

2019-2022 Morningside Presbyterian Preschool Strategic Plan

Approved June 2019



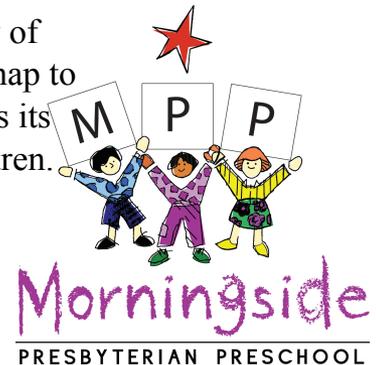
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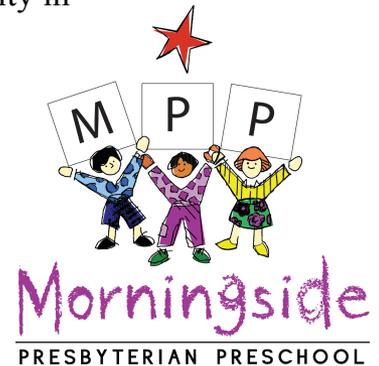
Executive Summary

- Morningside Presbyterian Preschool (MPP) continues to make tremendous progress in fulfilling its mission to provide the highest quality program nurturing and educating children. MPP has deepened our sense of community through volunteer opportunities, family financial assistance, and strengthened communication. MPP has improved its facility and actively planned for future annual maintenance needs with the help of our strong fundraising capabilities. MPP has also supported its staff through programming, continuing education, more comprehensive communication, and additional resources.
- MPP is charged with continuing to better the organization, keeping in mind its strongest assets of small class and school size, wonderful staff, dedicated parents, and a tight-knit community.
- The 2019-2022 MPP strategic plan will guide the organization in the years ahead. This three-year strategic plan will help us act on the critical issues, strive towards the desired outcomes and achieve actions required to continue to build on the legacy of success established with the previous strategic plans. It will also provide a roadmap to guide the Preschool Committee, staff, and families, as MPP adds to and enhances its programs to improve upon the existing high level of services offered to our children.



Planning Approach

- MPP's strategic planning process was launched in December of 2018 with a meeting of the Preschool Director and Preschool Committee leadership. This group determined the approach and timeline necessary to launch the new three-year planning process.
- A series of focus groups were hosted throughout January 2019 with teachers, parents, church members, and the Preschool Committee. The Preschool Committee then conducted a series of targeted discussions, allowing the group to identify our areas of focus. The issue statements, desired outcomes and action plans that are the foundation of our plan were created, and our strategic plan was finalized.
- The 2019-2022 strategic plan was finalized at the June 2019 Preschool Meeting. The plan will be presented to Session (Morningside Presbyterian Church's governing body) in June. We will present the 2019-2022 strategic plan to the Preschool Community in the Fall of 2019.



Proposed MPP Strategic Imperatives

- Morningside Presbyterian Preschool embodies its mission statement by helping all children grow in preparation for kindergarten and beyond. MPP continues to maintain small class and school size, close interaction with the church community, an excellent educational reputation, and meaningful outreach within the neighborhood community. In recent years, we have developed many volunteer and social opportunities, offered financial assistance, encouraged better communication, developed fundraisers, and built community awareness. We have upgraded payment options through Quickbooks and have streamlined communication amongst parents, teachers and the Preschool Director. MPP has renovated our facilities, added a new play structure to the playground, new sinks and flooring. In addition, we have reviewed the health and safety factors facing our Preschool community. MPP has offered more enrichment programs and after-school activities to further benefit our children.
- From this progress, we recognized the need for more comprehensive communication forums including our website and continued improvements during the application process (annual enrollment and summer camps). It is important to find ways to further support our MPP staff and to responsibly review our curriculum and other programs. We want to do this all by enhancing the MPP experience, both within our MPP family as well throughout our neighborhood community. The Preschool Committee has established the following four strategic imperatives to drive the continued progress of the Preschool over the next three years:

