

2022-2023 HANDBOOK

69 E. Main Street

Newark, DE 19711

(302)368-1754

syerkes@newark-umc.org

www.newarkmethodistpreschool.com

PROGRAM PURPOSE AND GOALS

The Newark Methodist Preschool is an outreach of the Newark Methodist Church. Our school provides a developmentally appropriate learning environment for 2, 3, 4, and 5-year olds. The following are just a few of the preschool's most important goals:

- To provide a warm, accepting, and positive school atmosphere.
- To help children recognize their own special characteristics and abilities; self-esteem, self-control, and independence are encouraged in every aspect of our program.
- To help each child handle and verbalize emotions in appropriate ways while respecting the child's right to feel anger, impatience, sadness, etc...
- To share with children the wonder and beauty of the world in which we live.
- Share with children the wonder and beauty of God's world we live in.
- To offer a wide variety of activities and hands-on experiences.

NONDISCRIMINATORY POLICY

The Newark Methodist Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Newark Methodist Preschool does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

PRESCHOOL STAFF

PRESCHOOL OFFICE Room 110 368-1754

Director Stephanie Yerkes syerkes@newark-umc.org

Assistant Jill Hall jhall@newark-umc.org

ROOM 106

2's Stephanie Yerkes

Mandy Manzella

Tricia Shaw

ROOM 215

3-DAY 3's Mary Marzulli

Kerry Hogan

ROOM 211

5-day PreK Suzy Phillips

Suzy Moyer

ROOM 12

3-day PreK Mandy Manzella

Maureen Anderson

ROOM 217

3-day/2day 3's Diane Bohrer

Allie Suminski

ROOM 216

Before Care & Lunch Bunch

NMP CALENDAR FOR 2022-2023

Our ORIENTATION SCHEDULE is as follows:

CLASSROOM ORIENTATION:

September 6-9

FIRST DAY OF SCHOOL:

September 12-16

SCHOOL WILL BE CLOSED ON THE FOLLOWING DATES:

October 14	PROFESSIONAL DEVELOPMENT
November 11	VETERANS DAY
November 23-25	THANKSGIVING BREAK
December 22-December 31	CHRISTMAS BREAK
January 16	MARTIN LUTHER KING HOLIDAY
February 17 and 20	PRESIDENTS' DAY WEEKEND
March 10	PROFESSIONAL DEVELOPMENT
April 6-14	SPRING BREAK

SPECIAL DATES FOR 2021 AND 2022:

October 27-31	HALLOWEEN CELEBRATIONS
October 29	HALLOWEEN TRUNK OR TREAT
November 1-2	SCHOOL PICTURES
December 19-21	CHRISTMAS CELEBRATIONS
February 13-14	VALENTINE'S CELEBRATIONS
February TBD	PREK CONFERENCES
February TBD	3'S CONFERENCES
March TBD	2's CONFERENCES
May 1-5	TEACHER APPRECIATION
May 24-25	END OF YEAR CELEBRATIONS
May 25	LAST DAY OF SCHOOL

Safety Protocols

Newark Methodist Preschool has implemented the following guidelines for the start of the 2022-2023 school year. These guidelines may change and be revised as additional information becomes available.:

In accordance with the Office of Child Care Licensing and the NMP Board of Directors, Newark Methodist Preschool has implemented the following guidelines for the start of the 2022-2023 school year. These guidelines may change and be revised at any time the discretion of the Board of Directors.

