
Hidden Treasures Preschool

"Train up a child in the way he should go . . ." Proverbs 22:6



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Dear Parents:

Welcome to **Hidden Treasures!** How very special our children are to each of us. While attending **Hidden Treasures** your child will be provided a safe and nurturing educational environment. The staff of **Hidden Treasures** stands committed to reinforce the values of the family, the church and our country. **Hidden Treasures** provides a program supporting the individuality of each child in a loving, caring, and fun filled learning atmosphere.

We invite you to stop in and visit us any time. If you ever have a question, please do not hesitate to ask. Our office hours are 8:00 a.m. to 4:00 p.m.

We accept our working with children as a calling from God. That you have chosen us to care for your child is the highest honor and most grave responsibility. Each of us looks forward to a growing friendship with you and your family. If we can be of service to you in any way, please feel free to contact us.

Because children matter to God,

Abbey M. Tomko
Director

HIDDEN TREASURES PRESCHOOL IS A DIVISION OF CALVARY BAPTIST CHURCH MINISTRIES.

We invite you to visit our weekly events:

Sunday:

9:00 AM	Sunday School (all ages)
10:15 AM	Morning Worship (all ages)
6:00 PM	Evening Service and Adult Classes
6:00 PM	AWANA (K-3 - 6 th grade)
6:00 PM	QUEST (7 th and 8 th)
6:00 PM	The Pursuit (9 th -12 th)

Enrollment and Attendance Procedures

Registration

In order to register a child at Hidden Treasures Preschool, one must complete the enrollment form and pay the registration fee in full. The preschool office will communicate with parents once the registration process is completed.

Registration reserves a child's place at Hidden Treasures Preschool from the effective date until the third Monday in September. If the child has not attended by that Monday, or if there has been no communication from the parents as to when the child will begin preschool, the child's reservation will be cancelled.

The registration fee is nonrefundable.

Prior to a child starting preschool, parents must completely fill out and turn in the following forms to the preschool office: the enrollment form, the child information record, and an updated copy of the child's immunization record. A health appraisal must be on file within 30 days of the start of preschool and must be updated every two years.

If you have any questions, feel free to call or stop in any time. If you wish to read a copy of the Michigan Department of Social Services Day Care Rule book, you may review a copy in the HTP office or obtain a copy by calling the M.D.S.S.

Attendance

- Hidden Treasures operates by using the same age requirements the state of Michigan recommends.
 - ✓ A child must be 30 months old to attend our Early Treasures program.
 - ✓ A child must be 3 years old before September 1 to attend our K-3 program.
 - ✓ A child must be 4 years old before September 1 to attend our K-4 program.
 - ✓ A child must be 5 years old before September 1 to attend our Kindergarten program.
- Children may attend half day or full day classes. The half day classes begin at 8:30 and end at 11:30. Full day classes begin at 8:30 and end at 3:10.
- Children may only attend the class time in which they are enrolled. However, if space is available, a half day student may stay for the full day. Parents must check with the teacher ahead of time for availability.
- Failure to pay tuition by the 10th of the month will constitute a late fee and/or withdrawal of the child from Hidden Treasures Preschool. Please call the office if your payment will be tardy, and you will not incur a late fee.

Extended Care and Late Pick-up

Hidden Treasures Preschool offers child care for hours before and after the school day. Any child that arrives before 8:00 will need to go to our early care classroom. Early care meets in room 209 in the main building. At 8:00, any child present in early care will transition to his or her classroom.

Any child present after 3:25 will be combined into our extended care program. Extended care remains open from 3:25-6:00 PM. Extended care meets in room 210.

Use of early care or extended care will incur a \$4.00 an hour charge for any portion on an hour used. If your child requires any extended care, you will notice the fee appearing on the next month's statement.

There are two times that extended care prices are greatly increased. Please note the following list:

- Children not picked up by 6:00 PM will be charged \$1.00 per minute until they are picked up.
- Sick children who are not picked up within one (1) hour of the Preschool's contact of the parent will be assessed \$1.00 per minute until they are picked up.