- **Technology + Communication**
- **Staff Support**
- **Curriculum**
- **Health + Safety**



Issues, Desired Outcomes, and Action Plans

- The following pages summarize the Issue Statements representing either an opportunity or a challenge to MPP in the coming years.
- For each issue statement, we have articulated a Desired Outcome to address the issue. The desired outcomes are intended to reflect how we would like to see the issue resolved over the plan period.
- Following the summary of the key issues and desired outcomes for each, you will find Detailed Action Plans specifying next steps to bring about the desired outcomes. The plans begin to identify the parties responsible for key actions, desired timing and the measure of success.
- To accomplish the goals of the plan, we intend to engage not only the Preschool Committee members, but also our dedicated teachers and committed parents in the execution of our actions.
- As with most three-year plans, we may revise or modify the content or timelines as necessary, in order to reflect current issues, opportunities, and priorities.



Communication + Technology

Issue Statements and Desired Outcomes

Issue Statement #1	Update our logo and brand look and feel.
Desired Outcome	The new brand logo will communicate the values of MPP while having a modern look.
Issue Statement #2	Create a new website with improved content quality and usability to provide timely and accurate info to MPP's target audience.
Desired Outcome	The new MPP website will have an updated look with easy-to-access content, including blog and calendar, as well as have the ability to accept electronic payment, register online and make donations.
Issue Statement #3	Create an efficient online solution for managing payments and registration for an improved experience for parents and director, as well as to reduce MPP's environmental impact.
Desired Outcome	The new website will provide a login portal for parents and prospective families to pay tuition/fees and register for classes electronically, phasing out in-person payments.
Issue Statement #4	Establish a blog on the new website to efficiently provide information to MPP families, teachers, prospective families and the community.
Desired Outcome	The blog will communicate the robust programming MPP offers including, but not limited to, music, science, diversity, special programs and continued educator learning.
Issue Statement #5	Audit existing communication to expose areas for improvement.
Desired Outcome	Keep MPP communication channels and technology streamlined and efficient by employing the best possible tools for director, teachers and parents.

Communication + Technology

Issue Statement #1	Update our logo and brand look and feel.
Desired Outcome	The new brand logo will communicate the values of MPP while having a modern look.

Action Items	Responsibility	Due Date	Measurement	Status
Present logo and design options to committee members and solicit feedback.	Technology & Communication Team (Megan Graddy)	Fall 2019	Presented at Monthly committee meeting	
Create final logo and brand look and feel from feedback.	Technology & Communication Team (Megan Graddy)	Fall 2019	Approved by Committee	
Apply design principles of new logo to other look and feel elements.	Website Team on Technology & Communication Team	In concert with website being created	Delivery of website	
Roll out to existing and new documents.	Technology & Communication Team (Megan Graddy)	Winter 2019-20 and continuing through Spring & Summer of 2020	Registration materials used in mid-January 2020 for the 2020-21 year have new brand	



Communication + Technology

Issue Statement #2	Create a new website with improved content quality and usability to provide timely and accurate info to MPP's target audience.
Desired Outcome	The new MPP website will have an updated look with easy-to-access content, including blog and calendar, as well as have the ability to accept electronic payment, register online and make donations.

Action Items	Responsibility	Due Date	Measurement	Status
Select vendor after sharing quotes with Preschool Committee for approval of expenditure.	Tech & Comm Team (Ryan Jones)	Summer 2019	Vendor contract signed	
Develop content, mockups and specs.	Tech & Comm Team (Ryan Jones) & Director	Summer 2019	Content delivered to vendor	
Solicit feedback on mockups and specs.	Tech & Comm Team (Ryan Jones)	September 2019	Committee meeting	
Develop and test new site.	Tech & Comm Team (Ryan Jones)	Fall 2019	Acceptance environment complete	
Update url on paperwork, MPC site, email signature, redirect link from MPC, etc.	Tech & Comm Team (Megan Graddy)	January 2020	Transition completed from being on church website to New MPP website	
Launch site to all parents through Strategic Plan update platform and all communications.	Preschool Committee (Technology Project Team)	Winter 2020	New Website Launched	



Communication + Technology

Issue Statement #3	Create an efficient online solution for managing payments and registration for an improved experience for parents and director, as well as to reduce MPP's environmental impact.
Desired Outcome	The new website will provide a login portal for parents and prospective families to pay tuition/fees and register for classes electronically, phasing out in-person payments.

