

**Grand Rapids Christian Schools
Olivia Haverkamp Early Learning Center
(ELC)**

Family Handbook



Evergreen Campus

1630 Griggs St. SE
Grand Rapids, MI 49506
Phone: 616.574.5900
grcs.org/evergreen

"Be joyful always, pray continually, and give thanks..."
I Thessalonians 5:16-18a

Table of Contents

[Licensing Notebook](#)

[About Grand Rapids Christian Schools](#)

- Grand Rapids Christian Schools — Mission
- Grand Rapids Christian Schools — Core Values
- Grand Rapids Christian Schools — Portrait of a Graduate
- Grand Rapids Christian Schools — Statement of Faith

[Olivia Haverkamp Early Learning Center \(ELC\) Program Philosophy](#)

[Caregivers and Contacts](#)

[Child Care Program Offerings](#)

[Tuition](#)

[Drop-Off and Pick-Up Information](#)

[Criteria for Admission and Withdrawal](#)

- Admission
- Withdrawal

[Admission Paperwork](#)

[Waivers](#)

[Day-to-Day Details](#)

- Child Pick-up or Release
- Carpool
- Classroom Communication
- Curriculum
- Items from Home
- Clothing
- Diapering
- Outdoor Time
- Backpacks
- Family Participation

Birthdays

Food and Snacks

Contacting Caregivers

Daily Flow and Schedules

Bud Daily Schedule

Blossoms Daily Schedule

Discipline

Toilet Training

Removal from the Program

Policies Regarding Life-Threatening Allergies

Applies to All GRCS ELC Children and Families

Applies to All GRCS ELC Children and Families in classrooms with a peanut-allergic student

Applies to ELC Staff at GRCS

Grand Rapids Christian Schools Immunization Guidelines

Non-Medical Waivers

Medical Waivers

Child Healthcare Plan

Handwashing

Cleaning and Sanitizing of all equipment, toys, and other surfaces.

Childcare Health Policy

Medication Policy

Staff and Volunteer Illness Policy

Medical Emergency Procedure

Accident, Incident, Injury, Illness, Death, and Fire Reporting

Severe Weather and School Cancellations

Tornado Watch

Tornado Warning

Cancellations

Emergency Response Plan

Responses Include

Response Examples

[ELC Staff and Volunteers](#)

Licensing Notebook

The Grand Rapids Christian Schools Licensing Notebook is available in the school office. Licensing inspection and special investigation reports from at least the past three years are available on the child care licensing website at www.michigan.gov/michildcare.

About Grand Rapids Christian Schools

At Grand Rapids Christian Schools, we believe that both Christian perspective and academic excellence go hand in hand. Here, one doesn't exist without the other. And together, they help form and transform every student.

Grand Rapids Christian Schools — Mission

Preparing students to be effective servants of Christ in contemporary society.

Grand Rapids Christian Schools — Core Values

Rooted in Christ

Developing a strong knowledge of God, a love for His Word, and an understanding that all we do is for God's glory is fundamental to a Grand Rapids Christian Schools education.

—Deuteronomy 6:6-9

Educated for Life

Our passionate and dedicated teachers prepare students to enter today's world through effective and relevant methods that engage students and instill a love for learning that is life-long. Our goal is that all students will learn and grow to their full potential as they prepare to transition to be effective students of Christ in today's society.

—Deuteronomy 4:9

Connected Through Relationships

Developing a strong, personal relationship with Christ, as well as intentional, meaningful, and respectful relationships with their teachers, other students, their parents, and their church are essential building blocks in a student's education. It is through meaningful relationships, developed in a Christian context, that students mature in their faith and fulfill their God-given potential.

—Philippians 2:3-5

United with Home and Church

When churches, families, and schools work in partnership, they create a rich atmosphere for faith to grow.

—Ecclesiastes 4:12

Called to Serve

Excellence in God's eyes is doing one's best in Glory of Him. Service is an opportunity for Christ to be visibly revealed as the Lord of all things. Through service, we engage in worshiping God and extending the love of Christ in transformative ways.

—1 Peter 4:10

Grand Rapids Christian Schools — Portrait of a Graduate

By using their unique gifts to glorify God, pursue personal faith, and bring about shalom in the world, graduates of Grand Rapids Christian Schools will be...

CULTURALLY COMPETENT

Prepared to engage with a diverse range of people and ideologies.

COMMUNICATORS AND COLLABORATORS

Prepared to work in a team environment, articulate ideas, and consider multiple viewpoints.

