

Safe Haven Program Handbook

2021-2022

Aftercare Program of
Kalamazoo Christian Elementary School

Operating Site:
3800 S. 12th St., Kalamazoo, MI. 49009
(269) 544-2332

WHAT IS SAFE HAVEN?

Safe Haven is a supervised after school care program which provides a supportive Christian environment for students whose parents work. The program is administered by a certified program director and a co-director with wide experience in working with children. Both are ultimately responsible to the Principal. The program is fully licensed by the State of Michigan. Kalamazoo Christian Elementary and Safe Haven do not offer before school care.

SAFE HAVEN PHILOSOPHY

We believe that children are created in God's image, and as such deserve a strong sense of self-worth helped by supportive adults who will be good role models, and who will lead and teach them carefully according to Christian principles.

It is important that rules, policies, and procedures be established, clearly understood, and enforced regarding the health, safety, and security of the children, and smooth operation of the program. We ask, therefore, that both parents and students read and understand this handbook before participating in the program.

PROGRAM GOALS

1. To provide a loving and relaxed environment where children's physical and emotional needs are met.
2. To provide an environment where children will develop an enthusiasm for learning, exploring, and creating.
3. To develop respect for others, the environment, and materials.
4. To help children develop self-control and a clear understanding of the behavior expected of them while in the program.
5. To provide a routine that allows for the type of activities that children might be involved with if they were home, including outdoor play and games.
6. To provide an opportunity to become more independent and responsible through self-directed and individualized activities.
7. To learn how to participate and function in a mixed-age environment.

TYPICAL DAILY SCHEDULE

- Free choice play can include any/all of the following dramatic play, building blocks, play-doh, art
- Opportunities to develop physical fitness through indoor & outdoor activity
- Opportunities to read or do homework
- Opportunities to do group and/or individual activities such as board games, puzzles and manipulatives

Table of Contents

1. **Discipline**
2. **Dropping Off/Picking up students**
3. **Eligibility**
4. **Emergency Procedures**
5. **Fees**
6. **Health Care Items**
 - Hand washing procedures**
 - Cleaning and Sanitizing**
 - Disinfecting/Clean-up of Bodily Fluids**
 - Blood Borne Pathogen Procedures**
7. **Health Records**
8. **Homework**
9. **Hours and Availability**
10. **Medications**
11. **Payments**
12. **Program Viability**
13. **Registration**
14. **Snacks**
15. **Staff Training and Screening**
16. **Student Absence**
17. **Withdrawal Policy**

DISCIPLINE

The entire Safe Haven After School Care staff uses positive methods of discipline, which encourages, self-control, decision making, and cooperation. If a child misbehaves, we will always take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity or may be redirected to another area in the classroom. Time-out is used as a last resort when all other strategies have been exhausted. Time-out involved having a child sit briefly away from the group to gain self-control. We will then talk to the child about the incident and with the help of the child, come up with a positive plan to use in future situations.

Problems with discipline will be handled in conjunction with parents. Aftercare attendance is a privilege, not a right. Safe Haven reserves the right to suspend or discontinue attendance privileges if repeated disciplinary measures prove ineffective or if other students' safety or well-being is jeopardized.

DROPPING OFF/PICKING UP STUDENTS

1. Children must sign in when arriving at the afterschool program; with younger students asking staff for help. Each student participating in the program **MUST** come to the program room immediately after school is dismissed for their own safety and for accountability. *NOTE for the KCES building only:* If a teacher needs an after care student to stay late in a classroom for any reason, the teacher should inform after care staff and let them know what time they will bring the student back to the program room.
2. The parent or a person designated on the registration form is responsible for signing out the child when he/she is picked up from the program.
3. *No child will be released to anyone other than the parent or a person whose name appears on the child's registration form.* If there are changes, the parent or legal guardian must notify the school office as soon as possible. If the person picking up the child has not met the staff before, they will be required to show ID.
4. Parents must pick up their children from the after care program by 5:30 PM. *A \$50.00 late fee is charged per family for children picked up after 5:30 PM.* Please do not expect to be the exception.

ELIGIBILITY

Safe Haven participation is limited to Young 5's through 5th grade students who attend Kalamazoo Christian Elementary School.

