



WARD
Preschool

2026-2027

PARENT HANDBOOK

POLICY AND

GUIDELINES

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1. Welcome

Welcome to Ward Preschool. We are pleased that you have chosen our program to be a part of your child's growth and development.

This Program Handbook contains the policies and procedures of Ward Preschool. Please take the time to read the Handbook and keep it in a convenient location for reference. The Handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the Ward Preschool program or every situation which may arise. Parents should feel free to contact the Director with questions concerning the contents of the Handbook.

2. Changes to Handbook

Ward Preschool reserves the unilateral right to add, delete, modify, or amend the policies and procedures described in the Handbook upon thirty (30) days' written notice to Parent.

Changes to policies and/or procedures contained in the Handbook are effective only if set forth in writing and signed by Ward Preschool.

3. History and Ministry Statement of Ward Preschool

Ward Preschool strives to provide a Christian atmosphere in which preschool age children of the members of Ward Evangelical Presbyterian Church and the community are given the opportunity to develop spiritually, physically, socially, cognitively, and emotionally.

In February 1978, the Session of Ward Church endorsed this vision and approved the implementation of a preschool ministry whose purpose would be "to provide a distinctively Christian atmosphere for the physical, emotional, social, and spiritual development of preschool children." Placing key emphasis on Christian character development, the school complements the church's overall Children's Ministry to preschool children. It also seeks to provide unique support to families of preschool children. It was originally named Ward Daytime Preschool and changed to Ward Preschool in the spring of 2005.

The fundamentals underlying this ministry include:

- A. A statement of faith relevant to a Christian educational institution and consistent with that of Ward Church's beliefs and values.
- B. An understanding of the school as an extension of the Christian home. The school would help parents to train their children, in the nurture and admonition of the Lord, both educationally and spiritually.
- C. A value on the school being an extension of Ward Church, through granting Ward Church member families, alumni of Ward Preschool, or currently enrolled families, a first preference on enrollment.

The Ward Preschool ministry envisions itself to be a supplemental resource, not a replacement for current Sunday ministries. It shall provide further opportunities for planting foundational teachings about God and His Word in young lives as well as doing the work of character development.

4. Philosophy of Ward Preschool

"To provide a distinctively Christian atmosphere for the physical, emotional, social, and spiritual development of preschool children."

Purpose

The intent of Ward Preschool is to give the child a Christ-centered foundation for the development of a positive self-image, socialization skills, basic moral and spiritual concepts, and educational readiness skills; all to be nurtured in an atmosphere of Christian love.

General Program Description

Ward Preschool views play as fundamental to children's learning, growth, and development, enabling them to develop and clarify concepts, roles, and ideas by testing them through use of open-ended materials and role-enactment. Play further enables children to develop fine and gross motor skills, to learn to share with others, to see others' points of view and to be in control of their thoughts and feelings. Ward Preschool's curriculum is play based.

The program will include structured and unstructured activities in the areas of art, music, science, social studies, math,

emergent literacy, and fine and gross motor development. Storytelling, in-house special events, field trips, and a variety of learning centers suitable to the children's ability level will also be included.

A staff of at least one (1) professional per ten (10) children will provide a balanced program geared to the individual needs of the child. Children will be in teaching groups of not more than twenty-four (24) or in a small group of not more than twelve (12) for much of the programmed day. This will give children opportunities for building positive relationships with their teachers and with each other.

5. General Information

- A. Children should be toilet trained, able to care for themselves in the bathroom, without the aid of a diaper or pull-up. If a child has 3 accidents within a month, the child will need to stay home for at least 7 calendar days and "practice" potty training before returning to school. Parents will be called to come to school to change a child who has had an accident and is not able to change clothes on their own.
- B. Children should be able to communicate their needs to others.
- C. Children should be physically, mentally, and emotionally capable of benefiting from preschool experience.
- D. The Preschool Director reserves the right to recommend the withdrawal of a child if in the Director's professional judgment, the child cannot make the adjustment necessary for both the child and/or the other children.