THOUGHTFUL NEIGHBORS

Prepared to practice hospitality, compassion, service, and empathy for those around them.

JUSTICE SEEKERS

Prepared to actively pursue greater wholeness in the world by working for justice and practicing stewardship.

CREATIVE SOLUTION FINDERS

Prepared to identify issues, engage in critical thinking, and persistently work toward solutions.

LIFELONG EXPLORERS

Prepared to live a life of discovery and wonder in God's world.

DISCIPLES OF CHRIST

Prepared to follow Christ with faithfulness, resilience, and humility in a broken but hopeful world.

Grand Rapids Christian Schools — Statement of Faith

We believe in one God, the Father, Son, and Holy Spirit, who has revealed Himself in the Holy Bible. This God is present today and controls both humankind and history. We believe and confess that:

- God shows himself through all he has made - for God has made everything;
- God shows himself in justice and mercy over against the sin and evil which has invaded
- God's creation;
- God shows himself and the way of salvation in his Word the Holy Scriptures;
- God shows himself most fully in his Son Jesus Christ, who, by a miraculous birth, became a human being for our sake, suffered, died, and was raised to conquer the power of sin and the curse of death under which we all live.

Further, we believe and confess that:

- Jesus Christ is now the Lord of all things, both in the created world and in the Church - the fellowship of the redeemed;
- Jesus Christ is now gathering and preserving his Church so that her members may be his servants in this world; Jesus Christ shall return on the day of the Father's choosing to judge all humanity, the living and the dead.

This faith clearly has consequences for the church and the Christian home. It also has special consequences for those involved in Christian day schools, which exist in concert with the home and the church for the nurturing of Christian teaching and life. Because the Lord is Lord of all life, we profess and declare that:

- Our students will be presented with the basic message of Scripture and the redemption that has been given in Christ.
- Our students will be instructed in Scriptural principles that will guide them in mature living - in its spiritual, intellectual, and behavioral dimensions.
- Our students will be encouraged to recognize the greatness and the mercy of our Lord in every area of life.
- Our students will be guided into a true knowledge of God's world, of its history, and its culture.
- Our students will be enabled to assess the values of the age from the perspective of Christ's redemption and rule over all the world.

Because our Lord is Lord of all life we further profess and declare that:

- Obedience to God involves us in a thorough investigation of all reality, and that students and teachers alike should seek to integrate their personal faith with all areas of learning;
- Obedience to God involves us in an urgency to promote this Lordship of Christ within the communities of our schools and throughout the entire world through the agency of the schools as well as the church and family.

All this we profess and declare in the sure and certain hope that as we nurture our children in the knowledge and love of the Lord, God himself will guide, preserve and bless these efforts through the work of the Holy Spirit.

Olivia Haverkamp Early Learning Center (ELC) Program Philosophy

Our philosophy is centered around the GRCS "Three Cs:" Christ, Community and Commitment.

CHRIST - We are rooted in Christ.

- **Christ-centered** | Children are cared for in an environment where Christ is at the center of daily decisions and interactions. Children are prayed with and prayed for by staff who seek His wisdom, strength, patience, and understanding.
- **Safe and nurturing** | Jesus said, "Let the little children come to me". Children who are welcomed to the Olivia Haverkamp Early Learning Center experience an emotionally, mentally, physically, and spiritually safe space in which they thrive and grow.

COMMUNITY - We are better together.

- **Beautifully diverse** | Every child is beautifully and uniquely created in the image of God and we celebrate this by thanking God for our diversity and purposefully learning more about one another. Students and staff recognize the beauty of our different cultures and backgrounds.
- **Relationship-driven** | Students are drawn into relationships with fellow learners and staff members at the ELC. It is our hope, through these relationships, children's self-confidence, independence, and imagination will blossom.

COMMITMENT - We lead lives of purpose.

- **Play-based** | Children learn in an environment where they can explore, discover, learn, and grow through PLAY! Classrooms include rich and joyful learning experiences that encourage children to develop a sense of awe and wonder in the world God created. Our curriculum is inspired by the [Reggio Emilia](#) approach to learning.
- **Whole-child focus** | Students experience classrooms in which growth is encouraged in all areas of development. The ELC provides space for GRCS' youngest learners to bloom as they discover the skills that build emotional, physical, and spiritual well-being.