Drop off/Pick up

- Children must be brought into the building and signed in by an adult. No child is to be dropped off in the parking lot or at the door. Failure to sign in or out will

result in a \$4 charge.

- In order for a child to attend Hidden Treasures Preschool, he/she MUST be able to walk into his/her room unattended and in control of himself/herself. We understand that some children will need “encouragement” to stay at preschool, and that there may be some tears at the beginning of the year. However, we do not wish to *routinely* pull children away from their parents and take them kicking and screaming into class.
- Children must be picked up by the parent or parent's proxy. It is very important that you list the persons to whom your child may be released on your child's information record. We will not send your child with anyone who is not listed.

**Parents should inform anyone on their list that he or she will be asked to show a picture ID when picking up a child.

Withdrawal/Termination

- Parents may withdraw their child from Hidden Treasures Preschool by providing written notice to the director at least ten (10) working days prior to the desired date of withdrawal. Failure to provide written notice 10 working days prior to the desired date of withdrawal will result in billing through the end of the month.
- Hidden Treasures Preschool may determine it necessary to end its services for a child. Termination

of services will be effective upon the Preschool's notification of the parents.

Daily Required Items

Many items that a child will need to be successful at school will be provided for them at preschool, however, there are a few items we ask parents to provide. Please note and provide the items on the following list:

- *a lunch in a re-useable lunch bag.* The bag must be clearly labeled on the outside and have some means for keeping the lunch chilled. (i.e. icepacks, etc.)
- *a cot size blanket and pillow for daily rest time* (The blanket is to be taken home each Friday to be laundered.)
- *a change of clothing for their child* (The change of clothing should be placed in a sealed clear plastic bag with the child's name clearly labeled in your child's backpack.)

We also ask that parents update information on the Praxischool Parent Portal whenever there is a change in names, addresses, phone numbers, email addresses, etc.

Medication

Occasionally, a child may need to take medication during the school day. Please note our policy regarding medication.

- A parent must complete the “Medication Permission and Instructions” form. You may pick one up in the HTP office or download one from www.htpmidland.org.
- Medication must come from the parent.
- Medication must be in its original container. Hidden Treasures Preschool will not dispense medication to any child not named on the container, nor will we give medication that is not in its original container.
- Hidden Treasures Preschool will not provide any medication, ointments, powders, or any other internally or externally applied treatments.
- All medication needed will be administered through the office during office hours and will be recorded as to type, time and amount given. If a child needs the prescribed medicine during non-office hours, a designated preschool worker will keep the same records.

Non-Discrimination Policy

Calvary Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to CBA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any

individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning difference or physical limitations, or whose personal or family lifestyle is not in harmony with the stated philosophy of Calvary Baptist Academy.

Calvary Baptist Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Calvary Baptist Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Calvary Baptist Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Calvary Baptist Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Calvary Baptist Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Leviticus 18:22 *Thou shalt not lie with mankind, as with womankind: it is abomination.*

Romans 1:18 *For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who hold the truth in unrighteousness;*

Romans 1:26-28 *For this cause God gave them up unto vile affections: for even their women did change the natural use into that which is against nature: [27] And likewise also the men, leaving the natural use of the woman, burned in their lust one toward another; men with men working that which is unseemly, and receiving in themselves that recompence of their error which was meet. [28] And even as they did not like to retain God in their knowledge, God gave them over to a reprobate mind, to do those things which are not convenient;*

I Corinthians 6:9-10 *Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind, [10] Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God.*

Galatians 5:19 *Now the works of the flesh are manifest, which are these; Adultery, fornication, uncleanness, lasciviousness,*

Ephesians 5:3 *But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints;*

Colossians 3:5 *Mortify therefore your members which are upon the earth; fornication, uncleanness, inordinate affection, evil concupiscence, and covetousness, which is idolatry:*

I Thessalonians 4:3 *For this is the will of God, even your sanctification, that ye should abstain from fornication:*

Preschool Information

Hours of Operation:

- Daily hours:
6:30 AM to 6:00 PM Monday through Friday
- Please see the Hidden Treasures Preschool calendar to find the holidays and teacher work days on which Hidden Treasures Preschool will be closed.

