

**NEW HAVEN
UNITED METHODIST
PRESCHOOL**



**Parent Handbook
2018-2019**

Table of Contents

Greetings From Our Congregation	5
Church Association.....	5
Welcome to the Preschool	5
Contact Information.....	6
Hours of Operation	7
Eligibility	7
Programs.....	7
Philosophies	7
Preschool Staff	8
Preschool Board of Directors	Error! Bookmark not defined.
Program Overview	9
Curriculum	10
Tuition Policies.....	10
Withdrawal Policy	12
Authorized Pick-Up Policy	12
Late Pick-Up Policy	13
Drop-Off Procedure for Preschool and Before School Care	13
Pick-Up Procedure for Preschool and After School Care	13
Delays & Closings for Preschool and Before and After School Care.....	14
Make-Up Days.....	14
School Holidays.....	14
Class Calendars and Newsletters	15
Field Trips.....	15
Transportation Policy	15
Supervision Policy.....	15
Parent/Teacher Conferences.....	16
Supplies	16
Snacks.....	16
Birthday Treats	16
Proper Dress	17
Outdoor Play.....	17
Personal Belongings.....	18

Classroom Observations	18
Changes	18
Immunization Documentation	18
Attendance	19
Illness Policy	19
Contagion	20
Administration of Medication	20
Illness at School	21
Safe Conditions Policy	22
Emergency Policies	23
Injury Policy.....	23
Evacuation Policy.....	24
Evacuation Drill Policy.....	24
Absent Employee Policy.....	24
Contagion Policy.....	24
Back-Up child Care Plan.....	24
Discipline Policy	25
Child Abuse and Neglect	26
Controlled Substance/Tobacco Policy	26
Infant Policies	26
Breast Milk Procedure.....	26
Bottle Handling and Storage.....	27
Baby Food Handling and Storage.....	28
Infant Feeding Plan.....	28
Parent Handbook Acknowledgement Form	30

Greetings From Our Congregation

On behalf of our congregation, staff, and pastors, we welcome you to our growing preschool/childcare program. We are thrilled to be partnering with your family as we share the responsibility and privilege of educating and preparing your child for kindergarten.

Thank you for joining us in a preschool program that is based upon the belief that every child is a person of worth and is created in God's own image. Our preschool & church staff will work alongside you to assure that our preschool students are nurtured in an environment that will promote emotional, social, intellectual, spiritual, and physical development. We are and will be praying for you, your student, and your family throughout this school year. We are excited to join you on this journey!

Your New Haven United Methodist Church Family

Church Association

New Haven United Methodist Preschool is a ministry of New Haven United Methodist Church for the benefit of the children and families of the community. People of all religious beliefs are welcome.

Welcome to the Preschool

Welcome to New Haven United Methodist Preschool. Thank you for entrusting your precious child to us. We welcome all of our students and their families with enthusiasm and with great expectations for a fantastic year! We take our jobs very seriously and we are excited to partner with you in the loving and nurturing of your developing and growing child. Be assured that your child will be loved, respected, accepted, and valued. We will do our very best to help

your child grow and develop a love for school, an appreciation for others, and an awareness of God's unconditional love.

The purpose of New Haven United Methodist Preschool is to partner with the families of this community in order to provide a high-quality, Christian-based, early childhood program. We believe in the uniqueness and value of each child we serve. Our program is designed to promote each child's own individual social, emotional, physical, cognitive, and spiritual development. We are committed to providing your child with enjoyable activities that will involve all areas of development in order to encourage your child to gain the resources, attitudes, and values that contribute to desirable living.

We want to keep communication open between our staff and the parents. We hope that you will feel free to contact our school office or your child's teacher with any questions or concerns you may have during the year. Parent involvement is encouraged and appreciated. The preschool staff is here to serve your child. We want to make each day at school a happy and valuable experience.

New Haven United Methodist Preschool is registered with the State of Indiana, and as such, follows all rules and regulations mandated by the state.