We believe:

- That the child is created in the image of God and in need of His grace.
- That parents, the child's family, and the community are essential elements in the child care setting.
- The environment is considered the third teacher and, as such, reflects God's creation, inspiring children to know God's world, learn from it, and care for it.
- The caregiver is central to the educational setting, modeling for the children a Christ-centered, joy-filled life.
- Teaching, learning, and subject matter content comprise the curriculum for young children as they seek to know God's world and become discerning stewards doing His will.

We commit to:

- Helping your child grow spiritually, emotionally, socially, intellectually, and physically.
- Providing a safe and secure home-like atmosphere where your child feels loved and nurtured.
- Offering a rich learning environment and exposing children to a wealth of different experiences.
- Instilling a life-long love and excitement for learning through inquiry and discovery.
- Nurturing your child's sense of wonder, appreciation, and excitement about God and His creation.

Caregivers and Contacts

STAFF MEMBER	ROLE	PHONE	EMAIL
Hannah Ruemmler	Lead Caregiver Bud room A	616-574-5963	hruemmler@grcs.org
Laura Vegter	Lead Caregiver Bud room B	616-574-5965	lvegter@grcs.org
Justice Crawford	Lead Caregiver	616-574-5967	jcrawford@grcs.org

	Blossom room A		
Amara Butler	Lead Caregiver Blossom room B	616-574-5969	abutler@grcs.org
Panecia Howard	Lead Caregiver Blossom room C	616-574-5971	phoward@grcs.org
Courtney Vander Lugt	ELC Assistant Director	616-574-5951	cvanderlugt@grcs.org
Tara Udeh	ELC Director	616-574-5952	tudeh@grcs.org
Main Office	Main Office	616-574-5950	grcs-elc@grcs.org

Child Care Program Offerings

At the ELC we offer child care for children 18 months to 3 years of age. Our center includes 5 classrooms:

- Our two “Bud” rooms are for children ranging from 18 - 30 months. The maximum number of children in each room is 8-11, with two to three caregivers. The staff to child ratio for this group is 1:4.
- Our three “Blossom” rooms are for children 30 months to 3 years. The maximum number of children in each room is 14-16, with two caregivers. The staff to child ratio for this group is 1:8.

Families have the option of selecting full or part time care:

Schedule	Time	Cost
Full-time (Monday through Friday)	7:00 am - 5:30 pm	\$1,230 per month
Part-time (Monday, Wednesday, Friday)	7:00 am - 5:30 pm	\$812.50 per month
Part-time (Tuesday, Thursday)	7:00 am - 5:30 pm	\$625 per month

Tuition

Payments are made through Blackbaud Tuition Management and are due monthly. Automatic monthly payments may be set up with the option to make manual weekly payments. Invoices are generated at the end of each month.

Monthly Tuition Rates

- Five days (Mon-Fri): \$ 1,230.00
- Three days (Mon/Wed/Fri): \$ 812.50
- Two days (Tues/Thurs): \$ 625.00

Additional Fees: A late fee of \$10 per day will be charged for late payments. A \$10 fee will be assessed for all returned checks or credit card payments. All children are to be picked up by 5:30pm. A late pick-up fee of \$5 per minute will be charged when your child is in care beyond 5:30pm. Tuition is due by the end of each month. If tuition becomes three months behind, a child may be dismissed from the program. At that point families will be subject to all expenses, fees, and costs associated with collection of the balance due, not limited to fees and costs for attorney, collection agency, court agency, court filing and service of process for the recovery of the amount due.

Drop-Off and Pick-Up Information

- **TIMES:** Children may be dropped off as early as 7:00 am and must be picked up no later than 5:30 pm.
 - Drop-off and pick-up times are flexible, but we ask as much as possible that you adhere to the following drop-off and pick-up windows:
 - 7:00 am - 9:00 am for drop-off
 - 3:00 pm - 5:30 pm for pick-up
- **SIGNING IN AND OUT:** Parents will walk their child(ren) to and from the classroom during our drop off and pick up windows. Parents sign their child in and out using the ipad in the office or in their child's classroom, using their 4 digit Procure code.
- **PARKING:** You may park in the parking spaces in front of the Olivia Haverkamp Early Learning Center and use our main entrance (door 4) for all drop-offs and pick-ups.
- **BUILDING ENTRANCES:** A staff member will be available to open the main ELC doors during the drop off and pick up windows. However, please be aware there may be periods during the day between 9:00am and 3:00pm in which parents will need to use the Evergreen entrance (door 1) to access the building.