Action Items	Responsibility	Due Date	Measurement	Status
Understand transaction workflow requirements for site and in-person electronic payments.	Tech & Comm Team (Michelle Davis) and Website Designer	Fall 2019	All information gathered from meeting with Director	
Create transaction spec.	Tech & Comm Team (Michelle Davis)	Fall 2019	Spec complete	
Manage site developer to implementation.	Tech & Comm Team (Michelle Davis)	November 2019	Application selected and spec delivered	
Roll out new electronic payment plan to parents.	Tech & Comm Team (Michelle Davis & Megan Graddy)	Winter 2020	No more tuition checks!	



Communication + Technology

Issue Statement #4	Establish a blog on the new website to efficiently provide information to MPP families, teachers, prospective families and the community.
Desired Outcome	The blog will communicate the robust programming MPP offers including, but not limited to, music, science, diversity, special programs and continued educator learning.

Action Items	Responsibility	Due Date	Measurement	Status
Create a content calendar for prioritizing content.	Technology & Communication Team (Megan Graddy)	January 2021	Delivery of content spec	
Define contribution responsibilities from community.	Technology & Communication Team (Megan Graddy)	February 2021	Action plan drafted	
Create a review and publication cadence.	Technology & Communication Team (Megan Graddy)	Spring 2021	Communications launched through Strategic Plan update platforms	
Launch Blog.	Technology & Communication Team (Megan Graddy)	Summer 2021	Successful launch of blog	



Communication + Technology

Issue Statement #5	Audit existing communication to expose areas for improvement
Desired Outcome	Keep MPP communication channels and technology streamlined and efficient by employing the best possible tools for director, teachers and parents.

Action Items	Responsibility	Due Date	Measurement	Status
Summarize accomplishments and areas from improvement since last study.	Technology & Communications Team	January 2022	Report delivery through Strategic Plan update platform	
Outline which changes create the most impact.	Technology & Communications Team	February 2022	Change statement and metrics for success	
Succession plan for Communications + Technology leadership: explore skills and talents of parents and recruit leaders.	Preschool Committee Chair, Rising Chair and Director	Spring 2022	Next generation of leadership on Preschool Committee	



Staff Support

Issue Statements and Desired Outcomes

Issue Statement #1	Understand the financial and other benefits we provide to our MPP staff to ensure that they are competitive in the early childhood education field; better articulate our benefits to current and prospective staff.
Desired Outcome	To attract, reward and retain a strong staff of exemplary early childhood educators.
Issue Statement #2	Expand MPP staff continuing education opportunities for the benefit of our entire preschool community.
Desired Outcome	For our teachers to learn from dynamic educators and other speakers on relevant and interesting topics and to share best practices that can create consistency in the delivery of our curriculum.
Issue Statement #3	Ensure that our teachers and staff have the support they need to excel as a leading preschool organization.
Desired Outcome	For our teachers and staff to have the necessary resources to effectively deliver educational curriculum that meets our policies and our mission.
Issue Statement #4	Ensure that our director has the support required to excel as a leading preschool organization.
Desired Outcome	For our director to have the available resources and the support systems in place to lead a successful preschool program.



Staff Support

Issue Statement #1	Understand the financial and other benefits we provide to our MPP staff to ensure that they are competitive in the early childhood education field; better articulate our benefits to current and prospective staff.
Desired Outcome	To attract, reward and retain a strong staff of exemplary early childhood educators.