Contact Information

New Haven United Methodist Preschool
630 Lincoln Highway East
New Haven, IN 46774

Email: preschool@newhavenumc.com

Phone: 260.749.9565 ext. 3

Fax: 260.493.3064

Director: Mallory Marhenke

Hours of Operation

New Haven United Methodist Preschool is open Monday through Friday from 9:00 am – 5:00 pm with core academic hours from 9:00 am to 3:00 pm, offering half-day classes until noon as well as full-day classes until 3:00 pm. We also offer After School Care until 5:00 pm for current preschool families. The preschool operates September through May for a total of 37 weeks; 34 instructional weeks.

Eligibility

New Haven United Methodist Preschool follows the State of Indiana public school entrance cut-off date of August 1st for class eligibility. The director makes the final decision if there are any possible exceptions.

Programs

- Infants – 6 weeks – 1 year-ish
- Toddlers – 1 year-ish – 2 years old before August 1st
- Pre-k Prep – must be 2 years old by August 1st
- Beginner Class – must be 3 years old by August 1st
- Pre-K 1 Class – must be 4 years old by August 1st
- Pre-K 2 Class – must be 4 years old by August 1st
- Pre-K Plus Class – must be 4 years old by August 1st

Philosophies

- We believe that each child is a valuable and unique individual.
- We believe that children develop knowledge of their world through active interactions with teachers, peers, materials, and events.
- We believe that learning is sequential, building on prior knowledge and experiences.

- We believe that learning proceeds at different rates in each area and in each child.
- We believe that learning in each area is interconnected; therefore, young children learn best through experiences that incorporate several areas of development.
- We believe that learning begins with the family and continues in early education settings.

Preschool Staff

Jenni Bright.....General Assistant and Before & After School Care Teacher
 Kelly Ealey.....Pre-K 1 & 2 Teacher
 Rose Ehinger.....Pre-K 1 Teacher
 Mallory Marhenke.....Director
 Brenda Helmkamp.....Pre-K+ Teacher
 Kristen Miller.....Pre-K Prep Teacher
 Michelle Searcy.....Nutritionist and General Preschool Aide
 Marcia Ruetz.....Infant Teacher
 Cathy Stockman.....Beginner Teacher
 Deb Thompson.....Infant Teacher
 Laura Rosswurm.....Infant Teacher
 Gina Atkison.....Childcare Assistant
 Heather Sprunger.....Toddler Teacher
 Josie Brunton.....Toddler Teacher
 Marissa Fitzgerald.....Toddler Teacher
 Kaityln Bestul.....Pre-K plus teacher and aftercare Teacher

Program Overview

At New Haven United Methodist Preschool, we believe that each child is a unique and special creation who will progress at his/her own rate. We follow a curriculum that is developmentally appropriate with primarily hands-on activities. Children will be learning in some way with everything they do, including structured play. Based on the child's developmental needs, our program will provide positive attitudes toward routine discipline, will advance social and emotional adjustment, will provide many varied opportunities for readiness activities, and will give your child a good foundation on which to build future learning. You can expect your child to develop in each of the following areas:

SOCIALLY

- Develop skills for interacting appropriately with children and adults
- Learn how to respect and care for others
- Learn about accepting and respecting authority
- Be tolerant and appreciative of differences
- Develop a desire to be helpful

INTELLECTUALLY

- Increase listening and speaking skills
- Gain understanding of the world around them
- Increase ability to listen and follow directions
- Develop a love for learning
- Gain a broad foundation of early literacy and math skills

EMOTIONALLY

- Develop a healthy self-image and feel good about who God made them to be
- Learn appropriate ways to express emotions
- Learn to control behavior in a positive way
- Accept change gracefully
- Become more independent

SPIRITUALLY

- Gain awareness of God and His love for us and express that love to others
- Learn that prayer is talking and listening to God
- Experience wonder and appreciation of God's creations
- Discover the Bible as God's Word to us
- Develop a sense of right and wrong

PHYSICALLY

- Develop large and small muscle coordination
- Make positive choices for one's health
- Experience a variety of arts and activities
- Participate in and enjoy physical activity

Curriculum

At New Haven United Methodist Preschool, our developmentally appropriate programs offer your child plenty of social and academic interactions to create a solid educational foundation and a love for learning. Our students engage in hands-on learning of literacy and math skills, social skills, routines, self-help skills, mental and physical coordination, and spiritual development. We encourage independence, cooperation, and communication. Our curriculum is enriched with in-house presentations, as well as community field trips.