Criteria for Admission and Withdrawal

Admission

The Olivia Haverkamp Early Learning Center (ELC) of Grand Rapids Christian Schools (GRCS) welcomes children from a diverse community. Our criteria for admission are as follows:

1. Parents/guardians complete a registration form and pay the non-refundable enrollment fee of \$100.00 (per child).
2. Upon confirmation of an available placement in the appropriate class, the family will be notified.
3. Parents/guardians must complete, sign, and submit a GRCS Olivia Haverkamp Early Learning Center Enrollment Agreement.
4. Parents/guardians must have all admissions paperwork (see list below) turned in by the first day of their child's care.

Admission Paperwork

In order for your child to attend our program, parents/guardians are required to complete before your first day of care:

1. Grand Rapids Christian Schools Olivia Haverkamp Early Learning Center Enrollment Agreement
2. Immunization Records/Health Authorization Form – **it is a State of Michigan requirement that we have these on file in the school office the first day your child attends care.**
3. Child Information Record Card — **it is a State of Michigan requirement that these are complete and handed in to the secretary or caregiver by the first day your child attends care.**
4. Procure account is set up for communication
5. Copy of child's birth certificate

Withdrawal

Parents/guardians who wish to withdraw their child(ren) from our ELC program must give a two-week written/email notice, and fill out an Enrollment Opt Out [form](#).

Waivers

Parents are asked to complete the following waiver forms annually:

- Sunscreen, bugspray, and diaper cream
- Walking field trip
- Handbook verification

Yearly Calendar

The ELC is closed for the following holidays:

- New Years Eve
- New Years Day
- Memorial Day
- 4th of July & one additional day (to be shared each year on the ELC calendar)
- One week for deep cleaning/PD in August (specific dates to be shared each year on the ELC calendar)
- Labor Day
- Thanksgiving Day & the following Friday
- One to two weeks at Christmas depending on where Christmas and New Years Day falls (specific dates to be shared each year on the ELC calendar)

Families are expected to pay their regular monthly rates over Federal holidays.

VACATION WEEK

Each family is given one “Vacation Week” equivalent to the number of days each week that their child is scheduled for care (2, 3, or 5 days). The “Vacation Week” may be used at the written request of the parents for one or more of the following: official snow days, a paid holiday on the yearly calendar, vacation days that the family wishes to take their child out of care for, etc.. Each family is allotted one “Vacation Week” per school year to use between August and July. Requests to use one or more days of the “vacation week” allotment must be put in writing no later than two weeks after the requested day.

Day-to-Day Details

Child Pick-up or Release

Safety for your child is our first priority. We are allowed to release your child only to those people whom you have listed on your emergency card. Please inform them that we will ask for I.D. if we do not know them; this policy is to ensure safety for all children.

Carpool

If your child is in a carpool, please give your child’s caregiver a written list of children and drivers. We will not release a child to someone else unless the office or caregiver receives a phone call or note.

Classroom Communication

Caregivers communicate important information via email or the Procure app. Child learning captured via photos, audio, video, and captions will be shared with families via the Procure app.

Curriculum

Our work in the ELC often derives from the children's interests and will vary in length. We respond to the children's ideas, and our work changes in keeping with those interests. Through using this emergent curriculum approach, we are able to capture your child's unique interests and talents and use them to reveal and explore the mysterious and wonderful creation we have been given.

Our Faith curriculum outlines the following seven themes over the course of the year:

God Made Me so I am Special, God Loves Me, Advent, God and Jesus are important, Easter, I Matter to God, I can show Love. Children are given the opportunity to interact with bible stories, songs & actions, rhymes, and activities focused on that theme.

We use play and hands-on experiences to make sense of God's world. There are many critical skills being developed throughout all that we do.

The assessment tool ages and stages (ASQ) is used to track your child's development and make informed decisions about how to best care for your child and set up the most appropriate and conducive learning environment.

Items from Home

Please leave toys at home. Your child may have an opportunity to share his or her favorite things during designated show and tell times. The ELC is not responsible for any lost, stolen, or damaged items.

We ask that you provide a blanket and small personal item (stuffy or pillow) for your child's nap time each day. All items should be labeled with your child's name. These items may be left at the center during the week but must be taken home to be washed on the last day of weekly attendance.

Pacifiers are allowed and will mostly be used during times when your child is feeling sad, hurt, or during naptime, as the parents and caregivers see fit.

