose with a yellow or green discharge, or persistent cough	Until symptoms are minimal or medication is administered for 24 hours
Red, inflamed, discharging eyes or pink eye	Until symptoms are gone or medication is administered for 24 hours.
Swollen glands around jaw, ears, or neck	Until symptoms are explained or gone
Suspected impetigo or unusual skin rashes	Until symptoms are explained or gone
Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor	Until no discharge or medication is administered for 24 hours
Earaches or ear discharge	Until earache ends or medication is administered for 24 hours
Head lice	Until treatment is complete and all nits are combed from hair (an inspection of the child's head by school personnel is required before their return)
Strep throat	Until medication has been administered for 24 hours
Chicken Pox	At least 7 days or until all pox are completely scabbed over

If a child becomes sick after arriving at school, a parent/guardian will be notified, and emergency contact numbers may be used if we are unable to contact the parent/guardian. Every effort will be made to make the child comfortable, and he/she may be taken to our changing room or school office to lie down until they are picked up.

Emergency Contacts

Please make sure we have a current list of emergency contacts. This includes all phone numbers to reach both parents and authorized contacts listed on the Application for Enrollment Form.

Immunization Forms

The Utah Department of Health requires that parents of unimmunized students provide a form declaring their full understanding of the risks involved in not having their child immunized. A copy of this release form must be on file in the school office within two weeks of admission to the school. This form takes the place of the immunization form in the student's file. To receive a vaccination exemption, the legally responsible individual who claims exemption for the student must complete the online immunization education module. To access the online immunization education module, go to the Department of Health, immunize.utah.gov. If the legally responsible individual who claims the exemption for the student declines to take the online education module, they can obtain a vaccination exemption form from the local health department and receive an in-person consultation.

Sanitation

All toys and indoor equipment are cleaned at least once a week. For children under three, all toys used that day are cleaned. Stuffed animals, dress-up clothes, etc. are washed weekly. The sensory table and classroom tables are washed and sanitized daily.

Hand Washing

Children are taught to wash their hands upon arrival at school, before and after eating or playing at the sensory table, after using the bathroom, blowing their nose, handling animals, playing outside, and at any other necessary time. Children use soap and water when washing hands. They are taught to cover their coughs and sneezes by coughing and sneezing into the crook of their arm.

Staff also wash their hands frequently in the same manner as the children.

Diaper/Potty Breaks

A regularly scheduled diaper/potty time is a part of each day's schedule. Children are always allowed to go to the bathroom when needed.

The three and four year-olds are required to be potty trained, however, we understand that each child is making this journey at their own pace, and we will offer developmentally appropriate support and encouragement. There are many ways that we can work together to help your child feel safe and successful while at school. First, please make sure your child has recently visited the bathroom before drop off. Second, dress your child for potty success. We can help with buttons and zippers but some of the more difficult items include skinny jeans, dresses, overalls, and jumpers/rompers. Third, a complete trip to the restroom requires a lot of steps! Here are some skills you can practice to help your child become more confident:

- Pulling down pants
- 'Pointing' in the correct direction
- Tearing off toilet paper
- Wiping (the state requires children do this on their own)
- Pulling up underwear, then pants
- Flushing
- Hand Washing

During class, children may ask to use the bathroom at any time. Children are asked frequently during the day if they need to visit the restroom, and as a class, they visit the restroom before snack time. All children 'try' and then wash their hands during this visit.

Diapers are checked every hour. Children are changed as needed. Only the downstairs aide changes diapers and uses the sink located in the diaper room for hand washing. The following is the diapering procedure used:

1. The child is placed on a disinfected changing table. (The aide never turns her back on the child while at the changing table.)
2. The aide puts on a fresh pair of disposable gloves.
3. The aide changes the diaper.
4. Dirty diapers are placed in a designated pail that is emptied at least once a day. (The pail is disinfected and receives a new liner each day.)
5. The aide washes hands and disinfects the table after the change is complete.
6. The child's hands are washed before returning to class.

Please keep in mind that potty training is a process and accidents happen. When they do, we tend to them, and your child is not punished in any way. As a class, we read books about the potty and speak candidly about the best ways to prevent accidents. Lastly, please do not send your potty-trained child in pull-ups or diapers, as that requires a trip downstairs to our diapering station, leaving us shorthanded upstairs. We don't mind a little cleanup and coaching through occasional accidents. It's our job to support your child's learning and development in all areas, including the bathroom.

Medication

Staff is allowed to administer medication only when a medication release form has been filled out by the parent. We are not able to administer any medication, including over-the-counter medications, without written consent. State guidelines require all medication to be in the original bottles and labeled with the child's name. For safety reasons, all medications should be given directly to the teacher. Do not send medication in your child's lunch or backpack.

Safety

Evacuation and Fire Drills

Fire drills are held monthly. Evacuation plans are posted in each room. If the students and staff are unable to re-enter the building due to fire, gas leak, flooding from broken pipes, etc., students will be escorted to Anderson Library and parents will be contacted to pick up their children from there. A notice will be posted regarding our relocation site.

Earthquake Safety Policy

In the event of an earthquake the following steps will be taken:

Inside

1. If the earthquake occurs while the children are inside, the children will immediately be ushered under the table farthest from the windows.
2. They will be instructed to "duck and cover". (Curl up and cover their heads with their hands.)
3. They will hold this position until the shaking has stopped.
4. Children will then be escorted out of the building to the evacuation site in the north parking lot.

Outside

1. If the earthquake occurs while children are outside, they will be immediately ushered to an area free from possible falling objects.
2. They will stay in this location until the shaking has stopped.
3. If it is unsafe to re-enter the building after an earthquake and an indoor shelter is required, we will relocate to Anderson Library, if available.

The teachers and the director will stay with the children until they are collected by their parents. Emergency supplies of food and water are available on the premises, if necessary. Earthquake/disaster drills are conducted for all children twice during the school year.

Safety Concerns

Running in the halls is not allowed. Children need to hold onto the railings when walking up or down the stairs. Children may not jump off the stairs. Children are required to wear shoes at all times. ***Please refrain from sending your child to school in flip-flops or open-heeled/toed shoes as they are a tripping hazard to small children.***
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Accident reports are filled out any time a child requires care. The report is signed by the caregiver, parent, and director. A copy is sent home and one remains in the child's file.

Proper Pickup Procedures

As the school year progresses, children and parents get comfortable in our school and grounds, but we need to be diligent in remembering the following items:

1. ***Keep your child with you at all times.*** This includes in the building and in the parking lot. When you pick up your children, ***do not*** let them run ahead or upstairs without you. If you are picking up multiple children,

please come early and gather their items before picking them up, and make sure all stay with you at all times.

2. **Cell phones.** We kindly ask that all parents treat our school as a cell-phone free zone. Please refrain from being on the phone when you are picking up children and when you are in the parking lots. Please be aware of your surroundings and be diligent in watching children.
3. If you are exiting out of the south parking lot, you must stop at the stop sign. Neighbors have noticed cars coming out and not stopping. ***Please stop and check for pedestrians before proceeding.***
4. Please follow all government regulations regarding child safety and secure all children in car seats.