We follow the Indiana Department of Education's Early Learning Foundations. This framework provides core foundations and skills that children are to achieve at various ages.

Tuition Policies

Non-refundable **registration fee** of \$50.00 and **materials fee** of \$50.00 is due at initial enrollment each school year.

Tuition for each level is as follows:

Infants and Toddlers - \$165.00 per week

Toddlers/Pre-k Prep- \$150.00 per week

Beginner 1 - \$120.00 monthly

Beginner 2 - \$135.00 monthly

Pre-K 1 - \$180.00 monthly

Pre-K 2 - \$250.00 monthly

Pre-K Plus - \$350.00 monthly

Payments can be made online by clicking the preschool tab at www.newhavenumc.com and scrolling down to "Pay Online". Payments can also be made by cash, credit card, check or money order, payable to New Haven United Methodist Preschool.

If you have more than one child attending, the **sibling discount** is 10% off the second tuition.

There will be no refund if the child is **absent** or if classes are canceled due to inclement weather; however, we do make-up school days if there are more than the allowable number of cancellations.

All monthly payments are **due on the 15th**, beginning in September and ending in May.

If payment is not received by the 15th, you will be assessed a **late fee** of \$10.00. If payment is still not made by the first of the following month, your child's enrollment may be jeopardized.

If a check is returned for **insufficient funds**, a fee of \$25 will be assessed as well as any additional bank charges. If TWO checks are returned for insufficient funds, future payments must be made in cash only.

Before and After School Fees for each level are as follows:

Age :
\$5.75 hourly
\$18.00 daily
\$60.00 weekly

Full Time Fees, covering 7:30 am – 530 pm, Monday through Friday, including preschool class and before and after school care are as follows:

Foundations: \$125.00 per week
Beginners and Pre-K: \$100.00 per week

Withdrawal Policy

Withdrawal of a student at New Haven United Methodist Preschool must be put in writing, and a two-week notice will be required. Forms are available from the preschool office. Tuition will be expected until two weeks after the written withdrawal is received by the Preschool office. Tuition and activity fee refunds are prorated.

Authorized Pick-Up Policy

During the enrollment process, you will be given an Authorized Dismissal Form to list the names of those individuals that **ARE** allowed to pick up your child from our facility and those who **ARE NOT** allowed to pick up your child. Please be specific so that we can keep your child as safe as possible.

Your child will not be released to anyone that is not listed on your child's Authorized Dismissal Form. If someone other than those on the Authorized Dismissal Form will need to pick up the child, A WRITTEN NOTE OR A PHONE CALL FROM THE PARENT IS REQUIRED, and that person will need to provide a photo ID upon pickup.

Late Pick-Up Policy

For parents or drivers who are five minutes late, there is no late fee. Anything over 5 minutes, the following schedule will apply:

5 – 15 minutes late.....	\$10.00
15 – 30 minutes late.....	\$20.00
30 – 45 minutes late.....	\$30.00
45 – 60 minutes late.....	\$40.00

And so on, there is no maximum. You will be required to sign your child out, and the charges will be added to the next month's invoice.

Drop-Off Procedure for Preschool and Before School Care

All Drivers are to park in the parking lot and walk with children to the classroom. Please do not allow your children to run ahead of you, and do not park along the curb or drop children off there! If you need assistance getting your child into school, please contact the Director to work out an appropriately safe alternative.

Preschool: Door #5 will open 10 minutes prior to the start of class time.

Before School Care: Ring doorbell at Door #5 for entry.

Pick-Up Procedure for Preschool and After School Care

Please line up along the wall by your child's classroom. Children will only be released to those you have given written permission to do so on the Authorized Dismissal Form.

If you need your child to be walked out to the car for any reason, please send a note to the Director so that details can be arranged.

Preschool: Door #5 will open 5 minutes prior to dismissal time.

After School Care: Ring doorbell at Door #5 for entry.