Action Items	Responsibility	Due Date	Measurement	Status
Prepare an annual financial summary for each teacher that articulates the full amount of compensation and other benefits awarded.	Preschool Director and Staff Support Committee Members	Summer 2019	Summaries created and distributed for each teacher August Teacher Workdays	
Initiate and/or participate in a Competitive Market Survey to assess our program attributes and benefits relative to other local preschools (tuition discounts, salaries, PTO, bonuses, diversity metrics of staff and student population, etc.).	Preschool Director and Staff Support Committee Members	2019-2020	Receive 5-7 comparable programs' details of salaries and other benefits for all staff and make adjustments as required	
Revise as needed teacher and staff job descriptions and use in public postings in order to comprehensively represent the benefits we offer.	Preschool Director and Staff Support Committee Members	2020-2021	Revised articulations of our benefits in job descriptions and postings	



Staff Support

Issue Statement #2	Expand MPP staff continuing education opportunities for the benefit of our entire preschool community.
Desired Outcome	For our teachers to learn from dynamic educators and other speakers on relevant and interesting topics and to share best practices that can create consistency in the delivery of our curriculum.

Action Items	Responsibility	Due Date	Measurement	Status
Utilize the list of themes and topics compiled from teacher feedback gathered in Spring 2019 to help drive the focus of our continuing education programming. Continue to seek input each year.	Preschool Director and Staff Support Committee Members	Summer 2019 and continuing each Spring	Annual list of CE Themes/Topics created	Completed Spring 2019; Ongoing each Spring
Build a schedule of internal and external speakers and other programs that align to the most pertinent topics for additional learning.	Preschool Director and Staff Support Committee Members	Summer/Fall 2019	2019-20 schedule developed and executed	
Participate in the Annual NAEYC conference (National Association for the Education of Young Children); evaluate cost and decide on numbers/names of attendees; promote in Fun-Raiser.	Preschool Director	Summer 2019, Ongoing	2-4 teachers sent to NAEYC each year	Cost evaluated Spring 2019; attendees to be determined August 2019; annual task
Add as an annual goal for each teacher to continue to share best practices and other learnings with the broader teaching staff while also adopting new practices and strategies from lessons learned.	Preschool Director	Summer 2020	Goals are added to reviews and assessed at the end of year	



Staff Support

Issue Statement #3	Ensure that our teachers and staff have the support they need to excel as a leading preschool organization.
Desired Outcome	For our teachers and staff to have the necessary resources to effectively deliver educational curriculum that meets our policies and our mission.

Action Items	Responsibility	Due Date	Measurement	Status
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Put into place an annual goal setting process to determine yearly development initiatives; establish a self-appraisal process to track progress against each goal.	Preschool Director and Staff Support Committee Members	Fall 2019	New Annual Review Process established and in place. Goals will be added to personal and teacher reviews	
Continue to have Preschool Committee representation at monthly staff meetings; explore deeper engagement and communication between the teachers and Preschool Committee representatives.	Preschool Committee Chair	2019-2020	Schedule Teacher-Preschool Committee Members "Meet and Greet"; Regular Preschool Committee representation at monthly staff meetings	
Enhance in-classroom support by re-evaluating the tasks to be accomplished by the 'floater' role.	Preschool Director and Staff Support Committee Members	2019-2020	Assess full requirements of 'floater' role	
Conduct an end of year teacher survey, like we do with our parents, to give teachers a chance to reflect and provide feedback to the Director and Preschool Committee.	Staff Support Committee Members	Spring 2020	Annual teacher survey developed and conducted	

Staff Support

Issue Statement #4	Ensure that our director has the support required to excel as a leading preschool organization.
Desired Outcome	For our director to have the available resources and the support systems in place to lead a successful preschool program.

