LEARNING CENTER

PARENT HANDBOOK

COLLEGE CHURCH OF THE NAZARENE

2020 E Sheridan
Olathe, KS 66062
(913) 489-6270
twardlaw@collegechurch.com

LEARNING CENTER PARENT INFORMATION HANDBOOK

College Church Learning Center is a non-profit Early Childhood Ministry and community outreach of College Church of the Nazarene. Through much prayer and vision the Center finally became a reality in August 2001 when the Cunningham Family Life Center reached its completion. The Center provides fulltime care for infants (6 weeks) through preschool and a before and after-school program for kindergarten through fifth grade.

"Children are a Heritage of the Lord" Psalm 127:3

Our Philosophy:
College Church Learning Center recognizes parents/guardians as the primary faith givers and teachers of young children. We join in partnership with them to help each child develop to his/her full potential. We believe that learning occurs when children are loved, accepted, and respected. In our care, children will have the opportunity to explore and learn through play and structured activities.

Our Staff:
The Center recognizes that the first six years of life are the most formative in the growth of your child. Therefore, our goal is to select teachers with these qualities:

* Demonstrate knowledge, experience, and expertise in Early Childhood Development and/or a degree in Elementary Education or Early Childhood
* Complete 16 hours of in-service a year in Early Childhood Education and/or Development
* Signs & Symptoms/Child Abuse/Infant & Child CPR and First Aid Certified
* Ability to share and model their faith

Educational Philosophy & Curriculum:
Our program and curriculum have been designed with a Christian foundation to provide a variety of learning experiences for your child which are age appropriate promoting growth and development in the following areas:

1. Spiritual Development: We want children to know that God created the world, that Jesus is the Son of God, that Jesus loves them, and that Jesus is their friend. We teach that Jesus was born on Christmas, died on the cross, and rose again on Easter. Bible stories are told on a level that children can understand, emphasizing good morals & behavior. Prayer is a part of our daily activities including prayer before snacks and meals. The children will attend a weekly chapel time that will include praise songs and devotionals for children.
2. Social Development: We encourage the children to develop the skills of respecting the rights of others, to make friends and to learn to share with friends. Inappropriate behavior such as biting, hitting, or kicking is not permissible, as well as inappropriate language. The child is encouraged to express him/ her in words and feelings rather than these actions.
3. Mental and Emotional Development: Teachers will help each child develop a positive self-concept about him/herself and the ability to identify and express him/ herself with words as to emotions. We want the child to develop a positive self-concept about him/herself and the ability to identify and express him/herself with words as to emotions. We want the child to develop an awareness that each child grows at different levels, and that is ok.

4. Intellectual Development: Language skills and basic listening abilities are taught through music, story time, puppets, circle time and other auditory activities. Preschool curriculum is included through "Circle Time" every morning. "Hands On" activities are provided for developing discovery and reasoning skills.
5. Physical Development: Indoor/Outdoor play is provided to develop large muscle coordination. Children will have the opportunity to develop through running, skipping, jumping, parachute play and other various activities. Fine Motor skills are incorporated into our classroom projects through manipulation of small toys, puzzles, scissor skills, and other work job activities. Children are encouraged to practice daily health and safety habits.

Our curriculum and daily schedule of activities will provide your child with a strong foundation to prepare your child for kindergarten. We use the Olathe School District Early Education Curriculum as a roadmap to assist us in our lesson planning.

Communication:
Talking with your child's teacher daily is an integral part of your child's learning development. We will keep you aware of your child's experiences at the Center through posted curriculum, newsletters, daily notes, pictures, and conferences. Please feel free to discuss your child's development and progress at any time. We would also welcome you to visit your child's classroom at any time during the day.
We encourage daily communication between teachers and parents. If there are any changes at home, such as illness, death or divorce, please let us know so we can understand and help your child through these transitions. In early Fall and Spring, we will schedule a time for parent-teacher conferences (3-5 year old classrooms only).

Special conferences or telephone contacts may be made should a problem arise with your child. The best time to reach your child's teacher is between 1:00 and 2:30 p.m. while the children are napping/resting.

If there is ever a change in your child's life, i.e. divorce, separation, move, death in the family, any traumatic experience, medical diagnosis, change in medication, loss of a pet, anything. PLEASE let the Learning Center director know.