EMERGENCY PROCEDURES

Appendix F

FEES

A \$10.00 yearly registration fee is due upon registration. This fee is a per family charge.

Daily charges for 2021-2022 are \$7.00 per hour for the 1st child; \$4.00 per hour for each additional child in the family. *Minimum daily charge is \$7.00.* Charges after the first hour will be based on **30-minute** intervals. Each half hour begun will be charged as a full half hour. Charges begin at the end of the school day which is 3:00 PM.

As the program is intended to be a service to our working or busy parents, fees are structured to maintain a self-supporting program, not to turn a profit.

HEALTH CARE ITEMS:

HAND WASHING PROCEDURES — The following procedures are considered best practice for hand washing and will be consistently used in Safe Haven programs:

- Have a clean, disposable paper or single-use cloth towel available.
- Turn on the water to a comfortable temperature between 60 to 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue 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. Leave the water running while drying hands.
- Dry hands with clean, disposable paper or single sheet use cloth towel.
- Dispose of single use paper towel in a lined trash container or place the cloth towel in a laundry hamper.

CLEANING AND SANITIZING — The following procedures must be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with soap and water.
- Rinse the surface or article with clean water.
- Submerge, wipe or spray the surface or the article with sanitizing solution.
- Let the article(s) or surface(s) air dry.

NOTE: laundering bedding, dress-up clothes, stuffed animals, etc. in HOT water and detergent cleans AND sanitizes the item(s).

DISINFECTING/CLEAN UP OF BODILY FLUIDS

For cleaning up vomit (including spit-up) or feces, it is recommended that the surface or article be disinfected. A disinfecting solution can be made using water and non-scented chlorine bleach as follows:

- Stainless steel and food/mouth contact items – 1 tablespoon of bleach per gallon of water
- Non-porous surfaces, tile floors, countertops, sinks and toilets – 1/3 C bleach per gallon of water
- Porous surfaces and wood floors – 1 2/3 C bleach per gallon of water

The bleach solution should be left on the surface for 10-20 minutes and then rinsed clean with water.

BLOOD BORNE PATHOGEN PROCEDURE

See *Appendix A* for procedure that is followed by all KCSA schools and employees.

HEALTH RECORDS

Upon enrollment and annually thereafter, Safe Haven must have current health information on each child in attendance. This will include the following statements from parents:

- The student is in good health, listing any activity restrictions as necessary. This is contained on the Safe Haven After Care Program Student Registration Form – see *Appendix C*
- The student's current immunization record and/or appropriate immunization waiver

HOMEWORK

Working on homework is encouraged, and the staff will help children when time permits. Please speak with the supervisor if you have any concerns regarding the amount of study time you want for your child. However, please understand that after care is not meant to be a tutoring program.

HOURS AND AVAILABILITY

Hours of operation are Monday through Friday after school (2:50) until 5:30 PM. After care is available on full school days only and is not available during holidays, vacation periods, in-services, snow days, or partial days of school.

MEDICATION

If your child is on medication, our staff can administer it only if the medicine is in the original container and is accompanied by a written note from the parent and/or doctor specifying when and how to administer it. Only staff may administer medication.

PAYMENTS

1. Bills are tabulated from the daily signin/signout sheets. This is a self-supporting program and fees collected pay for supplies, snacks, and staffing.
2. *A late fee of \$10.00 is charged if the payment is later than two weeks.* Further attendance will be suspended after one month if payment is not current. KCS has the right to suspend services if payment is over 1 month delinquent.
3. Fees will be submitted and paid through the FACTS incidental billing program. Parents will need to sign up for incidental billing prior to using the After Care program.
4. Parents must pick up their children from the after care program by 5:30 PM. *A \$50.00 late fee is charged per family for children picked up after 5:30 PM.*

PROGRAM VIABILITY

- After care must be a self-supporting program. Therefore, program existence will be determined continually based on usage and attendance as well as available staffing. Kalamazoo Christian Schools reserves the right to terminate the program or make adjustments to structure and/or fees at any time if the program cannot be self-supporting or staffed according to licensing guidelines. Every reasonable attempt will be made to alter the structure/fees in a timely fashion to ensure viability should the program not self-support.
- A minimum of two weeks notice will be provided should suspension or termination of the program become necessary due to staffing or cost related problems.