- **Screening-** All staff and students will be required to answer screening questions daily upon arrival. Anyone who has COVID-19 symptoms including a temperature of 100.4 or higher will not be permitted to enter the building. Health observations will take place throughout the day by staff. If any symptoms appear during the day, the student will be separated from the rest of the class. Parents will be contacted, and the child must be picked up within 30 minutes of being notified.
- **Ventilation-** Every classroom is equipped with an Austin Air Healthmate HEPA Air Purifier. This purifier contains 4-stage filtration power and true medical-grade HEPA that removes 99.97% of particles larger than 0.3 microns and 95.0% of particles larger than 0.1 micron.
- **Handwashing-** Proper handwashing will be taught and modeled to all students using CDC recommended hand washing procedures throughout the day. Hand sanitizer containing at least 60% alcohol will be used when we do not have access to soap and water. Sanitizer will only be administered by staff and will be kept out of reach of all students.
- **Masking-** Our school will follow Office of Child Care Licensing guidance for masking guidelines. Currently masks for all ages are recommended, but not required.
- **Vaccination-** Staff at NMP are vaccinated. We strongly encourage all members of our community to get a COVID-19 vaccine. The CDC has now recommended for everyone ages 6 months and older to be vaccinated.
- **Cleaning-** High-touch surfaces will be cleaned throughout the day and at the end of the day using soap and water and disinfecting cleaning solutions. Any toys/objects placed in a student's mouth will be removed for cleaning immediately.
- **Visitors at Preschool-** We are happy to welcome families into the building! Parents and family members will escort their children to and from their classroom during arrival/dismissal.
- **COVID-19 Testing-** It is highly recommended that students and staff complete weekly COVID-19 testing. We hope to collaborate with the state for weekly onsite testing again this school year. More information to come.

If your child is exhibiting symptoms of COVID-19 or has been in close contact with a confirmed case, please contact the preschool office or your child's teacher as soon as possible.

- **Administrative staff will contact the Division of Public Health upon learning of confirmed illness to discuss next steps and cleaning guidance specific to our school.**
- **NMP will follow DPH protocol regarding COVID-19 closures and quarantines.**
- **REFUNDS AND/OR DISCOUNTS ON TUITION ASSOCIATED WITH AN UNPLANNED HEALTH QUARANTINE/CLOSURE WILL NOT BE ISSUED.**

GENERAL PRESCHOOL POLICIES

CHILDREN'S ARRIVAL:

To fully benefit from the preschool program, it is important to arrive on time; many children experience difficulty joining in if they arrive after the class has begun its activities. They also often miss important information that is provided at the beginning of the day.

For your child's safety, all students must be brought to the door by an adult. Upon arrival, you will be prompted to check your child in using the Brightwheel App and answer health screening questions.

DISMISSAL/RELEASE OF CHILD POLICY:

The preschool day ends for 2's at 11:45AM, 3's & 3day PREK at 12:00PM, and PREK at 12:15PM. Teachers will open the door when the class is ready. It is sometimes hard to be prompt when assisting a large group of children with coats and book bags—we appreciate your patience with this. We will call each child or carpool individually and see them safely into the hands of the responsible adult. If you have a special need to pick up your child early, please alert the child's teacher at drop-off time.

We will release your child ONLY to those you designate on your Release of Child form – please include the names of anyone who may pick up your child during the school year. You may notify the teachers at any time to make changes to this form. In the event of an emergency, a person who was not previously authorized may be able to pick up your child if you or another parent/guardian calls and provides the person's name. When you do require another adult to pick up your child, please tell them that they will be required to provide a state-issued identification card—we want to do everything necessary to keep the preschoolers safe.

Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.

Please resist discussing your child's progress at dismissal time. We ask you to remember that the teacher is always available by phone to answer questions or to schedule a conference. It is best for your child if discussions about behavior and development are done when your child is not present. Do feel free to call your child's teacher at home; or talk to Stephanie Yerkes or Jill Hall. They are available most preschool mornings in the Preschool office on the first floor, and they welcome your thoughts and concerns any time.

Late Pick-up. We will allow a grace period of 10 minutes after which a late fee of \$10 will be imposed.

PHOTOGRAPHS AND VIDEOS:

We take photographs regularly and all of our special events are recorded. These pictures may be posted in the center, displayed on our website, or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission to disseminate photographs or videos of your child or if your child will participate in special events.