If there is a court order that involves your child, we need to have this documentation on file to ensure your child's safety while in our care.

Court Order Affecting Your Child:
In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the Learning Center. Changes requested by the family must come from the court.

In an event where a restraining order has been issued, the Learning Center will need a copy of the restraining order, and we will follow it as written.

Child Absence:
Parents must notify the Center if their child will be absent for any reason by calling the Learning Center office at 489-6270 and leaving a message if necessary. Chronic failure to inform the Center of a child's absence may result in your child being withdrawn from the Center.

Facilities:
The Cunningham Family Life Center offers modern classrooms, which are spacious, well-lit and air-conditioned. Classrooms are equipped with bathroom facilities, children's cubbies, coat hooks, educational toys, etc. The Center also offers three age appropriate, safe, and fun play areas: a gymnasium,

a soft play area, and an outdoor playground for large motor skills. Each class is scheduled for two time periods each day for indoor/outdoor play.

Days and Hours:
The Center is open Monday- Friday 7:00 a.m. to 6:00 p.m.

Entrance Swipe Card:
Each family will be issued 2 swipe cards. These will grant you access to the center 7:00am-6:00pm Monday through Friday, at the West entrance ONLY. If you alter your card (ex. punch a hole, place by credit cards, bend, etc.) your card may no longer work. Please notify the office if your card stops working or if you have misplaced/lost your swipe card. A $25 fee replacement fee will be charged to your account.

Registration Fee:
A non-refundable registration fee of $100 is required per child. The fee is due at time of enrollment; unless our Center is full and you would like to be placed on our waiting list. This is an annual fee and will be due each April.

Tuition: (Effective May 27, 2025)
The LC board evaluates our current tuition rates each year. Future increases will take place in May.
Tuition payment is due on Monday of each week unless prior arrangements have been made in writing with the director. Payment may be made by ACH or credit card via Brightwheel. Full tuition is due even if your child is at the Center for only part of the day or week. One-half tuition is due when a child is absent at the Center for a full week of five consecutive days. Limit two weeks ABSENT CREDIT, one-half of tuition per child, per year (June-May). The office must be notified to receive credit. No unused absent credits may be carried over to next year. New enrollers will need to be enrolled in the center for 90 days before receiving absent credits.

There will be a fee of $25, for any late payment; payments not received by 6:00pm Tuesday of each week. Account balances will not be allowed to go over two weeks unless prior arrangements have been made in writing with the director. If accounts are continually overdue, the director will notify you personally and payment plan with be established. The Center reserves the right to withdraw the child from enrollment, for accounts that are continually overdue. It is important to communicate with the Director if there is a problem making tuition payments. There will also be a fee of $25 for all returned checks.

College Church LC has the final decision in my child's class placement in order to make the classes and each child's experience most successful

Pink Classroom: (6 weeks-12 months approximately) Ratio: 1-3 Maximum allowed: 3:9 /Tuition for full-time infant care are $385 per week per child. Parents are to provide infant formula, baby food, baby bottles, diapers & wipes, small blanket, crib sheet and 2-3 extra outfits.

Orange Classroom: (Approximately ages 12-30 months) Ratio: 1-7 Maximum allowed: 2:10/Tuition for full-time childcare is $350 per week per child. Parents are to provide diapers & diaper wipes small blankets, crib sheet and 2 extra outfits. The Center will provide meals, snacks and drinks.

Purple Classroom: (Approximately 2-3 years) Ratio: 1-10 /Maximum allowed: 2:12/ Tuition for full-time childcare is $325 per week per child. Parents are to provide diaper and diaper wipes small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. The Center will provide all meals, snacks, and drinks.

****Toilet Training****

The Center will work with your child in toilet training. The classroom teacher, parent, and director will determine when a child is fully toilet trained. We understand accidents will happen and do take this into consideration when changing tuition rates to reflect this progress.

Yellow Classroom: (Older 2s/Young 3s) Ratio: 1:12 /Maximum allowed: 2:12. Tuition for full-time childcare is $310 per week per child. Parents are to provide diaper and diaper wipes small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. The Center will provide all meals, snacks and drinks. If Potty trained AND three: $300 per week per child.

