

# First Presbyterian Church

## First 5 Years

### Parent Handbook



A Leader in Promoting the Education of Young Children

And Families in the Spirit of Christian Faith

For over 40 Years

The First Presbyterian Church First 5 Years program was established in 1976 and has been a leader in promoting the education of children and families in the spirit of Christian Faith for many years. We are licensed by the Kansas Department of Health and Environment (KDHE) and comply with the Kansas laws and regulations for licensing preschools and child care centers and are evaluated by KDHE on a yearly basis.

**Mission Statement:**

The mission of First Presbyterian Church First 5 Years is to assist children to develop socially, physically, intellectually, emotionally, and spiritually in a Christian-based environment. Children will have the opportunity to understand that everyone is unique and loved by God, make new friends, explore new ideas and environment, and develop independence in a world away from home.

**First Presbyterian Church First 5 Years admits students of any race, color, religion, or national or ethnic origin.**

**Preschool Office Hours:**

Monday-Friday 8:00 a.m. – 2:30 p.m.

**School Hours:**

Our program operates mid-August through mid-May and closely follows the Lawrence elementary school calendar.

Before School Care	KDO	Preschool	Lunch Bunch
8:30 a.m. to 9:30 a.m.	9:00 a.m. to 12:00 p.m.	9:00 a.m. to 12:00 p.m.	12:00 p.m. to 2:00 p.m.

**Contact Information:**

First Presbyterian Church First 5 Years  
2415 Clinton Parkway  
Lawrence, KS 66049  
785-842-8291 Fax #: 785-843-4278

Jennifer Jones – Preschool Director      [jennifer@firstpreslawrence.org](mailto:jennifer@firstpreslawrence.org)  
Nancy Rumsey—Board Chair                [nrumsey@sunflower.com](mailto:nrumsey@sunflower.com)  
Pastor Mary Newberg Gale                 [mary@firstpreslawrence.org](mailto:mary@firstpreslawrence.org)

Website: [www.firstpreslawrence.org](http://www.firstpreslawrence.org)

Facebook page: [fpcfirstfiveyears Lawrence Ks](https://www.facebook.com/fpcfirstfiveyearsLawrenceKs)

**Tuition and Fees:**

Tuition is based on a monthly rate and is due on the 1<sup>st</sup> school day of each month. Tuition is considered late if not received by the 10<sup>th</sup> of each month. Tuition paid after that date will be assessed a \$15.00 late fee. If we have not received tuition and any late fees by the 15<sup>th</sup> of the month, a reminder notice will be sent home. If tuition and late fees are not paid by the 20<sup>th</sup> of the month your child may not attend the

program until all fees are paid or a payment arrangement has been made in writing with Pastor Mary. A collection agency will be notified in the event of non-payment when the tuition is more than 30 days past due.

Fees are based on a four-week month so that tuition remains the same each month. Therefore, no refunds or tuition allowance will be made due to illness, holidays, inclement weather, vacation days, no school days listed on the school calendar, or other legitimate conditions beyond the control of the program.

Payments may be made by check (please make checks to FPC First 5 Years), cash (in the exact amount of payment), money order, on our website ([www.firstpreslawrence.org](http://www.firstpreslawrence.org)), or through online banking. Each family paying by check or cash will be provided with monthly tuition envelopes, please fill out the information on the envelope, insert your tuition, then place the envelope in the gray safe inside the preschool director's office (to the right inside the door). If you sign up to make reoccurring tuition payments through your bank, or our website, YOU must stop those payments at the end of the year or upon withdrawing. We do not have access to your account; therefore, will not be able to stop the payments for you.

Returned checks will be subject to a \$30.00 charge. If a check is returned more than once then a cash or money order payment will be required in the future.

A \$65.00 non-refundable enrollment fee is collected at the time of enrollment for each school year. If more than one child in a family enrolls, the enrollment fee is reduced to \$10.00 per additional child.

A \$30.00 supply fee is due in August and January.

Tuition is as follows:

<u>Preschool and KDO</u>	<u>Lunch Bunch</u>	<u>Before School Care</u>
1 day \$95.00/month	1 day \$35.00/month	1 day \$10.00/month
2 day \$150.00/month	2 day \$70.00/month	2 day \$15.00/month
3 day \$190.00/month	3 day \$100.00/month	3 day \$20.00/month
4 day \$220.00/month	4 day \$125.00/month	4 day \$25.00/month
5 day \$250.00/month	5 day \$150.00/month	5 day \$30.00/month

Scholarships are available for the preschool program (not the KDO program). Please see the director for more information.

Field Trips may require an additional small fee.

In case of emergency-no-fault building closure (fire, earthquake, tornado, etc.), tuition will be refunded within 30 days, for services not covered, to the limits of insurance coverage.