School Closings

- If Calvary Baptist Academy is closed because of inclement weather, Hidden Treasures Preschool will be closed as well; however, we will provide **daycare** from 7:30 a.m.-5:00 p.m. for children whose parents work outside the home and have **no other means of child care**. No preschool classes will be in session on these days. Sign up for daycare services will take place in early October of each year.
- If CBA has a delay to the start of the day, HTP will open as usual at 6:30 a.m. There will be no delay for HTP.
- Hidden Treasures Preschool's closings will be broadcast:

Television:	WNEM (TV-5)
Radio:	WSGW (790 AM)
Website:	WNEM (TV-5) WJRT (ABC12)
Text notifications:	WJRT (ABC12)

(You may sign up for the text notifications.)

- If you still have not heard and have a question of whether or not the preschool is open, you may call your child's teacher at home.

Lunch and Snacks

- Snacks will be provided during the school day.
- Parents are responsible to provide a lunch for their student. This may be a packed lunch from home or a school purchased Lunchable and/or slice of pizza on pizza day.
- Hidden Treasures Preschool will feed any child that attends during lunchtime and does not have a lunch from their parent. The child's account will be charged \$4.00.

Field Trips

Each preschool class goes on regularly schedule field trips throughout the year. Parents will be notified of these trips and are invited to attend with the children. Children will be transported on these trips by a yellow school bus.

Parents give “blanket” permission on the Child Information Record. No other permission slip is needed. However, for each field trip taken, we would like you to sign a “field trip sign-up sheet” located on the sign-in table.

Outdoor Activity

By law, children in attendance for 3 hours or more must go outside, *weather permitting*. Therefore, all full day students will go outside for 1 recess per day.

- If the temperature and wind chill combined is below 20 degrees, all children will be kept indoors. Please note that the temperature may be fine, but the conditions may still prohibit outdoor recess time—such as freezing rain or blowing snow.
- Children must come prepared for the season (i.e. winter time – coats, hats, snowpants, mittens and boots). If children are not prepared for outdoor recess, they will remain inside with a teacher’s assistant. *Please help us by labeling all articles of clothing.*

Classroom Goals

Hidden Treasures Preschool uses the "A Beka" and Bob Jones curriculums. These programs emphasize the following ideas: reading and phonics skills, counting and math skills, self-discipline, patriotism, good manners, respect for authority, and personal accountability. The following list shows the academic goals for each grade level.

1. **Early Treasures**

- a. Children will enjoy Bible stories, songs, and games.
- b. Children will enjoy hearing nursery rhymes, making arts and crafts, and playing with new friends.

- c. Children will be introduced to numbers and the alphabet.
 - d. Children will practice following directions - sharing and helping - leading and following
2. **K-3**
- a. Know the name and sound of each letter
 - b. Know the name and value of numbers 1-19
 - c. Color inside the lines
 - d. Cut on the lines
 - e. Adjust to group setting
 - f. Follow directions - Share and Help - Lead and Follow
3. **K-4 and Young 5's**
- a. Know all the K-3 material
 - b. Know the "blends" (ba, be, bi, bo, bu, etc.)
 - c. Know the name, order, and value of numbers 1-100
 - d. Write own name
 - e. Write all the letters and the numbers 1-20
 - f. Read three and four letter, single syllable words
4. **Kindergarten**
- a. Know all the K-3 and K-4 material
 - b. Demonstrate an understanding of basic addition and subtraction
 - c. Read two and three syllable words
 - d. Count by twos, fives, and tens
 - e. Spell three to six letter words

The following list represents some of the social requirements for each grade level.