Green Classroom: (3 year olds) Ratio: 1:12/ Maximum allowed 2:12 Tuition for full-time childcare is $285 per week per child. Parents are to provide small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. Children must be toilet trained. The Center will provide all meals, snacks and drinks.

Blue & Red Classroom: (4-5 year olds Pre-K) Ratio: 1:12/ Maximum 2:12/ Tuition for full-time childcare is $270 per week per child. Parents are to provide a small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. Children must be toilet trained. The Center will provide all meals, snacks and drinks.

Lime/Teal Classroom: (K through 5th graders) Ratio: 1:14/ Maximum allowed 4:32 Tuition is $110 per week per child after school care. Includes transportation from school, snack, and care on Olathe days out. Parents are to provide a sack lunch on days the children are out of school. The Center will provide a morning and afternoon snack and drinks. **NOT CURRENTLY OFFERING.**

Summer Day Camp: (Kindergarten-1st grade) Tuition is $250 per week per child and an activity/field trip fee, TBD. Please bring a sack lunch every day. If enrolled ONLY in Summer Day Camp, no absent credit will be given.

Summer Day Camp: (2nd -5th) Tuition is $250 per week per child and an activity/field trip fee, TBD. Please bring a sack lunch every day. If enrolled ONLY in Summer Day Camp, no absent credit will be given.

Sibling Discount: A 10% discount given off weekly tuition of the oldest child when two or more children of the same family are enrolled full-time.

Maternity Leave:
Full tuition will continue to be charged to keep your child's spot reserved during your maternity leave. You are always welcome to bring them a couple of days a week, but we will not be able to prorate your weekly tuition.

Arrival and Releasing Your Child:
Parents are to walk their child into the building and into their child's classroom, or designated morning classroom. Parents are required to sign their child in and out each day. Sign-ins are located in the LC office. Let your child's teacher know that your child has arrived. Specific information needs to be written down, so the office knows and verbalized to the teacher.

As a safety precaution for all children and your vehicle, please turn your car off when dropping off or picking up your child. Please do NOT leave young children unattended in the parking lot or your car.

Your child will not be released to anyone unless authorized by you. On your enrollment form it is important that you list someone to call in case of an emergency. If you have been delayed by business,

car trouble, etc. please call the Center to give notification of the name of the person, a description and ask that the person bring in their photo I.D. We will not release your child to them unless they show their I.D. and are identified by your information.

Late Pick Up Fee:
We close at 6:00 p.m. You will be charged $5.00 at 6:05 p.m. and then $1.00 per minute after 6:05 p.m. If you are going to be late, we would appreciate a phone call. Please promptly pick up your child from their classrooms. This will allow our teacher(s) that are caring for your child to clock out. Late pick up's cost us more money in staff wages. Thank you for being sensitive to this matter!

Withdrawal from Enrollment:
The Center must have a two week notice prior to your child's last day. This gives us an opportunity to enroll a child from our waiting list into your child's classroom. We want your child to have a positive experience while in our care. But, if a problem should arise, we will do our best to work with your child. We will also contact you and together try to work out a plan to resolve the problem. If the problem becomes severe enough and creates an unsafe environment for the other children, we reserve the right to dismiss your child.

The Center will be closed for the following public holidays:

1. Good Friday
2. Memorial Day
3. Independence Day holiday (July 3rd and July 4th)
4. Labor Day
5. Thanksgiving Day (November 26th closing at noon, 27th, and 28th)
6. Christmas (December 24th, 25th, 26th, 29th, 30th)
7. New Year's Eve and New Year's Day (December 31st and January 1, 2026)

No tuition credit will be given for these holidays.

Building Closure/Snow Day:
There may be times when situations beyond our control, (i.e. weather, power outage, illness, safety, staffing, etc.) or other circumstances may cause the Center to close. Therefore, we reserve the right to close our Center when we feel it is needed and in the best interest of your child and our staff. The LC will follow the Olathe School District's closings due to inclement weather *(winter precipitation, not extreme temperatures.)* If Olathe Schools are Closed, the Learning Center will be closed. Communication will come as an all-center Brightwheel message and class FaceBook post. There will be no tuition credit given for these days.