Clothing

Please dress your child in comfortable and washable play clothes. We do a fair share of messy art projects, science experiments, cooking activities, and outdoor exploration. We will do our best to keep clothes clean, but make no guarantees about the state of your child's clothing at the end of the day! Closed-toed shoes are highly encouraged, primarily due to our goal of getting outside on a daily basis.

Please keep an extra pair of weather-appropriate clothing, including socks and underwear (if applicable), in your child's bag at all times. If your child comes home in their "replacement clothes," please wash them and send them back to school the next session.

Diapering

Parents will provide diapers, wipes, and diaper cream. Please make sure all are labeled with your child's first and last name. Parents will also provide an extra change of weather appropriate clothes.

The ELC does allow cloth diapers.

- A waterproof cover is required, and will be removed with each change.
- An airtight container will be provided by the parent for cloth diapers to be transported back and forth daily.
- The ELC is not allowed to rinse any contents out of the cloth diaper.

Diapers will be changed a minimum of every two hours unless necessary before that. After every diaper change the child's hands will be washed thoroughly.

Toilet Training

The ELC will work with parents when they are ready to introduce toilet training, while also following the licensing requirements according to LARA (Licensing and Regulatory Affairs). We ask that parents initiate the entire potty training process at home. In supporting your child's potty training journey, here's what you can expect. Our aim is to collaborate with you throughout this process, ensuring it unfolds as smoothly as possible for each child.

During the initial two weeks of potty training, we'll prompt them to use the potty every hour. Subsequently, for the following 2-4 weeks, we'll encourage potty breaks every two hours. By the end of four weeks, we anticipate your child will go as needed, with gentle reminders before outdoor activities and nap time.

Should your child experience two accidents while at school, we'll transition them into a pull-up. If accidents occur daily throughout the week, we'll discuss potential adjustments with you, prioritizing both health and hygiene. If it is not a positive experience, we will not push or demand for results, but try again at a later time. We ask families to provide extra diapers/pull ups, and clothes for these situations.

Outdoor Time

We do have outdoor time every day, except in extreme weather. Please dress your child accordingly. Warm mittens, coats, and hats should be labeled and brought in every day once cold weather begins. Snow pants and boots should also be sent in on days with snow or potential snow.

Backpacks

Please check your child's backpack daily for extra snacks, notes, and creations that come home. Take the time to talk about what your child is learning. Ask questions, make observations, and appreciate the work they have accomplished! It is important for your child to know that you are interested in their learning.

Family Participation

Families are an important part of our childcare program. A strong and successful program for children exists when there is close family-school interaction. It is important for your child to see families and the school working together. You are encouraged to bring your suggestions, questions, and concerns.

Birthdays

You may send a simple treat to celebrate your child's birthday. This can be a sweet rather than nutritious treat if you would like. If your child's birthday lands on a weekend or holiday, you may communicate with your child's lead caregiver about when you would like to celebrate. No candy, please.

In addition, please note that our campus is peanut-free. No food identified or labeled as containing peanuts is permitted. Please refer to our peanut-free policy for more information.

Food and Snacks

The children will be provided breakfast, lunch, and a snack every day in a family style eating setting. Children are encouraged to try each of the food items provided, but will not be pressured into eating something they don't want to eat. Monthly menus will be posted and provided for families.

Our food service provider follows all Child and Adult Care Food Program (CACFP) guidelines. Our campus is peanut-free. No food identified or labeled as containing peanuts will be served.

Contacting Caregivers

Caregivers are generally unable to answer the phone while interacting with your children. You are welcome to send emails or correspond via the Procure communication platform.

In the case of an emergency, or a message that needs to get to a caregiver right away, please call the Evergreen office: Allison Van Harn, 616.574.5900.

Daily Flow and Schedules



DAILY SCHEDULE

B U D S

7:00 - 8:00 am	Drop-off and Free Play
8:00 - 8:15 am	Diapering and Handwashing
8:15 - 9:00 am	Breakfast
9:00 - 9:45 am	Exploration / Activity Time / Free Play
9:45 - 10:00am	Diapering and Handwashing
10:00 - 11:00 am	Outdoor Gross Motor Time
11:00 - 11:30 am	Gathering Time Music and Movement, Bible, Story Time
11:30 am - 12:15 pm	Lunch
12:15 - 12:30 pm	Diapering and Handwashing
12:30 - 1:00 pm	Quiet Activities
1:00 - 3:00 pm	Nap Quiet Activities, Story Time
3:00 - 3:30 pm	Diapering and Handwashing
3:30 - 4:00 pm	Snack
4:00 - 6:00 pm	Exploration / Activity Time / Free Play
5:00 - 6:00 pm	Pick up