CONFIDENTIALITY:

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

CLOTHING:

The children spend a lot of time in active and messy play. "Good" clothes are often a source of frustration. Keep in mind the various activities your child may participate in (such as climbing, bicycling, painting, water play, etc.) when you help your child choose what to wear. Comfortable play clothes and rubber-soled shoes will give your child the freedom to actively participate. Layered clothing is helpful since our classrooms are often warm and we play outside each day. During winter weather, mittens and hats are needed for the playground (please mark them with masking tape inside).

***PLEASE MARK OUTERWEAR & BOOKBAGS WITH YOUR CHILD'S NAME.**

PERSONAL POSSESSIONS:

At this time, to limit the spread of germs, we ask that student possessions be left at home including special toys. Students may come to school with a backpack with change of clothes, but we ask for all other things to be left at home. Please label all student belongings including face coverings.

PARENT INVOLVEMENT:

We typically have an open-door policy throughout the year. Because of current health concerns, please discuss with your child's teacher to schedule a time to enter the classroom. We welcome families into the classroom for visits throughout the year. Frequently ask your child about their activities in the classroom, experiences, and friends. This shows your child that you are interested in his/her school life. Your interest in what your child is doing at school gives impact to what we do.

ASSESSMENTS, ANNUAL CONFERENCES AND CONCERNS:

Within the first three months of the school year, children will receive an assessment related to age-appropriate developmental and educational goals. Teachers will record developmental milestones, accomplishments, and concerns for all children throughout the school year.

If we have concerns or your child is not meeting his or her developmental potential, we may refer you to request additional support from Child Development Watch or the Division of Prevention and Behavioral Services.

Once a year, you will be given the opportunity for a conference to discuss your child's developmental and educational progress. Conferences will be scheduled in February. The teachers will reach out by phone or email for your choice of dates and times.

If you have a question or concern at any time during the year, feel free to contact the teachers or the Director. You can be assured we will call you if there is anything unusual, we feel you should know. The wellbeing of your child is very important to us, and we are happy to meet with you or phone conference at your request.

SCHOOL COMMUNICATION:

Teachers will be communicating with families through the application called, "Brightwheel". Another great way to communicate with parents is through the weekly newsletters. The teachers use these to communicate the focus of the week as well as special activities. This allows you to build on the teachers' curriculum by talking at home about similar ideas. The teachers also post requests for snacks, drivers for field trips, or an item your child needs for the class. It is very important that each school day you read the materials sent home in your child's backpack or posted on Brightwheel.

There is a monthly newsletter sent home by the Director that will keep you informed of upcoming preschool events. Additionally, you are encouraged to visit the preschool website at

www.newarkmethodistpreschool.com for the preschool calendar as well as periodic updates. The NMP Facebook page is also informative. The Director is generally available from 8:30 to 1:00 weekdays - please stop in for a visit and feel free to suggest ideas that might improve the Preschool. We welcome your thoughts!

FIELD TRIPS:

We hope to offer field trips safely this school year for our PREK classrooms. Please check back for more information.

TRANSPORTATION:

Transportation is not provided to and from the preschool.

ILLNESS POLICY:

If your child exhibits symptoms of illness, requires medical attention, or becomes ill during the day, you will be notified immediately. If you are unable to be reached, your child's emergency contact listed on the information card will be notified. Our staff members will ensure your child's needs for rest, comfort, food, drink, and appropriate activity are met until her or she child can be picked up. Please do not drop your child off when your child is sick.

HEALTH EXCLUSIONS:

In order to ensure the health and safety of the children at the preschool and to comply with DELACARE: Rules for Early Care Education and School Age Centers, Newark Methodist Preschool cannot allow your child to be at school for the following reasons unless written documentation is provided by a health care provider stating your he/she has been diagnosed and poses no serious health risk to others or him/herself:

If a student or staff member has a temperature of 100.4°F or higher, have symptoms associated with COVID-19 or has had close contact with a confirmed case of COVID-19, they will not be permitted to enter or stay in the building.