Meals and Snacks:
The Center serves nutritionally balanced breakfast, lunch, and AM/PM snacks. For your information, a weekly menu hangs outside of the kitchen. If you find that your child has not learned to like something on the menu or is allergic, please feel free to pack them a sack lunch. No extra credit will be given to your tuition.

Birthday and Special Observances:
Your child's birthday is an important day for them! We encourage you to bring treats for your child's class on their birthday. However, this is not mandatory. Milk and juice will be provided by the Center. Please make prior arrangements with your child's teacher. This is a special day for you and your child, and we welcome parents to participate in the class celebration, if your schedule allows

Parent Involvement:
At our Center parents are a special and vital part of their child's formative years. We feel that both the children and our program will benefit from your special talents, skills and love.

There will be many opportunities for you to participate in your child's day. For example:

1. Provide holiday party supplies
2. Attend parent confereences throughout the year
3. Read a story to your child's class on a time scheduled by the teacher
4. Speak to the children about a career or hobby
5. Help with fundraisers for the Center
6. Any other ways that you can be of support to the program and the children

Illness:
We appreciate knowing when a child will be absent. We need to know about illnesses, especially infectious diseases. Please keep your child home if:

1. Temperature 100.0 degrees. Child must be fever free of temperature for 24 hours without the assistance of a fever reducer medicine for 24 hours
2. Severe cold/ and or sneezing with green discharge
3. Persistent cough or sore throat
4. Earache
5. Red or sore eyes
6. Green or yellow discharge from ears, nose or eyes
7. Nausea and/or vomiting
8. Diarrhea
9. Undiagnosed skin irritations or symptoms/signs compatible with a communicable disease, particularly if a child has been exposed.
10. Swollen glands
11. Undiagnosed skin eruptions or skin rash
12. General signs of listlessness, weakness, drowsiness, flushed face or headache
13. Signs and symptoms that are compatible with a communicable disease, particularly if the child has been exposed.
14. THE GOLDEN RULE: Do not expose others to illnesses which you would not want your child or yourself exposed to.

Before returning to the Center, children should be free of these illnesses for 24 hours and on an antibiotic if needed for 24 hours. In some cases, your child will not be able to return unless with a Doctor's note stating that your child is not contagious. Please call the Center to give absent information.

If your child becomes ill at the Center, it is imperative that we can reach you by phone. Because of health concerns and for your child's comfort you or an authorized person will need to pick up your child from the Center as soon as possible (within 45 minutes after being contacted). Please make sure the office always has current phone numbers on file.

In case of an emergency, we will try to contact you first. Enrollment papers include an Emergency Medical Release Form which authorizes the Center to contact your physician and to approve any necessary medical care until you can be reached.

If your child has been diagnosed with a communicable disease, please notify the Center immediately. Parents of your child's classmates will be given notification of the possible exposure as well as

symptoms to look for, incubation period, and date their child was exposed. Your child's name will be kept confidential.

If your child has had surgery, been to the emergency room or has been hospitalized, a physician's release form and physician's instructions need to be brought with your child on the day they return to the Center.

**Even if your child has been released by your physician to return to the Center, we reserve the right to request your child to remain at home to aid in his/her recuperation.

Dispensing Medication:
WE ARE NOT ABLE TO DISPENSE ANY MEDICATION without written instructions from the parent or guardian. All non-prescription drugs will only be given as directed on the bottle label. All prescription and non-prescription drugs must be contained in the original bottle with the child's name and instructions for the appropriate dosage. All medicine will be kept under lock and key for your child's protection.

**Prescription medicine of one sibling will not be given to another sibling.

Parent Teacher Conferences:
We know that you as a parent are an integral part of your child's learning development. We will keep you aware of your child's experiences at preschool through FaceBook, parent participation opportunities and conferences. We hold parent teacher conferences in the fall and the spring of each school year for Yellow, Green, Blue, and Red classes. Times will be scheduled with your child's teacher. If at any time you have questions or concerns, please feel free to schedule a personal phone conference with your child's teacher.

Dress:
Children are encouraged to wear casual, comfortable clothing that is suitable for playing and appropriate for the weather. Please avoid dressing your child in sandals or dressy shoes. Rubber soled tennis shoes are the safest for running and climbing on the playground and in the gym.