**OLIVIA HAVERKAMP
EARLY LEARNING CENTER**

DAILY SCHEDULE

B L O S S O M S

7:00 - 8:00 am	Drop-off and Free Play
8:00 - 8:15 am	Diapering and Handwashing
8:15 - 9:00 am	Breakfast
9:00 - 9:20am	Morning Gathering Morning Message, Music and Movement, Bible, Story Time
9:20 - 10:00am	Centers / Activities
10:00 - 10:30 am	Small Group Time
10:30 - 11:30 am	Outdoor Gross Motor Time
11:30 am - 12:30 pm	Lunch
12:30 - 2:00 pm	Rest Time
2:00 - 2:30 pm	Wake up / Quiet Free Play
2:30 - 3:00 pm	Snack
3:00 - 4:00 pm	Outdoor Gross Motor Time
4:00 - 5:00 pm	Centers / Free Play
5:00 - 6:00 pm	Pick up



OLIVIA HAVERKAMP
EARLY LEARNING CENTER

Discipline

We create and maintain positive, safe, and engaging learning environments. We establish clear and manageable expectations so children begin to share the responsibilities that come with creating and caring for a classroom environment. This shared responsibility fosters self-confidence and creates many learning experiences, allowing children to make choices and develop self-regulation skills. Providing choices gives children options and allows them to take ownership in their learning. The caregiver might say, “You may choose to use walking feet by yourself or I can walk with you to help keep your body safe.” The child receives clear guidelines for what is expected without self-regulation taken away.

Our team of caregivers will consistently and lovingly redirect as needed. For example, a child throws a toy car. The caregiver might respond with, “That toy is for rolling on the ground. Let’s find a soft ball for you to throw instead.”

As Christian childcare providers, these goals reflect our belief that all children are made in the image of God. Children are capable, inquisitive, unique beings. We promote environments that allow children to grow and thrive as responsible and eager learners who know they are deeply loved.

Supportive environments and positive relationships help children know what is expected of them by providing consistent and predictable routines, developmentally appropriate and engaging activities, and positive feedback about social skills and emotional competencies. Social-Emotional teaching strategies are designed to teach children to persist in difficult tasks, communicate their emotions effectively, control their anger, and solve social problems.

In the event a child demonstrates ongoing, persistent, challenging behavior or has difficulty meeting developmental milestones, a team consisting of the child’s parents, classroom teacher, and an administrator will meet to develop appropriate support and responses.

If a child’s needs can not be met in our program or if withdrawal from the ELC program is required, a family is welcome to re-enroll their child in kindergarten if it is determined that Inclusion Services and/or Educational Support Services are able to provide the necessary support.

Removal from the Program

Reasons for removal from the program include (but are not limited to):

- Failure to return the required enrollment and health forms
- Continued uncontrollable, destructive, violent and inappropriate behavior
- Failure to make tuition payments

Policies Regarding Life-Threatening Allergies

GRCS ELC relies heavily on parental cooperation to implement the following policy. PLEASE READ CAREFULLY.

Applies to All GRCS ELC Children & Families

1. No food clearly identifiable as or clearly labeled as containing peanuts is permitted.
2. Foods labeled as "processed with peanuts" or "processed in a facility that also processes peanuts" are permitted unless your child's classroom is specifically designated as a "Peanut-Free Zone."
3. To avoid accidental exposure to allergens through residual contact, all children will be expected to wash their hands before and after meals.
4. Any activities involving food in common areas must be allergen-free, and proper cleaning of tables and common areas must occur after any events in common areas.
5. Threats to students with life-threatening allergies will be considered bullying and will be addressed by GRCS's student discipline process.
6. Information about peanut allergies, how to read labels, peanut-free lunch alternatives, or birthday treat ideas will be available at the GRCS school office.

Applies to All GRCS ELC Children & Families in classrooms with a peanut-allergic student

1. Children in classrooms who bring peanut products in their lunch will have these products removed and will be provided with a reasonable alternative if available.
2. GRCS maintains the right to declare a classroom a "Peanut-Free Zone," depending on the age of the allergic child and the severity of the allergy.
3. If your child is in a "Peanut-Free Zone" classroom, you will be notified directly. (Peanut-Free Zone: Area where no products containing, processed with, or processed in a facility with peanuts is allowed due to risks of cross-contamination and accidental exposure.