Delays & Closings for Preschool and Before and After School Care

If EAST ALLEN COUNTY SCHOOLS **close** due to inclement weather, then **the preschool will be closed as well**. The Before and After School Care program will remain open for regular full time attenders only.

If a level 2 snow emergency is declared, the Before and After School Care will close.

WE DO NOT DELAY! If EACS delays due to inclement weather, we start school at our regular 9:00 am time.

Make-Up Days

Each class is allowed the following number of cancellation days:

- Beginner 2 Classes = 2 days
- Beginner 3 Classes = 3 days
- Pre-K Classes = 5 days

Make-up days will be arranged for any days exceeding this amount. Some may be worked into the school year as possible; others may be added to the end of the school year.

School Holidays

Major vacations coincide with East Allen County Schools.

Class Calendars and Newsletters

Calendars will go home each month and will be an “at a glance” reminder of what is happening in your child’s classroom.

Newsletters will go home at least once a month and will communicate in more detail curriculum, activities, reminders, etc.

Please be sure to read all communications that you receive from school so that you do not miss anything. It is hard for little ones to be unprepared or to be the only one without something.

Field Trips

Field trips enhance learning in all curricular areas; therefore, we plan a variety of field trips for our students. You will be notified of each trip’s details as it arises and you are required to sign your consent for each field trip we take.

Transportation Policy

We do not provide transportation for our students to and from school. However, we do provide transportation for field trips. Some of our field trips will be within walking distance and each class will be escorted with adequate supervision. Some field trips will require motorized transportation, in which case, a transportation company will be hired and children will be restrained in a five-point harness belt.

Supervision Policy

Children in the care of New Haven United Methodist Preschool shall be within sight or sound of a staff member at all times.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held twice a year, in November and March. This is a very important time to learn about your child's growth and development.

Supplies

Periodically, we may send notes home asking for various supplies such as paper towels, snack items, etc. With each of you helping in this way, we can keep our tuition costs as low as possible. Thank you!

Snacks

We provide daily snack time during the morning and afternoon. Snacks will consist of two different food groups and menus will be posted near your child's classroom.

Some teachers choose to send home a snack bag with a different student each week. This is an opportunity to send in fresh snacks, such as fruit, veggies, cheese, yogurt, etc. for the entire class. However, **SNACKS MUST BE STORE BOUGHT, IN ORIGINAL PACKAGING, AND UNOPENED**. Healthy snacks that are LOW in sugar are REQUIRED. **No gummy-type fruit snacks, Jell-O, juice drink or other items that are high in sugar and low in nutritional value.**

Allergies will be listed on the snack bag. Please note this carefully as we do have children with SEVERE allergies.

Birthday Treats

If you wish, your child may treat the children in their class on their birthday (or half-birthday if their birthday falls in the summertime). Please check with the child's teacher about allergies, and to schedule an appropriate date.

Birthday treats will be sent home with classmates at the end of day and must be some type of treat bag that can travel well in book bags. Again, All food coming to preschool must be **store bought, in the original packaging, and unopened.**

Proper Dress

Children are encouraged to be actively involved in all aspects of their day. Please dress them in comfortable, washable play clothes and shoes that will allow them the freedom to enjoy their day and not worry about ruining their clothes. Art smocks will be provided during art activities, but this does not guarantee that all stains can be avoided.

Also, please dress your child in clothes that are easy for him/her to manage independently during restroom breaks.

Accidents happen, so please keep an extra set of clothing, including socks and undergarments, in his/her bookbag at all times. If soiled clothes are sent home, please return a clean set of clothes to their book bag by the next school day.

Outdoor Play

State Law mandates that the children go outside every day as long as the temperature is between 20 – 90 degrees including wind chill and heat index. Please be sure to send your child with the appropriate outerwear, especially as the temps begin to decline.

Playground safety rules state that “children must wear shoes that buckle, tie, or Velcro the shoe firmly to the foot.” Slip-ons, flip-flops, and crocs are not suitable because they become a safety issue as the children run and climb.