Discipline:
Should discipline problems occur while your child is in our care, we will follow the recommendations of the developmentally appropriate/cognitive philosophy in dealing with them. We will not use any form of corporal punishment that is humiliating, frightening or physically harmful to your child. Parents will be notified of problems and be encouraged to work with the staff to alleviate or resolve them.

Safety Drills:
Each classroom has a plan for the care of your child in disaster situations, such as; fire, tornado, storms, etc. Practice drills shall be conducted at random monthly intervals.

Responsibility of College Church Learning Center:
We cannot be held responsible for damage to personal property and lost articles. We ask that children keep their personal toys at home. If injury occurs while in our care, College Church Learning Center will pay for any medical expenses not covered by child's health insurance policy. Parents are to file with their health insurance company first.

Notice of Non-Discrimination:
It is the policy of College Church Learning Center not to discriminate based on race, color, ancestry, national origin, age, sex, handicap, disability, or religion or ancestry.

Learning Center Safe Sleep

At this childcare facility, we understand that sleep supports the development of children of all ages. Ensuring a safe sleeping routine for all children is paramount. We aim to support children in getting enough sleep to support their development and reflect their natural sleeping rhythms in a safe environment.

Infant:

- Each infant will have the same crib during their time in the Pink Class. All cribs shall only have a fitted sheet, no other items. Sheets and sleep sacks will be sent home each Friday to be laundered and returned on Monday.
- If the infant falls asleep on a surface other than a crib, the child shall be moved to their crib.
- Infants are placed on their backs to sleep. If an infant rolls onto their side or tummy, they will be left to find their own natural sleep position. Wedges and infant positioners shall not be used.
- For infants, parents may provide a sleep sack or wearable blanket. We will not swaddle any infant. No swaddling, no magic sleepsuits, & no weighted sleepers.
- Infants will not be left unsupervised while sleeping. Infants are continually monitored visually and audibly when sleeping. Regular physical checks, at least every 15 minutes, provide reassurance for the child, family, and provider. When monitoring the infant's welfare, we will look for the rise and fall of the chest.
- The room temperature shall be monitored to ensure it is not too hot or too cold.

Child:

- Rest period. Each child attending for more than four hours shall be encouraged to nap or rest according to their individual needs.
- Each child who is 12 months of age or older shall nap on a cot or mat, only using safety-approved cots that are compliant with KDHE regulations. Mats will be used on carpet only.
- For children over 12 months of age, clean, light bedding/blankets shall be used. Children should be dressed appropriately for sleep to avoid overheating. Sheets and blankets will be sent home each Friday to be laundered and returned on Monday.
- The room temperature shall be monitored to ensure it is not too hot or too cold.
- Physical checks of children of all ages are completed every 15 minutes. When monitoring a child's welfare, we will look for the rise and fall of the chest.

Emergency Preparedness Plans

General staff responsibilities for all emergencies

- Call 911 if office staff has not already done so
- Provide first aid/CPR if needed
- Account for all children – if parents arrive to take children from the premises the must sign on the attendance sheet that they now have children in their care
- Stay with children during the incident.
- Take personal cell phone if evacuating

Administrative staff responsibilities for all emergencies

- Call 911, Intercom what is occurring & any directions
- Verify staff have all children secure
- Work with emergency personnel following their directions
- Develop plan for notifying parents as needed
- Afterward - Write incident report with complete details

Parent Communication: For all incidents, all parent communication will be done via email, Brightwheel, and Facebook.

Severe Injury

In the event of a severe injury requiring in-depth first aid or CPR

- Notify someone to call 911 – if necessary
- Begin first aid/CPR
- Alternative staff will Isolate affected child from other children by moving the other children away from the incident area
- Contact preschool office to assist with emergency
- Administrator contacts parents
- If a child is transported in an emergency vehicle a staff member will also go. Child's file is to be taken with the child.
- Once incident has subsided, determine the best course for notifying children, staff and parents about the incident

Fire

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- Pull the fire alarm
- Evacuate children and staff to designated area
- Close all doors as you leave
- Follow the normal fire drill routine. If normal route is too dangerous, take an alternative route
- Administrative staff will take iPad for attendance. Roll must be taken after evacuation
- Administrators call 911
- No one should re-enter the building until declared safe by fire service personnel
- If the building is damaged and we need to remain outside the building for extended period of time we will take cover at the Church – take roll again once children have moved to this location.
- Staff will notify parents to come pick up their child – parents should sign on the attendance sheet that they have their child in care as they pick up children.