**Withdrawal**

Parents are free to withdraw their child at any time; however, we would request a two-week notice to be given in writing to the director. At least two weeks payment is due from the date of notification. The enrollment fee is non-refundable.

**Calendar**

Each family will receive a school calendar noting “no school” days and special events. Occasionally, we may need to alter the calendar, if this occurs parents will be notified through the director’s monthly newsletter and email. The director reserves the right to change the calendar to respond to emergencies or other unforeseen circumstances that affect the program.

Classroom teachers will send home a monthly calendar noting special classroom days and snack assignments.

**Attendance**

Please notify the office by phone or email when your child will be absent. If necessary, leave a message. The director will notify teachers about absences.

Regular attendance is encouraged as it helps the classroom and the year go more smoothly. Consistency is also very important for children.

**Pick up and drop off**

Parents are required to come into the building to drop off and pick up their children. You must wait outside of the classroom until the teacher opens the door to welcome or dismiss your child. KDHE requires that parents sign their child in and out on the classroom bulletin board; this helps us keep record of who is in attendance. The teachers take the sign in sheets with them anytime they leave the room with the children, this helps ensure that all children are accounted for.

If you have a situation in which it is difficult for you to bring your child into the building (such as a sleeping baby) please ask another parent to watch your child or call the preschool office, and the director will meet you outside to bring your child in. Please do not leave any child in a car unattended, this is considered a reportable case of neglect by SRS.

Please be cautious and aware of children while driving in the First Presbyterian Church parking lot. We ask that during drop-off and pick-up times you do not park in the front lane, this can be very dangerous with so many children in the area, and it is also a fire lane.

If your child struggles with separating from you at drop off time, it is best not to go through a lengthy goodbye. We recommend that you give your child a hug, reassure them that you will return soon, and

then leave. The teachers are experienced in this area and will calm your child, if needed. If your child does not calm down within a reasonable time, we will notify you and ask you to return to the school.

Please arrive and depart on time. We do understand the occasional unavoidable delay and will reassure your child that you will be here. Please notify us if an unavoidable delay occurs. Consistently late pick-up of your child (10 minutes after class time) will result in an additional charge of \$1.00 for each minute late, for each occurrence. Additional charges must be paid at time of late pick-up.

Parents must provide a list of people authorized to pick up their child. Teachers will have this list in their classrooms and children will not be released to any unauthorized people. If an emergency has occurred and no one on your pick-up list is available, please notify the director as quickly as possible of the person responsible for picking up your child, Identification will be requested before the child is released to that person.

### **Policy on School Closings**

In the event of inclement weather, we will follow the lead of USD 497 in dismissing school. If the district is closed for inclement weather, FPC First 5 Years will be as well. If the district implements a delayed start then the preschool will be closed. We will make every effort to contact you through email, and post the closing on our Facebook page, but please check your local news stations for the closing of USD 497.

### **Requirements for Program Attendance**

\*Enrollment in the KDO program requires children to be at least 1 year old and walking. KDO children do not need to be potty trained to attend the program but are required to have 2 sets of clothes in their backpack/diaper bag or left at school in case of a toileting accident. If your child has 2 accidents in one day or 1 accident in two consecutive days, we will require them to come in a pull-up until they can remain dry for 2 weeks.

\*Enrollment in the Beginner program is for children who are a minimum of three years of age by August 31<sup>st</sup> of the school year and eligible for Kindergarten in two years. Enrollment for the Pre-K program is for children who are a minimum of four years of age by August 31<sup>st</sup> of the school year and eligible to enter Kindergarten in one year.

\*Children must be 3 years old and potty trained to be in the FPC First 5 Years preschool program. We require all children in the preschool program be able to attend to their own toileting needs, with minimal help from teachers. If your child has an accident they will be taken to the bathroom to clean up and change their clothes with minimal help from teachers. If your child has an accident that involves a bowel movement parents may be called to come and assist. We recommend parents keep an extra set of clothing in their child's backpack.

\*All paperwork required by KDHE must be on file before the child can attend the program.

\*Children are accepted for a trial period of adjustment. If there are concerns during the first month from parents, teachers, or the director, a meeting will be set up with the parents to discuss options.

## **Curriculum**

Our classrooms have a balance of teacher-directed and child-initiated activities, giving children several opportunities to play and work independently, and to learn to follow directions. Teachers will create weekly lesson plans incorporating the curriculum and skills listed below. Classroom schedules and lesson plans are posted in each room for parents to see. Teachers generally send home weekly or bi-weekly newsletters to keep parents informed of what their child is learning. There are also dry erase boards posted outside each classroom to inform parents of the activities that went on during the day. Lead teachers will be planning together and working toward the same goals. Experiences provided in individual classrooms may vary as each group and each set of teachers are different and have different teaching/learning styles.