In case it is necessary for the Preschool Director to recommend a child's withdrawal, the following procedure shall apply:

1. Before the withdrawal, a written statement shall be sent to the Director of Children's Ministry and Ward Preschool Advisory Council.
2. At the same time, a personal interview with the parents shall be conducted to explain the decision.
3. A written letter also shall be given to the parents, which shall include the reasons for the withdrawal.
4. Unused portion of tuition will be refunded.

6. Nondiscrimination Policy

Ward Preschool will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner which does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or disability.

7. Admission Requirements/Preschool Schedule

Toddler Fun and Two Fun Program

Must be age 1 (Toddler Fun) OR 2 (Two Fun) by September 1st of the current school year.

These programs meet one day per week.

Toddler Fun 9:15-10:15 AM or 10:30-11:30 AM

Two Fun 9:15 - 10:45 AM

Young 3s Program

Must be age 3 by December 1st of the current school year.

This is a two day per week program.

Program times 9:00-11:00 AM September through November T/TH
9:00-11:30 AM December through May T/TH

3-Year-old Program

Must be age 3 by September 1st of the current school year.

This is a two OR three day per week program.

AM Program times 9:00-11:30 AM M/W/F or T/TH
PM Program times 12:30-3:00 PM T/TH

Young 4s Program

Must be age 4 by December 1st of the current school year.

This is a two and a half day per week program.

Program times M/W 9:00 AM-1:00 PM + F 9:00-11:30 AM

4-Year-Old-Program

Must be age 4 by September 1st of the current school year.

This is a two OR three day per week program.

AM Program times	9:00-11:30 AM	T/W/TH
PM Program times	12:30-3:00 PM	T/W/TH
Extended Day times	9:00 AM-3:00 PM	T/TH or M/W + F (9-11:30 AM)

Young Fives Program

Must be age 5 by December 1st of the current school year.

This is a three full day program.

Program Times	9:00 AM-3:00 PM	T/W/TH
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8. Ministry Objectives

Objectives will be introduced at the 3-year-old level and reinforced throughout the 4-year-old and Young 5s programs. The Young 5s program will incorporate additional literacy, fine motor, and cognitive objectives. All programs are designed to encourage kindergarten readiness skills.

- A. To help each child develop morally and spiritually by encouraging them to:
 1. Know God and His love for all
 2. Learn Bible verses
 3. Participate in prayer
 4. Be kind and courteous
 5. Know right from wrong
 6. Show compassion and empathy
- B. To help each child develop a positive self-image by encouraging them to:
 1. Feel comfortable in the school setting
 2. Be creative
 3. Think for himself and solve his own problems
 4. Be self-confident
- C. To help each child develop positive socialization skills by encouraging them to:
 1. Share, play, and work with other children
 2. Interact with teachers
 3. Speak in simple sentences
 4. Sit and listen in a group without interruption
 5. Show self-control in a variety of situations
 6. Follow directions
 7. Display an appropriate attention span
- D. To help each child develop cognitive skills by encouraging them to:
 1. Grow in pre-reading skills
 - a. Recognize and print his own name
 - b. Recognize the 8 basic colors
 - c. Recognize basic shapes
 - d. Recognize letters of the alphabet
 - e. Understand opposites, likenesses, and differences
 2. Grow in number skills
 - a. Recognize numerals 0-20 depending on age
 - b. Relate numerals to set of objects 0-10
 - c. Rote counting
 - d. Understand concepts of more, less and same
 3. Participate in a variety of music experiences
 - a. Sing a variety of types of songs
 - b. Use rhythmic instruments
 - c. Move to the beat of music in a variety of ways
 4. Grow in the development of gross motor skills
 - a. Run
 - b. Kick
 - c. Throw

- d. Catch
- e. Balance
- f. Jump
- g. Hop
- 5. Grow in the development of fine motor skills using a variety of media including but not exclusive to:
 - a. Cutting skills
 - b. Painting skills
 - c. Coloring skills
 - d. Tracing skills
 - e. Pencil skills
- E. The following objectives are introduced in the 3s and 4s program as appropriate with more emphasis in the Young Fives program.
 - 1. Recognize sound/symbol relationship
 - 2. Understand concepts about print i.e., left to right, return sweep, letters vs. word
 - 3. Retell stories
 - 4. Beginning writing
 - 5. Mathematical Concepts