Severe Storm/Tornado
In the event of a severe storm in which the weather services deem it necessary to take cover or the Tornado Sirens are sounded.

- Move to a safe room, interior classrooms (see attached map) – Pink Class in the sleep room, Orange Class-Red Class in the soft play room, all preschool classes in Teal 1 and Teal 2 classrooms.
- Follow the normal Tornado drill routine. If the normal route is too dangerous, take an alternative route
- Take class roster & contact information, and account for all children. Roll must be taken once children are secure in the basement
- If parents arrive to take a child from the premises they must sign on the attendance sheet that they now have their child in care.
- Administrators call 911 if needed
- If danger is imminent no one should re-enter classrooms until declared safe by emergency personnel

Flood
We are not located in a floodplain area, but in the event that we had flooding, we would stay inside and move to the second floor.

Heavy Snow/Blizzard
The Learning Center closes for inclement weather.

Missing/Runaway Child

- Contact 911 or emergency response entity
- Contact parents via phone

Utility Failure/Chemical Release

- Contact utility companies: electric/gas/water
- Contact 911 or emergency response entity
- On premise relocation: move children to the church nurseries in the main building
- Off premise relocation: move children to Cook Center on the MNU campus, 2030 E. College Way.

Allergic Reaction

- Contact 911 or emergency response entity
- Follow each child's allergy plan
- All medication is located in the Director's office

Intruder/Terrorism/Unexpected Danger
In the event of a hostile person entering or attempting to enter the building or threatening others, or some other unforeseen dangerous situation:

If Evacuation is best option:

- Call 911
- Those with information (teachers or administrators) should give clear information of location and specifics of danger situation. Give information if you determine all should evacuate the building. All building intercom can be used for this purpose.
    - Intercom system:

- Staff should, if possible evacuate children from the building by the closest exterior door.
- If danger is something that is contained in the building (i.e. gas leak, chemical spill, etc.), gather at the designated location for a fire drill
- If danger is undetermined and/or could be dangerous to stay on premises, gather children on nearby sidewalk and go to the church.
- If danger is located on the north side of the building and it could be dangerous to stay on premises, gather children at MidAmerica Nazarene University.
- Take class roster & contact info and account for all children.
- Follow directions of emergency personnel as they arrive on premises

If containing children in a secure location in the building is the best option:

- Announce via intercom about the danger situation and its location. Instruct staff to secure children away from this area.
- Secure children in space away from the danger. Be alert for any additional information that might change response strategy.
- Call 911 if situation warrants it
- If an intruder situation but you need to stay secure in the building, lock doors & move items in front of the doorways. Instruct children to sit quietly. Do not exit the space unless notified to do so by emergency personnel.
- Administrators will support situation wherever it is occurring.

RUN/HIDE/FIGHT

Intruder response is about mitigating access to people until law enforcement can intervene. To accomplish this, the Department of Homeland Security and the Federal Emergency Management Agency have embraced the Run-Hide-Fight system.

Run

- Direct Contact or
- Cannot Secure Location or
- Clear Path of Escape
  Use any exit or window. Avoid contact.

Hide

- Indirect Contact and
- Able to Secure Location Until Help Arrives
  Lock/tie off/barricade doors. Do not use your body to block doors. Move to safe area and prepare Run/Fight options.

Fight

LAST RESORT when you cannot RUN or HIDE and your life is in immediate danger.

Lockdown

Our building is a secure/locked facility. In the event of a lockdown, everyone would remain indoors, in classrooms. Classroom doors lock from the inside.

Unscheduled Closing

In the event of an unscheduled closing, we would communicate with parents, giving them needed information and instructions.

First Aid Kit

First Aid kits are located in the Learning Center office and in all vehicles.

- First Aid Manual
- Single use gloves

- Adhesive bandages, assorted sizes
- Adhesive tape
- Roll of sterile gauze
- Sharp scissors
- Sterile gauze, 4x4 inches minimum
- Cleansing agent or liquid soap
- Elastic bandages
- Tweezers
- Bottle of water for washing/cleaning

This handbook is not all inclusive and is subject to change.