We use the Animated Alphabet curriculum in our KDO and Preschool classrooms. This is a reading readiness program that is used in the Lawrence Public Schools. It introduces the letters and their sound through characters, song and gestures, drawings, and stories.

We use the Handwriting Without Tears curriculum in our Beginner and Pre-K classrooms. This is a writing program that offers strategies to make handwriting an easy and automatic skill. We start by learning how to correctly hold a pencil and tilt the paper and then use several strategies to build up to letter formation. Some strategies we use are: using foam pieces to form letters, using Play-Doh to form letters, and using a wet Q-tip to erase a letter from a chalkboard.

We also provide several S.T.E.M (Science, Technology, Engineering, Math) activities during the month. The link between early childhood and STEM is indisputable. Early exposure to STEM supports children's overall academic growth, develops early critical thinking and reasoning skills, and enhances later interest in STEM study and careers.

We have an art, music, and theater program that children attend once a week. The art program focuses on a different artist each month, the children will learn about that artist then create projects similar to that of the artist using an array of materials and textiles. In the music program the children will learn new songs, dances, how to keep rhythm and a beat, are introduced to instruments, and different styles of music. They will also prepare and practice for the Christmas Sing in December. In the theater program students will develop their imagination and self-confidence, work on self-expression and social development, and learn about manners.

We are considered a Farm to Preschool site based on our child care wellness policies. Students will participate in maintaining our vegetable garden and monthly healthy cooking activities. Teachers will incorporate garden curriculum (provided by Healthy Sprouts) in their classrooms. We will take a field trip to a local farm in the spring.

We also focus on basic academics, such as colors, shapes, counting, number recognition, reading/storytelling, matching, sequencing, science, etc.

Our preschool program also offers children a chance to develop their social and physical skills.

**Social Skills** we work on are: sharing and taking turns, sitting quietly, listening in a group setting, following directions, demonstrating good manners, respecting others, expressing thoughts and feelings in an appropriate way.

**Physical Skills** we work on are: caring for personal needs (using the restroom, hand washing, fastening clothes), walking up and down stairs, balancing, stacking blocks, holding a pencil the correct way, standing in line, putting toys where they belong.

We use Christian Education materials to present a weekly Chapel story to the children in the Beginner and Pre-K classes. Each classroom takes turns presenting the Bible story (which follows the Liturgical Calendar often coinciding with many of the churches in the community) through books, songs, and skits. Parents will be notified when their child will be assisting with Chapel. Parents are welcome to attend Chapel at any time.

Our program celebrates Christian Holidays such as, Christmas, Epiphany, and Easter. We also celebrate Halloween, Thanksgiving, Kansas Day, Valentine's Day, and Pajama Day.

Parents are welcomed to come in and share their occupation or hobbies with their child's classroom. If you would like to participate in this please make arrangements with the classroom teacher.

Children may bring a pet to school for sharing, if coordinated with the classroom teacher and there are no children with pet related allergies. Any pets brought in must be current on all vaccinations and proof of such must be given to the director beforehand.

### **Christian Direction**

We use Luke 2:40 as a direction for your child: "And the child grew, and became strong, filled with wisdom and the favor of God was upon him." We strive to help your child grow socially, physically, emotionally, intellectually, and spiritually in the following ways:

---"*and the child grew.*" (Personally/Socially). We strive to assist your children by helping them to: feel they are unique individuals who are accepted and loved; be independent in self-care; accept a reasonable amount of authority; learn to cooperate with friends, know there are others who love them; enjoy group activities; understand that the community offers friends and helpers; gain a joy for learning; and understanding that we are part of the world.

---"*and became strong*". (Physically, Emotionally). We strive to help your children: be aware of health and safety habits; be aware of acceptable ways to handle their emotions and feelings; coordinate their large and small muscles through indoor and outdoor play; use manipulative materials; create special art projects; and participate in directed music and movement classes.

---"*filled with wisdom*". (Intellectually). As each child is unique, we will help them develop a strong foundation for further education by giving them: life experience; opportunities for language building; hands-on science experience; language interaction with peers and adults; opportunities to use their five senses; music and rhythm experiences; opportunities to develop thinking and reasoning skills; and opportunities to learn about art and art appreciation.

---"*and the favor of God was upon him*". (Spiritually). In our Christian program your children will be exposed to the following concepts: God is the Creator who loves each one of us; Jesus is God's Son who lives, loves us, and is our friend; prayer is an opportunity to talk to God anytime or anyplace; the Bible gives us the privilege of discovering God through many stories; a church is an important place to worship; we respect and love other people; and we care for the beautiful world because it was created by a loving Heavenly Father.