Personal Belongings

We provide a wide range of activities each day; therefore, please do not allow your child to bring personal items from home unless specifically requested by his/her teacher. The school will not assume responsibility for lost or broken items brought from home. TOY GUNS AND KNIVES ARE NOT PERMITTED AT ANY TIME.

Classroom Observations

The door is always open and parents are welcome at all times to visit your child's classroom. However, during the month of September, you are asked to please observe from outside the classroom as adjustments from home to school are being made. We prefer no more than two visitors at a time, and no siblings. Please check with the teacher to confirm that your visit is coming at a good time for the class.

Changes

Changes in your household affect your child here at school, so please inform us of any changes, such as the loss of a pet, a new baby, sickness in the family, death of a family member, job change, separation of mom and dad, divorce, new babysitter, etc. This is very helpful to the teacher when working with your child. It is also the responsibility of the parent to let the school know of any changes in emergency contacts, cell phone numbers or work numbers. It is hard for a sick child to wait while we try to track down new phone numbers for you.

Immunization Documentation

The Indiana Family and Social Services Administration Division of Family and Children require all children to be up to date on immunizations. You are

required to provide documentation of immunizations given for your child's preschool file. Children may not begin attending until this information is received.

Attendance

Regular attendance is expected unless your child is ill. Please notify the preschool office if your child must be absent for any reason.

Illness Policy

One of the most confusing issues for child care providers and parents is determining when a child too sick to be in child care. Not all illnesses require exclusion, but many do in order to prevent the spread of disease and to allow for the rest, recovery and treatment of children and staff.

Conditions that require exclusion:

- The child does not feel well enough to participate comfortably
- Staff cannot care for the sick child without interfering with the health or care of others
- The child has a confirmed communicable disease
- The child is experiencing fever and behavior changes
- The child has a rash accompanied by fever or behavior changes
- The child has diarrhea (not contained in diaper) at more than one changing
- The child is vomiting (twice or more in 24 hours)
- The child is experiencing uncontrolled coughing
- The child has difficulty swallowing due to throat pain.

Conditions that do not require exclusion:

- Common Colds, runny noses (regardless of color or amount of discharge), and coughs
- Fever without any other symptoms or behavior change. Fever is an indication of the body's response to something; it is neither a disease

nor a serious problem by itself. If a child is behaving normally but has a fever, the cause of the fever should be sought but the child does not require exclusion for fever alone.

- Eye drainage without fever or behavior changes

These guidelines are supported by the American Academy of Pediatrics

Contagion

Please notify the school immediately if your child is exposed to, or contracts, any communicable disease or a skin condition such as **pink eye, chicken pox, measles, impetigo, ringworm, or head lice**, so that other parents can be informed.

In the case of **chicken pox**, a child should not return to school until all lesions have completely dried (usually 7-10 days).

In the case of **head lice**, the child will be rechecked upon returning to school to be sure that all nits and dead shells are gone.

Pink eye is one area that seems to have the most misunderstandings. Please have a doctor check your child's eyes if they seem red, crusty, oozy, watery, and/or itchy. Don't assume that it is just a cold settling in their eyes. Most doctors feel that a student can return to school after taking the prescribed drops for 24 hours.

If we feel that your child may have been exposed to a contagious illness, we will notify you in writing.

Administration of Medication

An "Administration of Medication" form must be filled out by the parent/guardian. All prescription medications must be in the original prescription bottle with a current pharmacy label containing the following information:

1. Name of Child
2. Name of medication
3. Dosage to be administered
4. Frequency/interval to be given
5. Physician's Name
6. Date prescription was filled

All non-prescription medications to be administered to children under our care **MUST** have a physician's written order. The written order must show the following:

1. Name of the child
2. Name of the medication
3. Dosage to be administered
4. Frequency/interval to be given
5. Physician's name
6. Date the order was written

All medications will be recorded immediately after being administered to children.

All medications will be stored in a locked cabinet outside of the kitchen or bathroom.

Illness at School

If a child becomes ill at school, he/she will be isolated from the other children, receive the necessary care, and the parents will be contacted to pick up the child as soon as possible. Sick children want care from their parents in the comfort of their own home.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at New Haven United Methodist Preschool.