REGISTRATION

A Registration Form must be completed for each child before that child can attend the program - even on an occasional basis. Registration forms are available in the Kalamazoo Christian Schools (KCS) office. Please inform us immediately during the year if there is a change in home address, daytime contact phone numbers for parents or legal guardian, child's physician or physician phone number, or different people that are authorized to pick up your child.

Please understand that Safe Haven is licensed and regulated by the state apart from the school, and for that reason certain information we may have in the office on a student does not apply for inspection purposes. Other forms that are necessary by state requirement are:

- Student Registration Form – *Appendix C*
- Child Placement Contract – *Appendix D*

Each family that may use the program even occasionally in the year must have a completed registration form on file prior to first use. Parents must inform the office or after care staff prior to attendance any given day if not a regular attendee.

Parents must preregister each school year.

SNACKS

Healthy snacks will be provided daily to each child registered in the aftercare program. Please let us know on the registration form if your child has any food allergies

STAFF TRAINING AND SCREENING

The aftercare program director is required to attend a minimum of one professional conference, class, seminar, or other activity related to after care goals per year. Financial support may be provided by KCSA. Other staff may apply for the same support. Michigan Child Care Resource and Referral is a suggested resource for opportunities.

Kalamazoo Christian screens Safe Haven staff including a criminal and child abuse record check the same as any other school staff. (*Appendix E*) All After School Care Staff understand that child abuse is against the law and that they are required by Michigan law to report any suspected child abuse or neglect.

STUDENT ABSENCE

In case of absence due to illness or vacation, please notify the school office, and they will notify the afterschool program staff. Children who are ill cannot attend Safe Haven. Safe Haven follows the same guidelines on illness and communicable diseases as the school does.

TEACHER AND AIDE TRAINING POLICY

- Training to take place at the August Teacher Orientation before classes begin and at the beginning of the second semester. All KCSA Preschool Staff (teachers and Aides) must read the KCSA Preschool Handbook (PH).
 1. Staff must know the discipline policy (PH).
 2. Staff must know the fire and tornado drills procedures. (PH)
 3. Staff must know the Parent Work Day Policy. (PH)
 4. Staff must know the Abuse and Neglect Policy. (PH)
 5. Staff must know “Signs of Abuse and Neglect” distributed by the Kalamazoo County Child Abuse and Neglect Council. (PH)
 6. Blood Borne Pathogens
 7. CPR Yearly
 8. First Aid every 3 years
 9. Staff Training Plan
 - All staff will earn 12 clock hours of documented training per year. Topics to be covered are child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules.

WITHDRAWAL POLICY

1. Parents may withdraw their child from the program at any time by contacting the Kalamazoo Christian Elementary School office at any time. This can be done in writing or via a phone call. There is no penalty for withdrawal from the program. All fees incurred prior to withdraw are expected to be paid within the regular payment schedule time (see above section – PAYMENTS).
2. KCS has the right to suspend services if payment is over 1 month delinquent. (see above section PAYMENTS)
3. KCS has the right to suspend or discharge a student if repeated disciplinary measures prove ineffective or if other student’s safety or well-being is jeopardized

APPENDIX A
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR
KALAMAZOO CHRISTIAN SCHOOL ASSOCIATION (K.C.S.A.)
KCES KCMS KCHS

In accordance with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

I. EXPOSURE DETERMINATION

KCSA has determined that all its employees have some risk of occupational exposure to blood or to other potentially infectious materials and/or bodily fluids simply because of the types of contacts that take place and the kind of service that is rendered in an educational institution.

All teachers, administration, and support staff interact to some degree with hundreds of elementary school age children each day. All teachers are assigned playground supervision; secretaries, administrator, and some support staff perform minor first aid procedures as needed; coaches and teachers travel with students and athletic teams to interscholastic contests and field trips. In each of those instances or settings it is possible that any employee of KCSA may be exposed to bloodborne pathogens.

II. IMPLEMENTATION SCHEDULE AND METHODOLOGY

A. Methods of Compliance

1. Universal Precautions:

In KCSA universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or other potentially contaminated body fluids shall be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

2. Engineering and Work Practice Controls:

Engineering and work practice controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained or replaced when an exposure incident occurs in this district and annually. The policy will be reviewed annually.