### **Classrooms**

Classes are grouped according to age but may be adjusted due to the number of enrollments and the maturity of a child. The staff reserves the right to group children for balance of gender, chronological age, and the best environment for the child.

### **Staff**

The staff at First Presbyterian Church First 5 Years consists of one full time director, 2 Art/Music teachers, and 14 classroom teachers. Each class has one lead qualified teacher and one assistant teacher.

All of our teachers (including substitutes) have the following:

- \*a background check with the Kansas Bureau of Investigation
- \*a health assessment and negative TB test
- \*certification in Pediatric CPR and first aid
- \*10 hours of continued education courses each year
- \*Several other Early Childhood courses

All of our teachers are mandated by the State of Kansas to report any suspicion of child abuse and neglect.

All people who may come in daily contact with the children in our program are required to have a background check with the Kansas Bureau of Investigation.

If you wish to speak with a teacher, please remember that during KDO/preschool hours, a teacher's time belongs to the children. Please do not engage the teachers in long conversations at arrival or pick-up times.

Please notify the classroom teacher about changes in your child's life (the loss of a family member, a serious illness in the family, and impending move, etc.) that may affect your child while at school.

Parents will not receive daily assessments of child behavior at pick-up time. Teachers will provide only positive comments while other parents and children are present. Please refrain from discussing any negative concerns with the teachers in the child's presence. If you or a teacher has a concern, a private meeting should be set up. Teachers are always willing to set up special times to discuss any problems or concerns that may have an impact on a child. The director will attend all conferences requested.

### **Progress Assessments and Parent Teacher Conferences**

The lead teacher and the assistant teacher work together as a team to gather information beneficial for assessments and conferences. The art and music teacher also contribute information for each child's assessment.

In mid-September teachers will do an "adjustment assessment" of each child then present the information to the parents. This assessment will let parents know how their child is adjusting to the school setting.

In the fall, teachers will send home a written social assessment. This will let you know how your child is doing in school socially. After reviewing your child's assessment, if you feel you need more clarification or would like to discuss an issue, please contact your child's teacher directly to set up an appointment.

In the spring, teachers will send home an academic/progress assessment and hold parent-teacher conferences. The date of parent-teacher conferences is listed on the school calendar. Sign-up sheets for conference times will be available before the conference date. Preschool classes will not be in session that day. If you are unable to attend the conference time, please arrange an alternate time with your child's teacher.

### **Special Services**

We encourage you to contact Lawrence Early Childhood Special Services for services in auditory, speech, language and movement exploration. These services are free to USD 497 children.

Teachers/Director may discuss specific needs directly with parents and assist parents in contacting Lawrence Early Childhood Special Services, or in formulation of IEP's.

If a child needs special services, we work directly with the district to assist with and accommodate special services within our program. Most special services are offered within the classroom setting.

We desire to facilitate the best possible learning environment for each child. If your child has a written Individual Educational Plan or Individual Family Plan (IEP/IFP), state law mandates that we have a copy of it in our confidential files. Please give a copy to the director as soon as the plan has been finalized.

Tiny K, Success by Six, and the KU Child and Family Clinic are also good resources for assistance with specialized needs.

## **Visitor Policy**

**All visitors are required to stop by the Preschool/KDO office to check in if during preschool/KDO hours. This does not include during drop-off and pick-up time.**

Parents are welcome to visit their child's class at any time. However, please be cautious with visits at the beginning of the year. The first few weeks are an adjustment period for your child as they are learning to be more independent. We will also offer a few special days during the year (Dad's Day, Mothers Tea, and holiday parties) and invite parents to join their child in the classroom and participate in some fun activities.

## **Safety Policy/Procedures**

**No weapons of any kind are allowed on the church or preschool premises.**

Parents are required to list emergency contact names and numbers on the child's enrollment form. If there is an emergency with your child or within the school, you will be notified as soon as possible. In the unlikely event that a crisis occurs in the building, students will be evacuated to Clinton Place Apartments (located across the parking lot, just east of the school), where parents may pick them up. Children will only be released to the parents or a person designated by parents.

## **Medical Emergency**

1. Notify Director over the Walkie Talkie system—Director will call 911 and notify parents or emergency contact.
2. Attend to the injured person until medical help arrives
3. The Director will notify the art/music teachers to return children in their room to their original classroom
4. Art and Music teachers will remove children from the room with the injured person.
5. If the emergency is in the Art/Music room, one teacher from the classroom will pick up non-medical emergency children and return them to their classroom.
6. Non-involved teachers are to keep children in their classrooms with the doors closed.
7. The director will pick up the injured persons file from the office.
8. The Director will accompany the injured person to the hospital in the ambulance and wait until parents or emergency contact arrives.
9. One teacher from the classroom of the injured person will follow the ambulance to the hospital, in their vehicle and stay until parents or emergency contact arrives.
10. The art/music teacher will remain in the classroom of the injured person in order to stay in ratio.