9. Program Implementation and Strategy

The children in Ward Preschool will be given the opportunity to develop spiritually, socially, cognitively, and emotionally by participating in the following types of activities:

- A. Learning centers in the following areas:
 - 1. Tabletop/manipulative toys/fine motor skills
 - 2. Art-structured and unstructured
 - 3. Dramatic play/imaginative play
 - 4. Gross motor/body awareness
 - 5. Science
 - 6. Library
- B. Music Program
 - 1. Singing
 - 2. Rhythm instruments
 - 3. Finger plays
 - 4. Performances
- C. Group Time
 - 1. Bible time
 - 2. Prayer time
 - 3. Snack time
 - 4. Calendar/weather
 - 5. Story time
 - 6. Playground or gym time
- D. Field trips and special in-house events

10. School Calendar

The Preschool will be in session from the Wednesday following Labor Day until the Thursday prior to Memorial Day, with a one-week recess at Thanksgiving, a two-week recess at Christmas, and a one-week recess for Spring Break aligning with Northville Public Schools, regardless of when Easter is. The last day of school will be a full day. Professional development days and other vacation days will be determined for each calendar year. A yearly calendar will be published and available to parents by August 1st at wardpreschool.org/forms. When Northville Public Schools are closed due to inclement weather, the Preschool will also be closed. School closing information can be found on the Ward Church website, our social media pages, and your local news stations.

11. Confidential Information

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data, is confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of the Parent, unless required by statute, court order or licensing mandate.

12. Parent Participation and Communication

- A. Parents are welcome at the program at any time to observe their child. Advance notice is appreciated by Ward Preschool staff.
- B. Volunteers will be under the supervision of a member of the Preschool staff. At no time a volunteer will be left alone in a closed room with a child.
- C. We encourage ongoing communication between Ward Preschool staff and parents. Parents should feel free to ask questions about the program or their child's care. Information about daily and weekly activities and special events will be communicated via email, Enrollsy, cubby drawer, Seesaw or Class Tag app.
- D. In the fall, each child will receive a written progress report. Parent Teacher conferences, including assessments, will be held in the spring of each year. Conferences will be scheduled by appointment. Parents will be notified in advance of their appointed time. If an additional conference is desired, please contact the classroom teacher to schedule an appointment.

13. Required Forms

The forms listed below must be fully completed and submitted online before the child can be considered officially enrolled in the program. The parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Ward Preschool assumes no responsibility for keeping forms updated.

Due online within 72 hours of registration:

- A. Child Information Record (all spaces filled in)
- B. Parent Permission Form
- C. Child Placement Contract
- D. Parent Notification of The Licensing Notebook
- E. Help Us Know Your Child

Due by August 15th:

- A. State Health Appraisal Form (signed/dated by physician within past 12 months) including immunization record
- B. Copy of child's birth certificate

If applicable:

- A. Digital immunization waiver (must be obtained from your local Health Department before child attends program)
- B. Epi-pen/Medication Waiver (form must be signed/dated by physician within past 12 months and completed before child attends program)

14. Registration Fee

Upon registration, Parent is required to submit a nonrefundable registration fee. The fee is used to offset the administrative expenses incurred in processing enrollment materials. This registration fee may not be used to offset tuition payments and is paid each year for each child.

15. Preschool Tuition Schedule

Tuition schedule is as follows:

- A. The first tuition auto payment is processed on June 15. If the first tuition payment and/or enrollment forms are not received by June 15, a \$25.00 late fee will be added to your account and/or your child's placement will be at risk.
- B. Monthly tuition payments (9 payments) are due on the 15th of each month (June and then September-April). It is the parent's full responsibility to make payments on time.
- C. The first month's tuition is refundable if the parent withdraws their child in writing by August 1. All other monthly tuition is refundable and prorated with a two-week written notice.
- D. When two or more children are enrolled from the same family in the same school year, there will be a 10% discount given for additional children. The discount is given off the lower tuition amount. This does not apply to Toddler Fun, Two Fun, or Camps.

16. Tuition Changes

Ward Preschool reserves the right to change tuition schedule or other fees upon thirty days written notice to Parent.

17. No Tuition Adjustment for Absences

No reductions shall be made for absences due to illness, vacations, or inclement weather. "Make-up" days will not be permitted.