An exposure incident is defined as contact with blood or OPIM on an employee's non-intact skin, eye, mouth or other mucous membrane or by piercing the skin or a mucous membrane through such events as needlesticks.

a) Hand washing:

- 1) Each building shall provide hand-washing facilities which are readily accessible to employees, or when provision for hand washing facilities is not feasible, this district shall provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth, paper towels, or antiseptic towelettes.
- 2) Employees shall wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.
- 3) Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

b) Housekeeping and Waste Procedures:

- 1) Each work site will post a procedure for dealing with housekeeping and waste procedures.
- 2) All equipment, materials, environmental and working surfaces shall be cleaned and decontaminated after contact with blood or OPIM.
 - Contaminated work surfaces shall be decontaminated with an appropriate disinfectant immediately after completion of procedures/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or OPIM, and at the end of the school day if the surface may have become contaminated since the last cleaning.
 - Protective coverings, such as plastic wrap, aluminum foil, or imperiously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or OPIM, or at the end of the school day, if they have become contaminated since the last cleaning.
- 3) All bins, pails, cans, and similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
- 4) Materials, such as paper towels, gauze squares, or clothing, used in the treatment of blood or OPIM spills that are blood-soaked or caked with blood, shall be bagged, sealed, and designated as a biohazard (containing blood or OPIM contaminated materials) shall be red in color or affixed with a biohazard label and shall be located in each maintenance office or administration office.

(On the advice of the Michigan Office of Safety and Health (MIOSHA), bio hazardous waste for this Standard's purposes shall only include items that are blood-soaked, caked with blood, or liquid blood that could be wrung out of the item. This would include items such as sharps, broken glass, or plastic on which there is fresh blood.)

- 5) The custodian shall respond immediately to any major blood or OPIM incident so that it can be cleaned, decontaminated, and removed immediately.

(A major blood or OPIM incident is one in which there will be bio hazardous material for disposal.)

- 6) In each building, there shall be a marked biohazard container in the custodial area for the containment of all individual biohazard designated bags. Appropriate disposal of the contents of this container will be completed by a licensed hazardous materials agent such as Drug and Lab Disposal, Plainwell.
- 7) In the event that regulated waste leaks from a bag or container, the waste shall be placed in a second container, and the area shall be cleaned and decontaminated.
- 8) Contaminated broken glass shall NOT be picked up directly with the hands. It shall be cleaned up using a mechanical means, such as a brush and dust pan, tongs, or forceps. Broken glass shall be containerized. The custodian shall be notified immediately, either by verbal or by written notification.
 - a) Contaminated sharps, broken glass, plastic or other sharp objects shall be placed into appropriate sharps containers. The sharps containers shall be closable, puncture resistant, labeled with a biohazard label, and leak proof. Containers shall be maintained in an upright position. Containers shall be easily accessible to staff and shall be located as close as feasible to the immediate area where sharps are used. If an incident occurs where there is contaminated material that is too large for a sharps container, the custodian shall be contacted immediately to obtain an appropriate biohazard container for this material.

- Reusable sharps, which are contaminated with blood or OPIM, shall NOT be stored or processed in a manner that requires employees to reach, by hand, into the containers where these sharps have been placed. Sharps should be washed in soapy water with a long handled brush, rinsed, and air dried.
 - In each building, the employee shall notify the maintenance staff when sharp containers become three-quarters full so that they can be disposed of properly.
 - Contaminated needles shall not be bent, recapped, removed, sheared or purposely broken.
- 9) Employees are prohibited from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses where there is a reasonable likelihood of exposure to bloodborne pathogens.
 - 10) Employees shall NOT share water bottles, make-up, food, or eating utensils, or allow students to do so. Employees and students shall be warned against putting toothpicks, pens, pencils, or other potentially contaminated sharp items in their mouths.
 - 11) Food and drink shall not be kept in refrigerators, freezers, cabinets, or on shelves, countertops or bench tops where blood or OPIM are present.
 - 12) All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, splattering, and generating droplets of these substances.
 - 13) Contaminated laundry shall be bagged, or containerized at the location where it was used, and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be disposed of properly.
3. Personal Protective Equipment:
- a) Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall be used. Forms of personal protection equipment, available in this district, are gloves, goggles, gowns and masks.
 - 1) Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin, and when handling or touching contaminated items, or surfaces.
 - 2) Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible, if they are torn, punctured, or when the ability to function as a barrier is compromised. Disposable gloves shall NOT be washed or decontaminated for re-use.
 - 3) Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives, shall be readily accessible to those employees who are allergic to the gloves normally provided.
 - 4) Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration, or when their ability to function as a barrier is compromised.
 - 5) Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated, i.e. custodian cleaning a clogged toilet.
 - b) KCSA shall ensure that appropriate personal protective equipment in the appropriate sizes is readily