## **Fire Emergency**

1. Pull the closest fire alarm
2. Count the children in your care

3. Teachers will grab the classroom emergency bag and sign-in sheet as children line up
4. Lead the children to the designated safety area (playground and memorial garden)
5. Count children
6. Return to the building or evacuate to Clinton Place Apartments as directed by the Director or Fire Department personnel
7. The Director and teachers will notify parents where children may be picked up.

### **Tornado Emergency**

1. The Director will announce a Tornado Warning over the Walkie Talkie system.
2. Teachers will grab their classroom emergency bag, flashlights, and sign-in sheets as children are lining up.
3. Lead the children to the youth room in the basement
4. Help children remain calm.
5. Remain in the basement with children until notified by the Director or safety personnel

### **Active Shooter/ Lockdown/Safety Emergency**

1. The Director will notify teachers of an intruder situation by announcing “attention teachers, this is an emergency, lockdown and evacuate, we have an armed male/female (enter area of the building here)” over the walkie talkie. The teachers will lockdown their room by locking classroom doors, pulling the window shade on the door, turning off lights, and moving children to the safest spot of the room away from the doors and windows and creating an added barrier for protection. If it is safe for the class to evacuate the building through a door or classroom window, they will.
2. The staff will follow the Avoid. Deny. Defend training received by the Lawrence Police Department.
3. If the class can evacuate they will exit through a window in the room and run off the premises to a neighboring area (Clinton Place Apartments or Lawrence Child Development Center). If the classroom must lockdown the teachers will help children remain calm by giving them suckers, reading books, and/or singing quietly.
4. Teachers and students are to remain off the premises or in the locked rooms until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.
5. If a classroom is on the playground in the event of an active shooter they will evacuate the children through the playground gate to Clinton Place Apartments or Lawrence Child Development Center and remain there until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.
6. If a classroom is in the Fellowship Hall they will evacuate through the nearest exit or lockdown in the chair closet and the teachers will secure the door with a bungee cord. They will remain there until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.
7. If a classroom is the Sanctuary during a lockdown they will evacuate through the three doors in the front, then exit the premises to the Lawrence Child Development Center and remain there until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.
8. If a classroom is using the bathrooms in the hallway they will exit out of the playground door or they will all go into the bathroom, shut and lock the door, and use the door stop as extra

security. The class will remain in the bathroom until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.

9. If a classroom is in the Chapel during a lockdown, they will exit out of the back Chapel door and proceed down the steps to exit out of the door in room 10 or they will enter an empty classroom in the North end of the building. They will lock the door and move children to a corner away from the door and windows. Teachers and students are to remain in the locked rooms until notified by the Director, Church Staff, or Law Enforcement that conditions are safe.

#### **Chemical Release in the Building**

1. The director will notify the teachers through the Walkie Talkie system to evacuate the children. The director will call 911.
2. Count the children in your care.
3. Teachers will grab the classroom emergency bag and sign-in sheet as children line up.
4. Lead the children to the designated safety area (Clinton Place Apartments) using the same exits as the fire evacuation map.
5. Count children.
6. The director and teachers will notify parents via phone on the situation and where their children may be picked up.

#### **Chemical Release in the Surrounding Area**

1. The director will notify teachers through the Walkie Talkie system.
2. Students and teachers will remain in the building unless notified by the police to evacuate.
3. If an evacuation issued is ordered, count the children in your care before leaving the classroom.
4. Teachers will grab the classroom emergency bag and sign-in sheet as children line up.
5. Lead the children (by walking) to the safety area designated by law enforcement using the same exits as the fire evacuation map.
6. Count children.
7. The director and teachers will notify parents via phone on the situation and where their children may be picked up.

#### **Utility Failure**

1. The director will notify the teachers through the Walkie Talkie system that everyone should remain in their classrooms.
2. The building manager will make the necessary phone calls to rectify the outage.
3. The building is equipped with auto battery powered emergency lighting for 90 minutes.
4. The fire alarm has a battery powered backup and is connected to the phone lines.
5. In the case of extreme heat or cold parents will be notified by phone to pick up their children.

#### **Missing Child**

1. Children should never be out of site from a teacher. Children should never leave the classroom or playground unsupervised.