COVID Procedures

Experiencing COVID like symptoms:

- If symptomatic, test immediately (PCR or home test).
- Share test results (photo or lab slip) with NMP.
- Remain home until results received or obtaining a doctor note.
- If students arrive or become symptomatic at school, they will be sent home and must be picked up within 30 minutes.

COVID Exposure:

- No Quarantine necessary, per CDC guidelines.
- Must wear mask for 10 days after exposure.
- If unable to wear a mask, must quarantine at home for 10 days.
- Monitor symptoms for 10 days after exposure. Quarantine and test if any symptoms develop.
- **Test on Day 5 (PCR or home test) Share test results (photo or lab slip) with NMP.**

Positive COVID:

- Isolate x 5 days regardless of vaccination status.
- Return on Day 6 if symptoms are improving and fever-free x 24 hours. If no symptoms, return on Day 6 after your positive COVID test.
- Must wear a mask upon return for the following 5 days unless eating.

It is recommended that you continue wearing a mask beyond Day 10 until two sequential negative antigen tests, 48 hours apart.

Calculating number of days: If you **test positive** for COVID-19 and have symptoms, Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. For **asymptomatic cases**, Day 0 is the date of the positive test; however if symptoms develop within 10 days, then the clock restarts at Day 0 on the day of symptom onset. For **exposures** Day 0 is the day of the last exposure to the positive case.

You must contact NMP when there is a positive case in your household by emailing the Director, Stephanie Yerkes at syerkes@newark-umc.org.

NMP reserves the right to change protocol at any time for any reason if conditions in the school, or in the city/state/country, change.

Symptoms of Illness for Exclusion Includes:

- Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
- Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
- Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
- Blood in stools not due to change in diet, medication, or hard stools;
- Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
- Mouth sores with drooling;
- Rash with fever or behavior change;
- Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
- Scabies, until 24 hours after starting treatment;
- Pediculosis “head lice” or nits, until 24 hours after starting treatment;
- Tuberculosis, as directed by DPH;
- Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
- Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
- Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
- Pertussis, until completing five days of antibiotic treatment;
- Mumps, until five days after onset of glandular swelling;
- Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
- Measles, until four days after arrival of rash;
- Rubella, until seven days after arrival of rash;
- Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
- Unspecified short-term illness, not chronic illness if your child is unable to participate in activities or our staff cannot provide care for your child and the other children.

COMMUNICABLE DISEASES:

Children with a reportable communicable disease cannot be admitted to the preschool unless documentation from the child's health care provider states the child has been evaluated and presents no risk to others, or the Department of Public Health has advised the preschool that the child presents no risk. If your child has been exposed to a reportable communicable disease you will receive a written notice with recognizable symptoms as well as instructions telling you how to proceed. For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>.

ADMINISTRATION OF MEDICATION:

Trained staff will administer medication in accordance with state law and written parent permission. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

To comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak the director to discuss your request.

ACCIDENT/INCIDENT REPORT:

If your child becomes injured while at preschool, immediate action will be taken to protect him/her of further harm and a parent/guardian will be notified. If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps their head, lips, mouth, or face you will be notified immediately. An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file. You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches. If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report. You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

EMERGENCY HEALTH POLICY:

In the event of a life-threatening accident, injury or illness an ambulance will be called. In the event of an accident, injury or illness that is non-life threatening but requires prompt,

professional medical attention the Director will provide transportation. In either event the parent/guardian will be notified immediately. If they cannot be reached the emergency contact listed on the child's information card will be called.

DEVELOPMENTAL AND EDUCATIONAL GOALS:

The teachers plan new activities each week, and often each day; they follow the school curriculum but use their own ideas to implement. Many hours are spent in preparation for each day. Preschool-aged children learn through hands-on activities (play!), so it is our goal to provide them with a wide variety of experiences and to encourage their exploration. We focus on all areas of development: language, large and small motor, sensory, emotional, cognitive, and social. Lesson plans are posted in each classroom. Each plan has activities listed to support your child developmentally and educationally.