18. Payment Policy

Tuition and Fee payments will be automatically deducted from a debit or credit card (2.5% fee), or your bank account (no fee) on the 15th of each month June and then September-April. Each family is required to enroll in Automated Payment Processing and paid in full tuition is no longer accepted.

19. Billing Procedures

Ward Preschool is pleased to offer Enrollsy a free online portal for you to access account information. It is the parent's full responsibility to set up Enrollsy account and tuition will come out on the 15th of each month June, September-April. In the event of nonpayment due to nonsufficient funds or declined cards, you will be charged a \$25.00 processing fee.

20. School Closings

The Preschool program will be closed when Northville Public School district closes for snow emergencies or inclement weather. The Preschool program may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc.

21. Absences

If your child is absent, we ask you to mark them absent in Enrollsy indicating the date(s) and reason for the absence in the notes field. In addition, please call the preschool desk immediately at 248-374-5911 to inform them of all viruses and any communicable diseases. It would be most helpful if parents would contact the teacher when any unusual circumstances occur at home which would result in a change in the child's behavior and feelings e.g., new baby, illness, death.

22. When to Keep a Child Home

Ward Preschool requires that the parent keep the child at home when he or she is ill for several reasons. Keeping a sick child at home helps to prevent the spread of contagious illnesses to other children in the program. Also, Ward Preschool is required to report all viruses and communicable diseases to the Wayne County Health Department. If your child has exhibited any of the following symptoms within the last 48 hours, please keep the child at home.

- A. Fever
- B. Discolored nose discharge
- C. Sore throat
- D. Vomiting
- E. Ear discharge
- F. Rash
- G. Eye discharge
- H. Diarrhea
- I. All contagious illnesses/conditions

23. When a Child Becomes Sick at the Program

Ward Preschool will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child. Ward Preschool will notify Parent when the child is exposed to a communicable disease while in care, so that parent may monitor the child for symptoms. When a child becomes ill while at the program, a staff member will comfortably isolate the child in an area where the child can be supervised. The parent or responsible adult will be notified and is required to pick the child up immediately.

24. When your Child May Return to School after Illness

- A. Your child has been fever free for 48 hours, without the use of Tylenol or any other fever reducer.
- B. Your child has been diagnosed with a bacterial infection and has been on antibiotics for 24 hours.
- C. It has been 48 hours since the last episode of vomiting or diarrhea.
- D. The cough has eased, nasal discharge is not thick, yellow, or green, the eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- E. The rash has subsided, or the physician has determined that the rash is not contagious.
- F. Your child must be out for 48 hours after they are sent home, not just until the next morning. The only

exception to this is if you provide a written statement from your child's pediatrician that the child is not contagious and may return to care.

25. Contagious Illnesses and Diseases

Ward Preschool will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. Toys, utensils, toilets, and lavatories used by an ill individual should be appropriately cleaned before being used by another child. However, the Preschool cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parents must recognize that while in care, it is possible that the child may be exposed to a contagious illness or disease.

26. Medication Policy

When Parent requests that the Preschool administer medication, the following provisions shall apply:

- A. Medication, including prescription drugs, over the counter drugs, or individual special medication procedures, will be given or applied only with prior written permission from Parent. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Ward Preschool will not honor any instruction from a Parent which contradicts the instructions of the physician (for prescription drugs) or the instructions on the label (for over-the-counter drugs).
- B. Ward Preschool will maintain a record as to the time and the amount of any medication given or applied.
- C. The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The Preschool will keep the medication out of the reach of children and will return the medication to Parent or destroy it when no longer needed.

27. Emergency Medical Care

Parents give permission to Ward Preschool to call 911 in the event of an emergency. Any costs incurred for 911 emergencies are the sole responsibility of the Parent.

28. Child Abuse Reporting

Ward Preschool and its employees are required by law to report any instances of child abuse or neglect to the appropriate authorities. They must also report any instances in which there is a "reasonable suspicion" that abuse, or neglect may have occurred. Ward Preschool takes these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

29. Discipline

The staff of Ward Preschool use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation, which are carried out in a loving manner. Redirection, proximity to teacher, as well as non-severe discipline methods such as removing the child from the source of irritation or isolating him/her on a chair within the classroom may be used to prevent a child from harming other persons or property. The methods of discipline used will also take into consideration the individual's developmental stage.