Action Items	Responsibility	Due Date	Measurement	Status
Explore ways to enhance general administrative support for the school, in an effort to create capacity for the Director to focus on other duties.	Preschool Director and Staff Support Committee Members	2019-2020	Assess and address administrative and other needs	
Enhance the annual performance review process to align to new goal-setting and self-appraisal components with each teacher.	Preschool Director and Staff Support Committee Members	Spring 2020	New Annual Review Process established and in place. Goals will be added to personal and teacher reviews	
Establish a drop box for real-time ideas and feedback to be shared with Director so that actions or follow up can be evaluated and performed quickly.	Staff Support Committee Members	2019-2020	Feedback Form and Drop box is created and monitored regularly	
Create a suite of appropriate team building and other activities/ideas designed to develop an engaged and highly functioning MPP team.	Preschool Director and Staff Support Committee Members	Multi-year	Annual plan is established to improve team engagement	



Curriculum

Issue Statements and Desired Outcomes

Issue Statement #1	Build upon the current multicultural and diversity education at the preschool.
Desired Outcome	Enhance multicultural based themes that are not familiar to our students. Ensure consistency across all classrooms, and throughout the preschool, for common themes.
Issue Statement #2	A need exists to enhance/augment music programming across all age groups.
Desired Outcome	Intentional music education choices will be made to create a school-wide curriculum that exposes our children to playful and interactive songs in a wide variety of scales (major/minor), meters (tempo), and musical styles from around the world.
Issue Statement #3	Create structures for teachers to better prepare students for the following year's class.
Desired Outcome	Vertical teaming/planning is implemented between age levels to ensure student preparedness for the next level.
Issue Statement #4	Explore opportunities for an outdoor classroom in the children's garden in order to build upon current science curriculum.
Desired Outcome	All MPP students to experience lessons that incorporate nature in science activities.



Curriculum

Issue Statement #1	Build upon the current multicultural and diversity education at the preschool.
Desired Outcome	Enhance multicultural based themes that are not familiar to our students. Ensure consistency across all classrooms, and throughout the preschool, for common themes.

Action Items	Responsibility	Due Date	Measurement	Status
Gather ideas from teachers on best practices to build on current curriculum (i.e., dividing months/themes, planning activities and lessons, etc.). Confirm that there is a variety of cultural awareness and sensitivity activities so that each age level experiences it fresh each year.	Curriculum Team, Teachers	Fall 2021	Opportunity to share ideas between teachers	
Add information gathered into curriculum - update document for electronic and paper distribution to teachers; share with them in late Spring so they can think of where to further incorporate in next school year.	Curriculum Team, Teachers	Winter-Spring 2022	Present enhanced curriculum to Preschool Committee and Staff, preparing to roll out in August 2022	
Introduce greetings in foreign languages based on the monthly themes. Other words can be introduced as needed such as color or numbers.	Teachers, Director	Fall 2022	Foreign language is incorporated in to each classroom, including greetings at pick-up/ drop-off	
Utilize music where appropriate to add multi-cultural learning.	Teachers, Director	Ongoing	Teacher Lesson Plans	

Curriculum

Issue Statement #1	A need exists to enhance/augment music programming across all age groups.
Desired Outcome	Intentional music education choices will be made to create a school-wide curriculum that exposes our children to playful and interactive songs in a wide variety of scales (major/minor), meters (tempo), and musical styles from around the world.