A TYPICAL SCHOOL DAY:

Many parents ask what happens on the average school day. Of course, no two days are ever the same, but we do have a time frame that is generally followed. Your child may choose not to do some activities that are offered. Do not be concerned - each child develops interests according to his/her needs and stage of development. They learn best from the activities that interest them most. Once a month all students have three specials, physical education, music and story time. (The day for two-year old students is 45 minutes shorter, and routine emphasis is on socialization and language development. A less structured version of the following is typical for the twos.)

The general use of time in the preschool day is as follows:

Activity Time - 60 minutes - This is probably the most important part of the day; your child may choose any of the many activities such as: painting, other arts and crafts, dramatic play, puzzles, blocks, manipulative toys, books, science area, and math area.

Outdoor Play - 30 minutes – Children are given opportunities for physical activity each day. Each class has its own time on the playground. Please ensure your child has outdoor clothing that is appropriate for the weather. In the event of inclement weather, we have a large area in the basement dining room where we set up a variety of active play equipment.

Snack - 20 minutes

Quiet Book Time - 10 minutes

Group Circle Times - Two 30-minute periods - The class gathers for a story, songs, music, fingerplays, games and other shared experiences.

DISCIPLINE POLICY:

The goals of the Newark Methodist Preschool program support the use of positive discipline. We provide a warm, accepting, and nurturing atmosphere where children feel comfortable and confident; capable of self-control. The teachers establish an environment where appropriate examples are set, and positive behavior is reinforced, recognizing each child's individuality. When inappropriate behavior must be addressed, we do so with the use of redirection and the offering of choices. We believe that the use of these positive guidance strategies will assist the children in acquiring and developing the skills needed to be successful in a learning community.

FOOD/NUTRITION:

A daily snack will be provided to your child. A typical snack will include whole grain pretzels, apple slices, and water. The menu will be posted on the parent bulletin board outside of each classroom. Please note all snacks served will follow the nutritional guidelines set forth by the Child and Adult Care Food Program (CACFP). Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on your child's information sheet. If your child requests a second portion of food or drink, we will gladly provide it.

SAFETY:

Safety is very important to our center. Our staff members are thoroughly screened, highly trained, and have successfully completed a comprehensive criminal background check. Our building has a safety plan in place to ensure unauthorized people do not have access to your children. Our classrooms are set up to be kid friendly and hazard free.

SCREEN TIME:

During the full school day, preschoolers are engaged in hands-on activities that focus on all areas of development. This times does not allow for the use of computers, tablets, TV or DVDs.

FAMILY CRISES:

Every family experience times of stress. Prolonged visits, the anticipation of a trip, new people in the household, death, illness, or changed relationships in the home may create stress. Children

sense your worries even when they are not aware of the problem. At such times the child might need extra attention and emotional support. It is not necessary to explain the source of the tension, but it will be helpful if you alert the teacher. Frequently the child's behavior pattern changes under trying circumstances. The staff wants to be able to respond to your child's needs, especially when the child is most vulnerable.

BAD WEATHER CLOSINGS:

Preschool closings due to inclement weather will be announced on NBC Channel 10 or found at NBC.com by 7:00 a.m. You may also register to receive text and/or email alerts. We will also post on Facebook and Brightwheel. We try to follow the Christina School District decision, however, there may be days we consider it appropriate to open when Christina closes or delays their opening, so please refer to the resource mentioned above to know for sure. Snow closing time is NOT made up at the end of the year due to building and staff availability, however, there are scheduled snow contingency days for winters with inclement weather that forces several school closings.

DOCUMENTATION REQUIREMENTS FOR ENROLLMENT:

Before your child begins care, we must have the following information on file:

- Completed Application for Registration
- Completed Teacher Information Form
- Current medications and completed Medication Administration Record
- Signed Parents Right to Know
- TV/DVD/Computer Usage Permission
- Permission to Photograph
- Any court orders on custody and visitation arrangements, if applicable
- An IEP, IFSP, or Section 504 plan, if applicable
- Emergency Care Parent Permission
- Field Trip Permission, if applicable

Within 30 days of enrollment, you must provide your child's health appraisal that includes his or her health history, a physical examination, growth and development, age-appropriate immunizations, and medical information for treatment in cases or emergency, the child's blood lead level, and recommendations regarding required medication, allergies, restrictions or modifications or the child's activities, diet, or care, if applicable.

