

Student Last Name



St. Joseph Catholic School Pre3 / Pre4 Program Policies

1. I understand the toilet-trained policy and procedure. (Please see handbook)
2. I understand it is my responsibility to make my child's teacher aware of any changes with phone numbers, addresses, e-mail, allergies, and any other information pertaining to my child.
3. I understand the requirements for parents who provide transportation to and from a field trip and volunteering in the classroom. (Please see handbook)
4. I have been made aware of Licensing Notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans. These are available for review on site at the preschool. I understand that this notebook will be available for parents to review during regular School hours.
5. I will supply my child with the appropriate sunscreen.
6. My child may watch both PG and G movies.

Parent Signature

Date

Parent Notification of the Licensing Notebook Child Care Organizations Act, 1973 Public Act 116 Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans. The notebook will be available for review to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Hand Washing Procedures – The following procedures will be used for hand washing: Have a single service towel available; turn on water to comfortable temperature between 60 and 120 degrees; moisten hands with water and apply soap, rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds; rub areas between fingers, around nail beds, under fingernails, and jewelry, and back of hand; rinse hands under running water until free of soap and dirt; leave water running while drying hands; dry hands clean with disposable paper towel or single use cloth; turn off tap with disposable paper or single service towel. The following are no approved substitutes for soap and running water: Hand sanitizers; water basins; pre-moistened cleaning wipes.

Body Fluid Handling – The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include: staff will put on gloves; clean up bodily fluid(s); wash area with soap and water, rinse, and sanitize area; wash hands of child; take off gloves and wash hands.

Cleaning and Sanitizing –The following steps are to be followed for cleaning and sanitizing: wash area and surface with warm water and soap and sanitizing; rinse area and surface with clean water; submerge, wipe or spray the article or surface with a sanitizing solution; let area or surface air dry.

Sanitizing Solution – Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water; commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

Controlling infections – See universal precautions above; toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty; Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or daily if used by one child; children who have any type of communicable disease/ condition will be removed from care and may only to return to care with a doctor's note; Children who become ill will be moved away from the children until they are picked up.

Parent Signature

Date