- **Early Treasures**

- ✓ Do not have to be toilet trained.
- ✓ Will be encouraged to use the “potty” chair.
- ✓ May join the program anytime during the year when they are 30 months old.

- **K-3, K-4, and Kindergarten**

- ✓ Age Requirements:
 - K-3 = 3-years-old prior to September 1
 - K-4 = 4-years-old prior to September 1
 - Kindergarten = 5-years-old prior to September 1

*Exceptions can be made by the preschool director.

- ✓ All children must be "Fully Toilet Trained."
 - Knows they have to go and will tell their teacher
 - Knows where the bathroom is, how to get there, and how to use it
 - Will "hold it" until they reach the bathroom
 - Knows how to clean up afterward
- ✓ All children must meet minimum developmental levels in:
 - Social skills
 - Behavior skills
 - Academic skills

While parents are welcome to request a teacher, **the placement of students will be determined by the administration.**

Discipline and Character Training

Hidden Treasures realizes that children need to learn self-discipline, and they need to develop their social and behavioral skills so they can function in group settings. We also realize that the consistent standards taught in the Bible are the best, most easily applied set of lifestyle regulations ever assembled.

Because He created us, God knows what is best for us.

Scripture states that people are the happiest, their self-esteem is the greatest, when they know what the limits are. The limits that form the boundaries of our existence are set by God and are based on the standard of His character. (He never changes, He never lies, He always directs us toward what is best). Anyone who will choose to live according to His standard will be content, happy and full of joy. Joshua 1:8, Psalm 1:1-3, Prov. 29:18, Matt. 7:24, Luke 11:28, John 8:30,32, 14:6, Romans 8:28, Phil. 4:9, James 1:25, 4:17, Rev. 22:14

We truly believe there is a difference between discipline and punishment.

Punishment is an act. Discipline is a process.

- Discipline is a method whereby a person is taught the rules that bound a certain situation or activity. Discipline's goal is to get a person to think about his DECISIONS, which form his DIRECTIONS, which fixes his DESTINY.

- ✓ Instruction: A person must know what is expected and what is and is not acceptable behavior.
 - ✓ Repetition and redirection: Restate the rule and show how to follow it.
 - ✓ Reproof: Comes after the bounds have been breached. An individual must know that what he/she has done is not acceptable, that it has adverse repercussions on others, and that it will not be tolerated. Reproof is not to humiliate or berate. It is simply and purely an emphatic "one-on-one" that leaves no question as to whether the individual understands the rule, and that he/she also understands that he/she has not acted within the scope of the rule. It is a time of personalized instruction that uses the individual's actions and choices as examples of right and wrong behavior.
 - ✓ Rebuke: Is a verbal reprimand which follows repeated offenses of a rule. Its purpose is to develop within the heart and mind of the individual a sense of conscience about his/her actions, and an understanding of the consequences of his/her choices. Rebuke necessitates an accusation of that guilt and an acceptance of that guilt by the offender.
- Punishment can be the infliction of that which is not desired.
 - ✓ Even though the Bible teaches that spanking may be necessary, it does not advocate corporal punishment as the only, or even the first means of correcting deviant behavior.

(Proverbs 22:15, 23:13-14, 29:15)

- ✓ The Bible teaches that parents are accountable for the manner by which they raise their children. (Deuteronomy 6:3-9, 11:19-21, Proverbs 4:1-4; 19:18, 26:6, 29:17, Matthew 12:36, 18:23, Luke 16:2, Romans 14:12, Hebrews 13:17, Ephesians 6:4.