2. Teachers are to take the classroom sign-in sheets with them whenever leaving the classroom in order to know who is in attendance.
3. Teachers will do a headcount numerous times throughout the day, especially during transition times.
4. If a child goes missing the director, staff, and office staff shall be notified immediately over the walkie-talkie system.
5. The director will call 911 and notify the parents of the missing child.
6. The director, office staff, and Art/Music teachers will do a thorough search of the building and surrounding outside area.
7. The director, office staff, and Art/Music teachers will continue to carry out the search throughout the inside and outside of the building while waiting for the police to arrive.
8. The director and all staff will cooperate with the police as needed.
9. The director and teachers involved will fill out an incident report.
10. The director will notify KDHE of the incident.

#### **Evacuation of Children with Special Needs**

1. The director will notify teachers of evacuation through the Walkie Talkie system then call 911.
2. Any medication or special items needed for a child with special needs will be kept in or close to the emergency bag.
3. Teachers will grab the emergency bag, medication, special items needed, and the sign in sheet while children are lining up.
4. Office staff and the Art/Music teacher will help go to the classroom(s) and help any child with special needs evacuate the building.
5. Teachers and office staff will lead the children to the designated safe spot using the same exits as the fire evacuation map.
6. The office staff and Art/Music teachers will stay with the children with special needs until class is resumed or parents pick up children.
7. The director and teachers will notify the parents by phone of the situation and where they may pick up their child.

**Photo Release**—from time to time we will take pictures of the children and submit them to the Lawrence Journal World or post them on our website or Facebook page. The programs Facebook page is a private page monitored by the director. Parents are asked to sign a photo release form for their child's file. If you do not agree to have your child's photo taken please note that on the form.

#### **Supervision**

No child will be left unsupervised while attending school. At least two staff members will always be available at any time. The teachers will regularly count children, especially at transition times.

#### **Injury**

All classrooms are equipped with basic first aid kits. All staff members are certified in pediatric first aid and CPR. The director is notified immediately in any case of injury or emergency.

Minor bumps or scrapes will be noted by a "guess what happened to me today" note in your child's mailbox or verbally by a teacher.

If a child has a non-life-threatening accident and staff believes a parent should be notified, the director will call the parents immediately. Please make sure correct contact numbers are listed on your child's enrollment form and notify the director of any changes during the year.

If a life-threatening injury occurs, staff will perform CPR and first aid if needed and immediately call 911. Parents will be notified immediately after 911.

### **Allergies**

Food and other allergies must be clearly listed on your child's enrollment form. A list of all children with allergies and the type of allergy will be posted in each classroom. If your child has emergency medication to be left at school, it must be clearly marked with the child's name and have the prescription on it. There is also a form in the preschool/KDO office that must be filled out. All medications (and forms) will be stored in a locked cabinet in the child's classroom.

### **Illness**

Upon daily arrival, each child is observed by a teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities. To protect your child and other children, we have set up some guidelines regarding illnesses. If at any time the lead teacher or director feels that your child is too sick or contagious, your child will not be able to attend. Should your child become ill while at school, the parents will be notified immediately. While at school your child will practice frequent hand washing with soap and warm water to help avoid the spreading of illnesses. By helping us to observe good health standards, you will be protecting your child and others at the school as well.

Please keep your child at home if he/she has:

- severe cold, sneezing, nose drainage, uncontrolled coughing.
- Temperature over 99.9 degrees. Children may not return to school until their temperature has returned to normal for at least 24 hours without the aid of fever reducing medication.
- Conjunctivitis (Pink Eye). Your child must be on prescription medicine for pink eye for 24 hours before returning to school.
- Bronchitis
- Rashes that you cannot identify or have not been diagnosed by a physician.
- Impetigo
- Diarrhea and/or Vomiting
- Lice. Please treat your child and make sure they are nit free before returning to school.
- If a child becomes sick without obvious symptoms. In this case the child may look or act different. There may be unusual paleness, tiredness, irritability, or lack of interest.

If a doctor diagnoses your child with an illness and the child is prescribed antibiotics, the child may not be brought to school until he/she has been on the medication for at least 24 hours. Please call the preschool with the diagnosis.

Kansas regulations state: Schools and childcare facilities must exclude persons afflicted with an infectious or contagious disease that is dangerous to public health. It shall be the duty of the director in charge of the facility to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation.

The following common diseases are considered contagious: Chicken Pox, Hepatitis Type B, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Pinworms, Ringworm, Scabies, Staph Infection, and Strep Infections. Other diseases not listed may be considered infectious as well.

We are required to report certain communicable diseases to the county health department, this list is located in the preschool/KDO office.

If there is a specific health alert, a notice listing the infection as well as any symptoms to watch for will be posted outside your child's classroom. The name of the child will not be listed.

All children must be immunized according to the recommended schedule found on the health assessment form. A waiver from this policy must be due to medical or religious reasons and must be on file in the preschool/KDO office.