30. Disruptive Behavior

When a child's behavior is disruptive, (i.e., biting, hitting, throwing objects, or using bad language), parents will be notified. If the child continues the disruptive behavior, a parent conference will be held to discuss reasonable solutions to the situation. The discussion will include consideration of any disability which affects the child's behavior and reasonable accommodations to meet the child's needs.

If a reasonable solution and/or accommodation cannot be reached, the child will be removed from the program with two weeks' notice to allow Parents to find an alternate preschool. An interview with the child's parents and written letter regarding the reasons for the child's withdrawal will be given to the Parent. An unused portion of tuition will be refunded.

31. Food

Snacks will be provided by Ward Preschool. Ward Preschool strives to be a peanut/tree nut free school. If a child has another food allergy not mentioned, parents are required to bring in a medical note and an alternative snack for their child. Parents of children in the Extended Day and Young Fives programs are required to provide lunch for their child. Lunches should be nutritious and peanut/tree nut free.

32. Health Care Plan

- A. Children and staff will wash hands:
 - 1. Before handling food
 - 2. After using the bathroom
 - 3. After touching a cut or open sore
 - 4. After coming in from the gym or outside
- B. Gloves will be used by staff when it is necessary to assist a child in situations where the staff member would likely become exposed to bodily fluids.
- C. Any items that have been exposed to bodily fluids shall be double bagged until they can be properly cleaned and sanitized.
- D. The snack area shall be cleaned and sanitized prior to serving food.
- E. Equipment, toys, etc. shall be cleaned and sanitized on a regular basis as well as when exposed to bodily fluids or when they have been handled by a child known to be contagious.
- F. Steps to ensure controlling infections, such as frequent hand washing, removing an ill child from the classroom, and sanitizing equipment, when necessary, shall be taken.
- G. Additional resources for health-related information are in the preschool office.
- H. The air will be purified with medical grade HEPA air filtration units. The filter will be changed every 6 months.

33. Rest Time

Children in the Extended Day and Young Fives Programs will be provided with rest time. Quiet activities such as listening to soft music and independent reading may take place at this time.

34. Transportation Services

Ward Preschool does not provide any transportation services. It is the Parents' responsibility to provide transportation for field trips.

35. Field Trips

The program will occasionally take the children on off-site field trips where the Parent is responsible for transportation to and from the location. Consent for field trips is given or not given in the Parent Permissions Document of the Enrollment Packet. If the child does not participate in the field trip, the Parent will be responsible for making other arrangements during that time as the child's class will not be in session.

36. Personal Items from Home

Ward Preschool discourages children from bringing personal items from home to the program, except for a show and tell item or rest time bag items for Extended Day programs. The preschool is not responsible for loss or damage to any personal items.

37. Clothing

Due to the nature of some of the activities the program offers children, the Parent must recognize that children's clothing may occasionally become soiled or damaged, although the preschool takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. Ward Preschool assumes no responsibility for damage to a child's clothing.

The preschool strives to bring the children outdoors to play daily in fall and spring. During the winter, scheduled outside days will occur either on a weekly or monthly basis. Parents will be notified of outside days.

The parent must be certain that the child is dressed appropriately according to the weather conditions. This may include, but is not limited to rain gear, jacket, sweater, long pants, hat, mittens, and snow pants. If a child arrives at the program and does not have the appropriate outerwear for outdoor activity, Ward Preschool reserves the right to call the parent and ask that the appropriate clothing be brought.

38. Termination

Either Parent or Ward Preschool may terminate the preschool agreement upon two weeks written notice to the other party, except for the first month's tuition which is non-refundable after August 1.

Where the Parent does not provide two weeks' written notice, the Parent is still required to pay for the final month of

preschool, following the notice of termination, whether the child attends the program.

Ward Preschool reserves the right to terminate this agreement immediately, without giving notice to the parents, if:

- A. Preschool tuition and/or other fees are not paid when due.
- B. The child's continued participation in the program creates a direct threat of harm to the child, other children, or the preschool staff.
- C. If Ward Preschool cannot accommodate the specific needs of a child.