Applies to ELC Staff at GRCS

1. The center (in partnership with parents, health officials, and other agencies) will participate in ongoing school community education programs.
2. The center will train staff on allergies, sources of allergens, avoidance techniques, identification of an allergic reaction in progress, and emergency response procedures.
3. Caregivers in classrooms where life-threatening allergies are present may confiscate food that poses a danger to another student and may provide a safe alternative if one is available.
4. Peanuts or peanut-contaminated materials will not be utilized in any teacher-initiated activities (i.e., art projects, baking projects, games, etc.)

Grand Rapids Christian Schools Immunization Guidelines

Children at Grand Rapids Christian Schools are required to have, at the time of initial entry into school and at the beginning of each school year thereafter while enrollment continues, adequate written evidence on file at their school that they have been immunized against illnesses as required by Michigan statutes and applicable regulations and guidelines. Adequate written evidence of required immunizations shall consist of (1) a signed physician's statement indicating that the student has received the required immunizations, including the immunizations received and the date of receipt; (2) a stamped immunization record from a public health department; or (3) an official immunization record from another school.

No child may remain in the center for more than fifteen (15) school days after initial admission unless (1) the child has received the required immunizations or the child is in the process of receiving the required immunizations, or (2) the child's parent has submitted adequate written evidence of the required immunizations as set forth in this policy. Children who do not comply with this policy may be excluded from school no later than the fifteenth day after their admission.

Any child who is excluded for failure to comply with this policy shall be readmitted upon submission to the school office of adequate written evidence of compliance.

Children may be exempted from required immunizations in a manner consistent with Michigan laws, regulations, and guidelines:

Non-Medical Waivers

Non-Medical Waivers (religious or philosophical other objections) must be obtained from a county health department. Parents/Guardians must follow the steps below when requesting a nonmedical waiver:

1. Contact the county health department for an appointment to speak with a health educator about immunizations.
2. If following the appointment, a nonmedical waiver is requested, a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form is provided.
3. An unaltered, fully completed, certified waiver form must be submitted to the school office.

Medical Waivers

1. Medical Waivers, signed by a physician on the State of Michigan Medical Contraindication Form indicating medical reasons for an immunization waiver, must be submitted and on file in the school office before a child may be enrolled.

Child Healthcare Plan

Handwashing

All staff and volunteers shall wash their hands at all of the following times:

- Prior to starting the workday at the center
- Prior to care of children
- Before preparing and serving food and feeding children
- Before giving medication
- After using the toilet or helping a child use the toilet
- After handling bodily fluids
- After handling garbage

Staff and volunteers shall ensure that children wash their hands at all of the following times:

- Before and after meals, snacks, or food preparation experiences
- After toileting
- When soiled

The hands of children and staff shall be thoroughly washed prior to handling food and before eating. *The following procedures are considered best practice for handwashing:*

- Have a clean paper towel available
- Turn on the water to a comfortable temperature (between 60-120 degrees Fahrenheit)
- Moisten hands with water and apply soap
- Rub hands together until a soapy lather appears and continues for at least 20 seconds
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands
- Rinse hands under running water until they are free of soap and dirt
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel
- Dispose of the paper towel in a lined trash container.*When soap and running water are not available, hand sanitizers and/or single-use wipes may be used as a temporary measure

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids:

- Latex gloves are available, and cleaning/sanitizing will be done.
- Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Cleaning and sanitizing of all equipment, toys, and other surfaces

The following steps are to be adhered to for cleaning and sanitizing:

- Wash the surface or item with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the item or surface air dry.

- Tabletops are cleaned after each use.
- Mats during rest time are cleaned after each use if they are shared. Rest time bedding used by an individual student should be cleaned weekly.
- Toys are sanitized daily.

Childcare Health Policy

Please keep your child home if she/he:

- has a fever (**your child must be fever free without the aid of fever-reducing medication for 24 hours before returning to school**)
- has a rash
- is coughing
- has red or watery eyes
- has puss around the eyes
- has diarrhea
- is vomiting (**your child must be vomit free for 24 hours before returning to school**)
- has yellow-green discharge coming from the nose or eyes

Call our office, email, or send a message via Procure if your child will be absent. Provide your child's name, the day they are absent, and any symptoms or diagnosis your child has if they are ill.