Students will be actively supervised with the required number of qualified caregivers who meet the following criteria:

- At least 18 years of age
- Pass a national criminal history check
- Pass a 5-panel drug test that documents the individual is free of the presence of illegal controlled substances
- Negative results of an intradermal tuberculosis test
- Annual certification in First Aid, Universal Precautions, and CPR
- Trained in Child Abuse Prevention and Detection
- Completes ongoing training in Early Childhood Development

The following precautions will be taken to ensure your child's safety while at our facility:

- All exterior doors will remain locked while preschool/child care is in session
- Facility will be kept clean at all times
- Emergency exits will be marked
- Will participate in monthly evacuation drills
- Will maintain current inspections on smoke detectors and fire extinguishers
- Will maintain hot and cold running water and a working telephone
- Poisons, chemicals, and medications will be inaccessible to children at all times
- All items marked "keep out of reach of children" will be inaccessible to all children
- Toys and furnishings will be kept in a safe condition
- Ill children will be kept away from other children until picked up by an adult
- Children will only be dismissed to persons on the approved person pick-up list

- Staff in infant and toddler rooms will adhere to Safe Sleep Practices at all times
- Toys and equipment used by children will be sanitized weekly or when they become soiled or contaminated
- Outdoor play areas will be kept free from hazards and in good repair
- Outdoor play areas will be fenced and staff will be positioned for best view of entire playground
- Outdoor play areas, as well as indoor climbing equipment, will have impact absorbing surface installed below play equipment according to the Consumer Product Safety Commission guidelines
- First aid kits will be available in all classrooms, outdoor play areas, and indoor play areas
- Staff and students will follow restroom and hand washing protocol

Emergency Policies

Injury Policy

In the event of a serious injury occurring at school, the following steps may be taken to obtain emergency medical care for your child. Any expense incurred, will be borne by the child's family. These steps may include, but are not limited to the following:

1. Administer the proper first aid
2. Attempt to contact a parent or guardian
3. Attempt to contact an alternate person listed on the emergency information
4. Attempt to contact the child's physician
5. Take the child to a hospital emergency room in the company of a staff member
6. Call 911

Evacuation Policy

In the event of an emergency that requires us to evacuate the building such as fire, damage to the building from a severe storm (e.g. tornado), chemical spill, power outage, sewer backup, intruder, accident, or illness the following procedure will take place:

- Our designated meeting area is New Haven United Methodist Church's parsonage located across the parking lot at 605 Elm Street, New Haven, Indiana.
- Once we arrive at the parsonage, teachers will make sure all children are accounted for.
- All parents will then be contacted for immediate pickup arrangements.

Please note: This procedure will only take place if our building would become unsafe and uninhabitable.

Evacuation Drill Policy

New Haven United Methodist Preschool participates in monthly evacuation drills.

Absent Employee Policy

In the event of a teacher's illness, serious injury, or death, New Haven United Methodist Preschool will notify the affected students' parents in writing and provide a substitute teacher in that classroom until another qualified teacher can be hired.

Contagion Policy

If we feel that a child has been exposed to a contagious illness, the parents will be notified in writing.

Back-Up child Care Plan

It is imperative for parents to have a backup plan for child care in place, in the event of their child's illness or the facility's inability to care for children.

If the need for emergency care arises, you may call the childcare resource and referral agency at 1.800.299.1627 for assistance.

Discipline Policy

Discipline means learning. It does not mean physical punishment, ridicule, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do **TO** children; it is something adults do **WITH** children.

The goals of discipline are self-control and responsibility. Adults are most likely to achieve these goals when they respond to the causes of behaviors as well as the behaviors themselves.

Our Discipline Policy is adopted from the Code of Ethical Conduct as set forth by The National Association for the Education of Young Children and must be followed by all persons on our facility premises. It is as follows:

We shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitive, or intimidating to children.

In response to undesirable behavior, we **WILL NOT** use humiliation, physical punishment, threats or bribes, or deprivation of basic needs, even if requested by the parent.

In response to undesirable behavior, we **WILL** respect your child, establish clear guidelines, be consistent in enforcing guidelines, use positive language, speak calmly and at your child's eye level, give clear choices, redirect your child, and/or move your child to a timeout for the purpose of regaining control.