39. Arrival and Departure Procedure

All children must be brought into the building and signed in with our Enrollsy app by the parent or other authorized person. After signing in, the child must be taken to his or her teacher. Children should never be left unattended. At pick-up, the Parent or other authorized person must enter the building and sign the child out on the Enrollsy app and show the teacher. People other than the parent will need to go to the preschool desk and present a valid Driver's License or Picture ID to sign out a child. Habitual late pickup may result in a child's termination from the program.

40. Child Release Policy

- A. The parent must supply the names of the individuals to whom Ward Preschool may release the child in the event of an emergency.
- B. Ward Preschool will not release the child to any individual whose name is not on the list.
- C. Before Ward Preschool releases the child, if the individual is unknown to any one of the Ward Preschool staff, the staff will require that the individual show positive identification in the form of a valid Michigan Driver's License or picture ID.
- D. Parents must be aware that Ward Preschool and its staff are not properly trained to make assessments relating to intoxication or other impairment and, therefore, assume no responsibility to assess the competency or condition of any individual appearing to pick up child.
- E. Should the parent wish to allow an individual not listed on the card to pick up the child, Parent must give written permission prior to pick up and then update the Child Information Record at the Ward Preschool desk in a timely manner.
- F. With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child. Ward Preschool will release the child to a known identifiable parent. If a parent is prohibited from picking up a child, custodial parent must provide a copy of the court order.
- G. Ward Preschool assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.
- H. As part of our emergency plan, we ask that you update the information on your child information and child release forms to ensure that we have current telephone numbers (home, work, and cell) for all emergency contact persons. It is the parents' sole responsibility to ensure that all information is updated and current.

41. Photo Release Form/School Directory

From time to time, Ward Preschool will take photographs and videos of the children participating in program activities or field trips. The pictures may be used in a variety of media such as school bulletin boards, preschool publications, and the preschool website. Students will not be identified by their last name. Parents are asked to give photo consent in parent permission forms at enrollment.

42. Circle Drive

Please park only in designated parking areas. Parking is not allowed in fire lane areas (outer curb of circle drive). Northville police will issue tickets to violators. You may leave your vehicle in the circle drive on the inside curb closest to the building while you are in the building long enough to drop off or pick up your child. (10 minutes maximum). If you are in the building for a program or conference, please park in the parking lot area.

43. Sibling Policy

It is the policy of Ward Preschool that **ONLY** preschool age children registered for the current school year can stay in the classroom during school hours, unless otherwise communicated.

44. Fundraisers

Ward Preschool does not participate in any fundraisers, unless approved by Ward Church Session.

45. Birthdays

Children may celebrate birthdays or half birthdays with their class by choosing a special birthday snack from the Special Snack Menu and celebrating with a song or other special way a teacher chooses to celebrate.

46. Holiday Celebrations

As Ward Preschool is a Christian preschool, we choose to celebrate the following days:

- A. Thanksgiving—giving thanks to God
- B. Christmas—Christ's birth
- C. Valentines—God's love
- D. Easter—Christ's resurrection

47. Private Duty by Employees

Please note that if you ask any of the employees of Ward Preschool for private duty (e.g., babysitting, serving as nanny, transportation, etc.) for any of the children enrolled in the program, they are acting on their own behalf, not under Ward Preschool. Employees are on their own separate time during these duties and are in no way under Ward Preschool or Ward Evangelical Presbyterian Church while performing these "private duties".

48. Integrated Pest Management Program

Ward Preschool will notify parents of upcoming pesticide applications that occur inside and outside of the building. An annual notice will be posted at the entrance to the preschool and will also be posted on the school's forms website.

The advance notices will contain information about the pesticide including the target pest or purpose, approximate location, date of the application, contact information at the school, and a toll-free number for a national pesticide information center recognized by MDA.

49. Emergency Policy

Ward Preschool has developed an Emergency Management Plan to be implemented in the event of an emergency; parents/guardians will be notified via text message through Enrollsy of any changes to drop-off or pickup location. Ward Preschool staff are trained annually in emergency procedures and regularly practice fire and tornado drills with the children.