- ✓ **Because parents differ in their concept of the way, the reason, and the method of punishment, Hidden Treasures Preschool does not administer any form of "corporal punishment."**

- Punishment can also be the deprivation of that which is desired:
 - ✓ Hidden Treasures Preschool uses "Time Out" as its ultimate form of punishment. Once a child has been disciplined, as stated in XVII-C-1, further misbehavior will cause:
 - the child being removed from the activity area/group for a period of time. "Time Out" normally lasts between 30 seconds and 3 minutes.
 - reproof and rebuke to be applied
 - notification of the parents, IF the child has received "Time Out" frequently during the course of one day.
 - ✓ In rare cases, a child behaves in a way that presents harm to himself or to others. In such a situation, it may be needful to have the child cared for elsewhere. Before Hidden Treasures Preschool would terminate service for a child, the Director will talk to the parents about other possible solutions to the problem.

- **The staff of Hidden Treasures Preschool is never allowed to use corporal punishment in any form, berate or humiliate a child verbally, or seclude a child for disciplinary purposes.**

Health Policy

We at Hidden Treasure Preschool want each student to enjoy preschool to the fullest. Part of the way we can help is by everyone doing his or her part to keep the children healthy! We rely on a teamwork of parents and staff to accomplish this goal of healthy children.

Parent's Role

- According to MDSS Rule 440.5111, each child must have a Health Appraisal form on file in the preschool office within 30 days of the child starting preschool. This form must be signed by a physician, stating the child is in good health and listing any known restrictions. This form must be updated every two years.
- Each child must have an updated copy of his immunization record in the preschool office before starting school. These must be updated each year.
- In the event that your child becomes ill at school, parents will pick up their child within 1 hour of

notification of their child becoming ill.

- In the event that your child becomes ill at home, please notify Hidden Treasures Preschool of your child's illness and arrange to have your child cared for outside the center if the child is contagious, has a fever, is vomiting, or is otherwise seriously ill.

- Parents are to keep children home from school if they have any one or more of the following symptoms:
 - ✓ Temperature of 100 or more in the morning. The child must be fever free for 24 hours without the aid of medicine.
 - ✓ Conjunctivitis ("Pink eye"), bronchitis or impetigo
 - ✓ Rashes that cannot be identified, are contagious, or have not been checked by a doctor
 - ✓ Diarrhea and/or vomiting due to an illness during the last 24 hours
 - ✓ Severe cold with fever and/or drainage
 - ✓ Any contagious disease (scarlet fever, measles, chicken pox, mumps, etc.)
 - ✓ Obviously sick, pale, pasty, irritable, or listless

Please notify Hidden Treasures Preschool if your child has such an illness or is on medication for a contagious illness. Your child may return to school when he/she has been on such a medication for at least 24 "fever free" hours. Your child is to be kept at home until they are well plus one (1) day.

- Parents agree to absolve Hidden Treasures Preschool of all financial responsibilities due to any and all illness and/or injury incurred by the child while at the center.

Staff Role

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in child care settings. Illnesses may be spread by way of:

- Human waste, such as urine and feces
- Bodily fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
- Direct skin-to-skin contact
- Touching a contaminated object
- The air, in droplets, that result from sneezes and coughs

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind the following policies shall be implemented at Hidden Treasures Preschool.

Hand washing

Staff must wash their hands:

- Before preparing or serving any food or drink
- After handling animals or insects
- After sneezing or blowing the nose
- When hands are dirty
- Before administering medication
- Before and after giving first aid (when appropriate)
- After using the restroom
- After any contact with a child's bodily fluids – including blood, vomit, sputum and mucus (from wiping noses)

- If you are using gloves to prepare food, you should still wash your hands before putting on the gloves.

Children must wash their hands

- Before eating
- After toileting
- After sneezing or blowing the nose
- After playground activities
- After handling animals or insects
- When hands appear to be dirty

How hands should be washed

- Wet both hands.
- Apply a small amount of liquid soap.
- Rub hands together for at least 15 seconds to work up a good lather.
- Be sure to wash between your fingers, under the nails and all hand surfaces from the tips of the nails to beyond the wrists.
- Rinse hands well under a stream of warm running water.
- Leave water running while you dry your hands – you do not want to turn off the “dirty” faucet with your now clean hands.
- Dry your hands well.
- Use the towel to turn off the faucet.
- Dispose of the towel in the trash.
- Consider the use of hand lotion to prevent chapped and cracked skin.