TUITION PAYMENTS:

Tuition may be paid monthly, semi-annually, or annually. Payments made after the 15th of the month require a \$5 late fee. Refunds and/or discounts on tuition associated with an unplanned closure will not be issued. No refunds or tuition reductions will be made for the absences of a student from the school, unless prior arrangements are made with, and approved by the Preschool Board of Directors. You may pay online through the Brightwheel system. We also accept checks, cash, and money orders. Checks are made payable to NEWARK METHODIST PRESCHOOL. They may be dropped off in the preschool office (Room 110, 1st floor) or mailed to:

Newark Methodist Preschool

69 East Main Street

Newark, DE 19711

If you have a temporary or special financial burden which will delay your tuition payment, please call the preschool office to notify Jill or Stephanie @368-1754.

Requests for tuition refund or discount will need to be pre-approved by the preschool board.

**Refunds and/or discounts of tuition will not be provided if a classroom undergoes an unplanned quarantine due to a Covid positive case.*

Newark Methodist Preschool's duties and obligations shall be suspended immediately without notice during all periods that the school is closed because of force majeure events, including, but not limited to, any fires, act of God, hurricane, war, epidemic, pandemic, government action, act of terrorism, insurrections, emergency government orders or restrictions, or any other force majeure event beyond the school's control. If such an event occurs, the preschool's duties and obligations will be postponed until such a times as the school, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of tuition paid.

QUESTIONS AND CONCERNS:

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question, please speak with your child's teacher or the administrator. If you have a concern or complaint, please speak to the child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child's teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the administrator. We want you to feel comfortable speaking with our staff

members. Please know that your questions, concerns, and complaints are especially important to us and will be addressed to the best of our ability.

SAFETY & SANITATION POLICY:

To provide your child with the cleanest environment possible play tables, floors, carpets, sinks, faucets, toilets and toilet seats are disinfected daily. To reduce the spread of germs and bacteria proper hand washing techniques are used by staff and taught to the children. Standard precautions are used by staff and custodians to clean and disinfect areas that have been contaminated by bodily fluids. All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations.

The proper diaper changing procedure is posted in the bathroom where diapers are changed and used when it is necessary to change a diaper. A lined, foot-activated container, inaccessible to children is used to dispose of all diapers.

LICENSING & ACCREDITATION:

Effective February 2004, the Newark Methodist Preschool is fully licensed by the State of Delaware Department of Services for Children, Youth and Their Families pursuant to Title 31 Chapter 3 of the Delaware Code.

The preschool has long been a member of the Nursery Kindergarten Association of Delaware. NKAD recognizes the professional goals of philosophy, program and staff of preschool programs in Delaware. In addition, many of our staff are members of the Delaware Association for the Education of Young Children (DAEYC).

CHILD ABUSE AND NEGLECT:

As a preschool provider in the State of Delaware, if any staff member in good faith suspects child abuse or neglect they are required by law to make a report to the Division of Family Services of the Department of Services for Children, Youth, and Their Families.

MEGAN'S LAW:

In compliance with "Megan's Law" (11 Del Code 4121), the preschool is notified about all registered sex offenders who have recently moved to, attend school in or are employed in the City of Newark. We, in turn, are required to maintain a binder which holds the information that we receive. This binder is kept in the preschool office where any parent who wishes to access the information is welcome to do so anytime during preschool office hours.

PARENTS RIGHT TO KNOW NOTICE:

Under the Delaware Code you are entitled to inspect, at any time, the active record and complaint files of any licensed child care/preschool facility. To review a child care facility record, contact the Office of Child Care Licensing at (302) 892-5800.

The DELACARE Rules for Early Care & Education are always kept in the preschool office for parents to read and review upon request.