Action Items	Responsibility	Due Date	Measurement	Status
Continue to offer school-wide musical events (i.e., Musical Trio, Mr. Greg's Musical Madness, Tahino's Latino Music, Lion Dance).	Director	Ongoing	Music events scheduled and shown on calendar	
Ensure communication between teachers and families so music can be continued at home (i.e. written lyrics, link to song in calendar).	Curriculum Team, Director, and Teachers	Begin August 2019, ongoing	Tangible communication provided	
Review lesson plans to aggregate data of existing singing, dancing, movement, and instrument play currently occurring in classes. Use this information to identify strengths and opportunities for growth within music education at MPP.	Curriculum Team	Fall 2019	Report of findings shared with Preschool Committee & Director	
Survey teachers to determine curriculum preferences (i.e., purchased curriculum that each teacher facilitates vs. in-school music program).	Curriculum Team	Winter 2020	Report of findings shared with Preschool Committee & Director	
Research music curriculum options available to MPP. Make final decisions for music curriculum enhancements that create a complete library of diverse songs and activities. Provide teacher training. Communicate changes to MPP families.	Curriculum Team	Spring 2020 for a decision and final cost in budget, implementation in August 2020	3 to 5 quotes obtained and provided to Director. Input from teachers, Director, and Committee for final decision	
Review Goals & Objectives for each age group to ensure music is incorporated. Make modifications to Goals & Objectives as needed.	Curriculum Team and Director	2020-2021	Updated Goals & Objectives for each class	

Curriculum

Issue Statement #3	Create structures for teachers to better prepare students for the following year's class.
Desired Outcome	Vertical teaming/planning is implemented between age levels to ensure student preparedness for the next level.

Action Items	Responsibility	Due Date	Measurement	Status
Data needs to be gathered and analyzed (via the End-Of-Year Conference Forms) to ensure that the previously established Goals & Objectives are appropriate for each age level.	Curriculum Team	Fall 2019	Updated Goals & Objectives	
A schedule is established to encourage teacher participation in classroom peer observations. These observations would help teachers exchange teaching strategies, curriculum ideas, and gain a better understanding of the skill development their students need for the following age level.	Director and Curriculum Team	Winter 2020, ongoing	Communicate at least one idea learned to the Director	
Implement vertical planning by having lead teachers across age levels meet (i.e. toddler teachers meet with twos' teachers). Teachers can use this time to gain a better understanding about student expectations in the subsequent class (i.e. writing utensil grip).	Director and Teachers	2020-2021	Biannual meetings completed (consider workdays in August, October and/or January)	



Curriculum

Issue Statement #4	Explore opportunities for an outdoor classroom in the children's garden in order to build upon current science curriculum.
Desired Outcome	All MPP students to experience lessons that incorporate nature in science activities.

Action Items	Responsibility	Due Date	Measurement	Status
Survey teachers to determine current and desired outdoor activities and science lessons.	Curriculum Team	Fall 2021	Report of findings shared with Preschool Committee & Director	
Build upon existing science lesson plans from Georgia Marshall and each teacher's lesson plans to develop the ideas for the outdoor classroom for all age levels.	Teachers	Fall 2021	Lesson Plans created that would show use of outdoor classroom for a year	
Coordinate with church regarding landscaping and gardening needs in the children's garden - how can volunteers be used, budgetary impacts?	Director, Curriculum Team and Property Team	Winter 2022	List of yearly child-friendly tasks created (i.e., pick up sticks, weeding, planting, etc).	
Develop detailed plan for Children's Garden to support lesson plans (i.e., consider picnic tables, plant materials, gardening beds, etc).	Director and Curriculum Team and Teachers	Spring 2022	Plan created and proposed for consideration	



Health + Safety

Issue Statements and Desired Outcomes

Issue Statement #1	The current policy is for all MPP children to have up-to-date vaccines, however there is no requirement for staff vaccinations (only a strong recommendation for the flu shot).
Desired Outcome	To implement a comprehensive vaccination policy for children and staff that provides the safest environment for our preschool community.
Issue Statement #2	A need exists to evaluate the current security and safety risks at MPP. This includes the physical access to MPP, within the building, as well as parking lot safety.
Desired Outcome	To ensure that MPP provides the safest environment for our students and staff.
Issue Statement #3	A previous review for healthy cleaning products led us to use Foaming Hand Soap from Healthy Green Schools. This product is no longer available, but we want to ensure the safest and most effective products for our children and staff.
Desired Outcome	Provide the safest and most effective option for foaming hand soaps and consider automatic hand sanitizer dispensers throughout the school, especially during flu season.