Teaching the children

- Time should be taken to teach your children the correct hand washing technique as described above.
- When to wash hands

- How to wash hands (demonstrate correct hand washing)
- Observe the child hand washing
- Correct his/her technique as necessary

Handling Bodily Fluids

Hidden Treasures Preschool staff shall use universal precautions (i.e., protective gloves) when handling potential exposure to blood, including blood-containing bodily fluids and tissue discharges. Treat all situations involving potential contact with blood, bodily fluids, or medical waste with caution.

- Wash hands after contact with any bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser; not bar soap.
- Wear protective gloves on both hands for anticipated direct contact with blood, bodily fluids, medical waste or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
- When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth – flush with water immediately. Notify supervisor immediately. It is recommended that medical help be sought within 2 hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed. Any approval that the employee feels that they need from their supervisor is to be “assumed” in exposure situations.
- Treat all linens soiled with blood and/or body secretions as infectious. Soiled linens and materials should be handled as little as possible and with minimum agitation. All linens should be bagged in

red-labeled biohazard bag at the location where it is used.

- Trash must be placed in covered containers bagged in impervious bags; secure tops when filled, double bag only if break through is anticipated.
- Areas, surfaces or articles that are grossly soiled with blood or other bodily fluids must be cleaned with detergent/disinfectant.

Controlling Infection

If a child becomes ill while at Hidden Treasures Preschool the child's parents will be called immediately to pick that child up. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled any toys or other items in the classroom, those items will be sanitized to reduce the risk of other students contracting the illness.

Communicable disease reports are submitted to Midland County Health department when a communicable disease is confirmed.

Health Related Resources

Hidden Treasures Preschool is involved with a variety of agencies in and around Midland County. Information is shared and referrals are made to agencies such as:

- Midland County Health Department
- Child Protection Council
- Mid-Michigan Family Practice
- Red Cross

Our Hidden Treasures Preschool staff is CPR and First Aid certified. They are trained to recognize general health concerns in children including the recognition of disease symptoms, unknown rashes and developmental deficiencies.

Cleaning and Sanitizing of Equipment

Hidden Treasures Preschool staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease.

<u>Area</u>	<u>How Often?</u>	<u>With What?</u>
Countertops and tabletops	Daily before and after food is served and when soiled	Spray/bucket bleach solution
Bare floors	Swept daily, mopped daily	Commercial floor cleaner
Small rugs	Vacuum daily, launder weekly or when visibly soiled	Laundry detergent
Carpets and large area rugs	Vacuum daily, shampoo when visibly soiled. Must be dry when children return	Professional commercial carpet cleaning service
Door and cabinet handles	Daily or when visibly soiled	Spray/bucket bleach solution
Telephone receivers	Weekly	Spray/bucket bleach solution
Toys (not contaminated with bodily fluids)	Daily	Spray/bucket bleach solution
Trash cans	Bi-weekly or when visibly soiled, empty daily	Spray/bucket bleach solution
Refrigerator	Monthly or visibly soiled	Spray/bucket bleach solution
Hand washing sinks, faucets, counter tops, soap dispensers, cabinet handles and floors	Daily and when visibly soiled	Spray/bucket bleach solution
Toilet seat, flush handles, door knobs, stall handles	Daily and when visibly soiled	Spray/bucket bleach solution
Any surface contaminated with bodily fluids	Immediately	Spray/bucket bleach solution

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advanced notice of the applications through two means (i.e., letter home and a notice on the sign in tables). This advanced notice shall contain information about the target pest or purpose for pesticide application, information about the pesticide to be used, approximate location of application, date of application, who to contact at HTP for more information, and the National Pesticide Information Center phone number.