accessible at the work site or is issued to the employees. Personal protective equipment is available in the following locations: maintenance office, classrooms, and administration office.

- (1) KCSA shall clean, launder, and dispose of personal protective equipment, at no cost to the employee.
 - (2) KCSA shall repair, or replace, personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- c) All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment/supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. This container shall be labeled with a red biohazard symbol.
 - d) If a garment(s) is penetrated by blood or OPIM, the garment(s) shall be removed immediately, or as soon as feasible.
 - e) KCSA shall ensure that the employee uses appropriate personal protective equipment. If an employee temporarily and briefly declines to use personal protective equipment because it is in his or her judgment that in that particular instance it would pose an increased hazard to the employee or others, the building principal shall investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future.

Appendix B

Kalamazoo Christian Schools Association (KCSA) Employee Screening Policy

The following procedure is followed in the hiring of all KCSA personnel, including those staffing the after care program:

1. Employment application is received.
2. Résumé is accepted.
3. Building Administrator reviews application/résumé.
4. References are sent out (two professional, two personal, 1-2 pastoral) and returned.
5. References are reviewed by appropriate (hiring) administrator.
6. Hiring administrator schedules and completes an interview.
7. If employee is to be hired, the following are initiated:
 - a. Fingerprinting
 - b. State Police criminal record check
8. Report is reviewed by the Building Administrator.
9. Personnel file is opened on employee.
10. Payroll is informed of employee status.
11. Employee is scheduled to begin work.

APPENDIX C

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APPENDIX D

child abuse/neglect statement:

I _____ hereby acknowledge that I am aware that abuse and /or neglect of children is against the law. I understand that Kalamazoo Christian Schools have a zero tolerance policy toward child abuse or neglect and that violations of this policy by staff may result in dismissal. I certify that I have not been convicted of any form of child abuse or neglect nor have I participated in same. I understand that the school reserves the right to check police criminal records and have contact with Family Independence Agency or other appropriate authority to verify this statement.

I further understand that all care givers are mandated by law to report abuse and neglect and will to the best of my ability be vigilant in observing signs of abuse or neglect and comply with reporting laws and procedures as outlined to me by the school administration.

Signature of employee or volunteer _____

Signature of organization representative _____

Date _____

APPENDIX F

KCES SAFE HAVEN AFTER CARE Emergency Procedures

Tornado Safety

1. Alert to tornado warning is signaled by an alarm. Teacher takes attendance book or similar sign in/sign out record.
2. Students line up quickly by the hall door.
3. Line proceeds quickly and in single file to the art storage room.
4. Students sit side by side with backs to the wall, knees up, heads forward.
5. Students remain quietly in this position until an all clear is sounded.
6. Teacher takes attendance as soon as all students are safely seated to verify that all are present.

Fire Safety

1. Alert is signaled by the fire alarm (a continuous buzzer and flashing strobe lights).
2. Students line up at door.
3. Any open windows are shut by the teacher or a designated older student.
4. Proceed quickly, quietly, and single-file out art room emergency door a minimum of 50 yards from the building.
5. One of the two staff will 'sweep' the restrooms and then proceed outside to join the group.
6. Remain quietly on the blacktop until attendance is taken and an all clear is signaled.

Serious Accident/Illness

Every precaution has been taken to ensure a safe and comfortable environment for the children. However, if a child is injured, the following steps will be taken:

1. Basic First Aid will be performed. Cuts will be washed and bandaged. Bumps will have a Cold Pack applied.
2. In the event of a serious injury the Paramedics will be called, and the parents will be notified. If parents are not available, the person listed on the emergency card will be called. If that person is not available, the Child's Physician listed on the emergency card will be called. Staff will attend to the student until parent or emergency personnel arrive.