ELC Office: 616.574.5951 | 616.574.5952

If your child becomes ill while in our care or arrives at school with signs/symptoms of being ill, we will call you and ask that you pick your child up.

If your child has a contagious disease, you must let us know. In some instances, the Health Department requires notification to other classroom parents.

Medication Policy

If your child needs to be given any medication at school, a **Medication Permission and Distribution Form** needs to be filled out by the parent or guardian. Prescribed medication requires a note from your child's physician. The staff member administering the medication will fill in the form each time a medication is given.

Staff and Volunteer Illness Policy

If the center becomes aware that a staff member or volunteer has contracted a communicable disease the center will notify parents of the name and symptoms of the disease. Staff and volunteers will be excluded from the child care center until the disease is no longer communicable.

Medical Emergency Procedure

- Check the child for needed medical care.
- Call 911 if emergency medical care is needed.

- Notify the school administration and parents/guardians.
- Apply ice packs, bandages, or other treatments as needed.
- Supervising adult(s) complete the School Accident/Incident Report and contact parents/guardians.
- If a parent/guardian cannot be reached, and the student needs medical attention, the staff will contact the next person on the emergency card.
- Minor cuts, abrasions, bumps, or bruises will be cleaned and treated with ice &/or bandages as needed.
- Parents/guardians (or other emergency contacts) may be called or otherwise informed of the incident and will be asked to sign an incident report.

Accident, Incident, Injury, Illness, Death, and Fire Reporting

The center shall make a verbal report to the Department of Licensing and Regulatory Affairs within 24 hours of the occurrence of any of the following:

- A child lost or left unsupervised
- An incident involving an allegation of inappropriate contact
- The death of a child in care
- A fire on the premises that requires the use of fire suppression equipment or results in loss of life or property
- The center is evaluated for any reason.

The center shall make a verbal report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while a child was in care. The center will submit a written report to the department each time and will keep a copy of the report on file at the center.

Severe Weather and School Cancellations

When severe weather is in effect, the following emergency procedures will take effect:

Tornado Watch

- Children will remain at school during a tornado watch
- The staff will take every precaution for safety
- Dismissal will be at regular times, although parents may check-in at the school office and pick up their child if they desire

Tornado Warning

- All children and staff will remain in the building, taking shelter in designated areas
- Children will not be available for pick-up until the “all-clear” is issued
- Please refrain from calling the school office during an emergency to keep communication lines open for authorities
- **Fire and tornado drills are a necessary part of our classroom instruction*

Cancellations

- GRCS determines when our campuses are closed due to weather. The Early Learning Center may or may not follow the closure of the rest of the district.
- Announcements will mention “Early Learning Center,” “Grand Rapids Christian Schools,” “Grand Rapids Christian Elementary School,” or Rockford Christian School,” and will be posted on WOODTV8 and WZZM13.
- School closing announcements can also be found online at www.grcs.org.

Emergency Response Plan

Grand Rapids Christian Schools has a planned response to the threat of dangerous weather, fire in the building, a dangerous situation brought on by the actions of a person, or a dangerous situation resulting from a natural disaster. There are four levels of response to dangerous situations in and outside of the building. Emergency procedures are posted in each room. The school administration has the final authority in deciding the level of response appropriate for the situation.

Responses Include:

- A tornado (dangerous weather) procedure
- A fire procedure
- A code red lock-down
- A code yellow shelter in place
- Natural or other man-made disasters
- **Evergreen Campus Evacuation:** Walk to Plymouth Heights Reformed Church (1800 Plymouth Ave. SE Grand Rapids, Mi 49506)
- All responses are reviewed by each staff member.

Response Examples:

- Intruder in the building – code red lock-down
- A dangerous person in the area around the school – code yellow lock-down
- Power outage in the building – shelter in place
- Gas leak in the building – evacuation to an alternative site

***Note:** In the event of a serious accident on campus, appropriate health care providers will be immediately notified. Parents will then be notified. Staff will provide first aid treatment. If safe, the injured person will be treated in the school sick room. In the event of an evacuation or emergency response parents will be notified through a text message and email.

ELC Staff and Volunteers

All ELC staff have received:

1. Staff Orientation
 2. Fingerprint Clearance & Criminal Background Check
 3. Training in Crisis Management, plus debrief after every drill
- The State Licensing Notebook is available in the school office, and parents may access it upon request (Handbook R400.8110.4).
 - ELC staff and volunteers will provide evidence of being free from communicable tuberculosis. Documentation will be kept on file in the school office.