Without parental cooperation, there is very little we can do to help the child reach his/her full potential. Failure by a parent/guardian to be involved in interventions as requested, or repeated violations on the part of the student, or behavior that endangers themselves or others, can result in a child's exclusion from the program. If your child's behavior is

very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

Child Abuse and Neglect

We are mandated by law to report any suspicion of child abuse or neglect. Indiana State law requires that anyone working in a child care or youth serving program inform the state if they have “reason to believe a child is a victim of child abuse or neglect.” A person who knowingly fails to report suspected child abuse or neglect commits a Class B misdemeanor which is punishable by up to \$1,000.00 fine and up to 180 days in jail.

Controlled Substance/Tobacco Policy

New Haven United Methodist Preschool forbids the use of tobacco, unintended use of toxic substances, use or possession of alcohol, and the use or possession of illegal substances on our property, including parking lots and outdoor play areas.

Infant Policies

Breast Milk Procedure

Breast milk is a very special product and will provide a safe and excellent source of nutrition to our breast fed infants by following the procedures below:

- The mother must supply sterilized bottles or disposable nurser bags
- The mother will store her milk in a bottle or bag and refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the child would drink at one feeding. **The milk must be labeled with the child’s name and the date and time collected.**

- The bottles or disposable bags must be brought to the center in a clean, insulated container which keeps the milk at 41° Fahrenheit or below.
- Fresh, refrigerated breast milk must be used within forty-eight (48) hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for three (3) to six (6) months or stored in a deep freezer at -4° Fahrenheit for six (6) to twelve (12) months.
- Frozen breast milk may be thawed as follows:
 - a) Frozen breast milk may be thawed under warm water, gently swirled, used within one (1) hour or refrigerated immediately and used within twenty-four (24) hours. Label the bottle with the time and date thawed and method used for thawing ("warm water" or "heat thaw").
 - b) Frozen breast milk may be thawed in the refrigerator at 41° Fahrenheit or below. Label the bottle with the time and date moved to the refrigerator and "cold thaw" method and use within twenty-four (24) hours. With this method, **never warm** the breast milk until ready to feed the child.
 - c) Do not refreeze the breast milk once it has been thawed.
- **NEVER HEAT BREAST MILK IN A MICROWAVE!**
- Once a bottle is fed to infant, the remainder **must be discarded** and cannot be returned to the refrigerator.

Bottle Handling and Storage

- All prepared bottles of formula must be labeled with date, time prepared, amount, and child's name.
- Bottles must be covered and refrigerated at or below 41° Fahrenheit.
- Bottles with date/time past 24 hours must be discarded.
- Bottle must be discarded 1-hour after the initial feeding. No partially consumed bottles or sippy cups may be saved for future feedings.
- Breast milk must be handled according to the above Breast Milk Procedure.

Baby Food Handling and Storage

- Opened jars/containers of baby food must be labeled with date, time opened, and child's name.
- Opened baby food must be covered and refrigerated at or below 41° Fahrenheit.
- Feeding from a baby food jar is allowed for only one child. At no time may two children be fed from the same jar or from the same spoon or utensil.
- If food is served in a separate container, the remaining food may be stored and reused for up to 24 hours after opening as long as the jar is resealed, labeled, and refrigerated. Leftover food, remaining in the separate food serving container, must be discarded.

Infant Feeding Plan

Prior to admission, a feeding plan shall be established for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent.

Parent Handbook Acknowledgement Form

The New Haven United Methodist Preschool Parent Handbook describes important information about this preschool and has been prepared for your reference and understanding of this organization. Please read it carefully.

I understand that I should consult with the director of New Haven United Methodist Preschool regarding any questions not answered in this handbook.

By signing below, I acknowledge, understand, and agree to comply with the information contained in the New Haven United Methodist Preschool Parent Handbook. I understand that this handbook is not comprehensive across all areas but is intended to be a resource guide to the New Haven United Methodist Preschool Organization.

Parent Signature	Date
Printed Name	Relation to student