### **Medication Administration**

If your child has a health issue (such as food allergies, diabetes, asthma, a virus, diaper rash, etc.) that requires medication to be kept at and/or administered at school, parents must fill out a medication form, the form may be picked up in the director's office. Medication's given at school will be administered by the lead teacher in the classroom the child is in. All our teachers and subs have had medication administration training. Any prescription or over-the-counter medication brought to school must be specific to the child who is to receive the medication, is in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers when possible, one for home and one for school.

Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.

"As needed" medications should have specific instructions from the child's healthcare provider listing specific reasons and time when such medication can be given.

All medications will be stored in a locked cabinet with the medication form and out of reach of the children. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child. Parents will be notified if medication was administered to the child. Parents will be notified immediately and medical attention will be given if the child has a reaction to the medication. Parents/guardians should share with the teachers any problems, observations, or suggestions that they have in giving medication to their child at home, and likewise with the teachers to the parent/guardian.

First Presbyterian Church First 5 Years staff will not administer the first dose of any medication.

All medication, including topical medications must be provided by the parents.

### **Health and Nutrition**

KDHE regulations require that we follow certain guidelines to provide children with the best nutrition possible.

In our program we request that parents bring snacks for their child's classroom on a rotation basis. We require milk, water, and healthy snacks, such as fruit, crackers, cheese, yogurt, muffins, vegetables, trail mixes, etc. We would like to eliminate juice from snack time so please do not bring any kind of juice for snack. It is helpful if parents could bring the same snack for all children (for example, please do not bring 6 chocolate puddings and 6 vanilla puddings). The classroom teachers will alert you to any major food allergies in the class, such as peanuts. If your child is allergic to multiple foods/ingredients we suggest parents bring a snack for their child to leave in the classroom for days they cannot have the snack brought in by others.

If your child is enrolled in our Lunch Bunch program, KDHE requires the following items to be in their lunch box.

- (A) Meat, poultry, fish, egg, cheese, cooked, dried peas or beans, or peanut butter;
- (B) Two vegetables, two fruits, or one vegetable and one fruit;
- (C) Bread, bread product or cereal; and
- (D) Milk

Each child is required to have milk during Lunch Bunch, you are welcome to pack water or 100% juice in your child's lunch box as well. If your child does not like milk we will not force them to drink it, but we will serve it. If your child has an allergy or intolerance to milk, we will need a written note from a doctor for their file.

### **Tooth Brushing Policy**

KDHE regulations require children who attend our Lunch Bunch program brush their teeth after eating lunch. The school will provide toothbrushes and toothpaste. Each toothbrush will have the child's name on it and a cap and will be stored in a toothbrush holder in a cabinet. The Lunch Bunch staff will dispense toothpaste for each child into small cupcake liners in order monitor consumption and prevent the spreading of illness.

### **Field Trip Policy**

All our field trips are parent attended. Parents will be responsible for the transportation of their child to and from field trips and required to stay with their child for the duration of the time.

Field trip attendance forms will be sent home with each child. Please return these to the classroom teachers on the specified date, letting them know your child will be attending and who will be responsible for them.

Small additional fees may be required for field trips.

There will be no classes or Lunch Bunch on field trip days.

### **Behavior Guidance Policy**

The goal of behavior guidance is to help children develop inner control in order to manage their own behavior and feelings in a socially appropriate manner. The teachers will assist children and parents to understand the expectations of behavior, and the purpose behind them.

Negative and physical behavior (hitting, biting, and pinching) will not be allowed. If negative behaviors continue, the child will be removed from the group and told that behavior is not allowed because it hurts people. The child may return to group activities when the negative behavior stops. If further intervention is needed, the child may be brought to the director's office for a limited time.

Punishment that is humiliating, frightening, or physically or emotionally harmful to the child shall be prohibited. This includes but is not limited to: corporal punishment, verbal abuse, threats, derogatory remarks, binding or tying to restrict movement, enclosing in a confined space, or withholding or forcing food.

In carrying out the behavior guidance policy the teachers will:

- monitor the environment to anticipate possible problems
- model appropriate behavior
- reinforce positive behavior

- use positive word direction by telling a child what to do, and how to do, rather than what not to do. Teachers may use positive direction with an explanation of inappropriate behavior. For example: If a child is standing in a chair the teacher may say “our chairs are for sitting on, not standing on, it is dangerous to stand on our chairs”.
- give clear opportunities for children to make choices and select appropriate behavior.
- mediate disputes between children minimally, allowing them to solve problems by themselves, if possible.
- use a firm but kind voice in correct inappropriate behavior.
- use time-out as a regrouping time rather than a punishment. For example: “Throwing sand is not appropriate. You may not play in the sand box if you continue to throw sand; you will have to sit on the bench”.
- use natural and logical consequences in correcting behavior. For example: “We want you to wear your mittens outside. If you chose not to wear your mittens, your hands may be cold”.