Health + Safety

Issue Statement #1	The current policy is for all MPP children to have up-to-date vaccines, however there is no requirement for staff vaccinations (only a strong recommendation for the flu shot).
Desired Outcome	To implement a comprehensive vaccination policy for children and staff that provides the safest environment for our preschool community.

Action Items	Responsibility	Due Date	Measurement	Status
Provide opportunities to make vaccines readily accessible to staff and to communicate that MPP will cover cost if they do not have insurance.	Health & Safety Team, Staff Support Team, Director	Ongoing	Continue to offer Flu Shot Clinics on property each fall	
Evaluate the required teacher vaccinations at comparable schools to MPP and CDC recommendations for early childhood educators.	Health & Safety Team	Fall 2019/ Winter 2020	Survey local schools	
Determine the importance of having teachers vaccinated to our MPP community.	Health & Safety Team	Fall 2019	Special Survey	
Respect individual choices regarding vaccinations, continue to listen to staff concerns and educate on importance of vaccines per CDC recommendations as we explore policy changes.	Health & Safety Team, Director	Ongoing	Updated policy in employee handbook with this Spring's change to "strongly recommended for current staff"	
Make determination of a comprehensive vaccine policy for staff and for students.	Health & Safety Team to bring recommendation to Preschool Committee	Spring 2020	Update policy in employee handbook and inform staff before annual reviews in March	

Health + Safety

Issue Statement #2	A need exists to evaluate the current security and safety risks at MPP. This includes the physical access to MPP, within the building, as well as parking lot safety.
Desired Outcome	To ensure that MPP provides the safest environment for our students and staff.

Action Items	Responsibility	Due Date	Measurement	Status
Review traffic patterns to ensure safest environment for our children in parking lot. Consider no-turn around signage, painting cross walks, defining median, speed bump. Communicate with internal (parent) drivers and external (community) drivers to always be slow and cautious.	Health & Safety Team, Director, Property Team	June-December 2019	Evaluation done, improvements completed	
Conduct a security evaluation to make safety recommendations for the property - to include inquiries regarding doors, security cameras at entrances, training for lock downs.	Health & Safety Team, Director	Fall 2019	Security evaluation done, report to Preschool Committee	
Coordinate with church to confirm schedule for tree inspections to ensure health and safety of all trees on property.	Property Team, Church Property Staff & Committee Leader	Fall 2019	Preschool Committee informed of schedule for inspections.	
Create plan from recommendations to implement property improvements and training.	Health & Safety Team, Director	Winter 2020	Plan in place with budgetary implications	
If recommended, purchase items to increase safety of MPP.	Health & Safety Team, Director, Property Team	Spring 2020	Recommended items purchased.	
Coordinate with church to obtain quotes to upgrade the sidewalks and uneven paving. Quotes can then assist in determining when the sidewalks may be upgraded.	Property Team, Church Property Staff & Committee Leader	Spring 2020	Sidewalks and uneven pavement up to safe standard	

Health + Safety

Issue Statement #3

A previous review for healthy cleaning products led us to use Foaming Hand Soap from Healthy Green Schools. This product is no longer available, but we want to ensure the safest and most effective products for our children and staff.

Desired Outcome

Provide the safest and most effective option for foaming hand soaps and consider automatic hand sanitizer dispensers throughout the school, especially during flu season.

Action Items	Responsibility	Due Date	Measurement	Status
Research safety and effectiveness of ingredients in foaming hand soaps through CDC and supplier information to determine best product for MPP.	Health & Safety Team	Fall 2019	Recommendations to Preschool Committee	
Research source for foaming hand soap product of choice in bulk.	Health & Safety Team	Fall 2019	Recommendation of source to Director	
Research automatic hand sanitizer dispensers in high traffic areas and product refills, while communicating to staff that hand washing remains the first choice to fight germs and this is a supplemental measure during at risk periods such as flu season.	Health & Safety Team, Director	Winter 2019	Secure automatic hand sanitizer dispensers	