Classroom teachers and the First 5 Years director will analyze possible reasons for frequent behavior problems and make any necessary adjustments in teaching strategies and classroom management to help resolve the problems. The teachers/director may also seek ideas and strategies from local specialists to best meet the needs of the child. Lead teachers will communicate any developmental or behavioral concerns to parents of all children involved on a regular basis, as well as presenting written notes/reflections to the director.

There may be times when a child displays individual needs that are beyond the capabilities of our program and/or expertise of our staff. If a child’s teacher and/or the director feel that the child would benefit from additional services, we will notify the parents and request a referral meeting. If there are frequent behavior problems that may result in injury to themselves, other children, or the teacher, or if one-on-one staffing to prevent classroom disruption is needed, the teacher and/or director will notify the parents and request a referral meeting.

#### Referral Meeting with Parents:

A parent/teacher/director conference will be scheduled as soon as possible to discuss the concerns. Parents will be given a written description of the teacher/director observations related to the referral and any efforts made to accommodate the child’s needs. The teacher and director will provide the parents with specific referrals for screening services and a list of community resources and services available. The parent always has the final decision in what service or course of action, if any, they would like to pursue. It will be the parents’ responsibility to follow through on the referral recommendations and schedule screenings or services for their child. We will be happy to work with support services to implement a plan to meet the child’s developmental needs while in our program.

#### Suspension and Termination of Enrollment:

Termination will always be a last resort action carried out only when the director and teachers feel that it is in the best interest of the child or the other children enrolled. If our program is unable to meet the needs of the child, every effort will be made to refer the parent to a more appropriate program for their child. The following are circumstances in which a termination of enrollment could occur:

1. The child shows extremely aggressive behavior which could endanger other students or staff.
2. The child's safety cannot be assured due to impulsive, risk-taking behavior.
3. The parent's unwillingness to work with the teachers in managing the child's behavior, and/or their refusal to follow thru on the preschool's recommendation to receive outside support.
4. The child's needs are not being met at the preschool due to general immaturity. Examples of this would be severe ongoing separation issues, excessive need of teacher attention, and not being able to function independently or with a group.
5. The child has special needs which require accommodations causing an undue burden on the preschool.
6. Nonpayment of tuition.
7. Inappropriate behavior from parents. Examples may include: disrespectful language, not following program policies, verbal or physical harassment, unlawful behavior.
8. False information on child enrollment forms.
9. Excessive lateness of parents dropping off or picking up their child.

#### **Biting Policy**

Children biting other children is one of the most common and most difficult behaviors in group child care. It can be without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a definite way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of getting the object and expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings in all parties involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. We here at First Presbyterian Church First 5 Years have developed the following plan of action to be used when biting occurs in any of our rooms.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay-it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that toy, but I can’t let you hurt him. We don’t put our teeth on people.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the bitten child:

1. Separate the bitten child from the biter.
2. Comfort the child.
3. Administer First Aid.
4. Write an accident report and notify parents of the victim, in writing. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

If biting continues:

1. Classroom staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite:
  - Head off biting situations before they occur
  - Teach non-biting responses to situations and reinforce appropriate behavior.
  - Adapt the program to better fit the individual child’s needs.
5. “Shadow” the children who tend to be bitten:
  - Head off biting situations.
  - Teach responses to potential biting situations: “No” or “Don’t hurt me!”
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. This could include contacting community resources, such as Tiny K or Success by Six for additional assistance. Schedule follow-up meetings or telephone conversations as needed.
8. Prepare the parents of the biting child for the possibility that the child may have to be removed from the center.

9. If it is deemed in the best interest of the child, center, and other children, we will terminate the child from the center for the duration of the biting stage. Written warning will be given to parents before this action will be taken.

### **Teacher/Program/Director Evaluations**

In the spring we will ask parents to evaluate the teachers, the program, and the director. We encourage you to fill these out and return them as it assists us in improving our program.

Each year the teachers are observed and evaluated by the director, after the process is completed there is a meeting to discuss how the year progressed and goals are set for the future.

The director is evaluated by the First 5 Years Advisory Committee of First Presbyterian Church.

If parents have any concerns about teachers throughout the year that they would like to discuss they may contact the director at any time.

If parents have any concerns about the director throughout the year that they would like to discuss they may contact Pastor Mary or Nancy Rumsey at any time.

**We welcome you and your child to First Presbyterian Church First 5 Years and look forward to a wonderful year with your child.**

