

Sparta Early Childhood Center

Parent Handbook

Tuition Preschool and ChildCare



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Welcome to Sparta Early Childhood Center

Sparta Early Childhood Center offers full day or half day preschool programming. Children may attend just a preschool class or be in attendance all day (childcare) and experience the same preschool curriculum. We have created a program to meet your child's needs.

Please review the handbook to learn more about the guidelines of our program. In order to assure that both parents and children adjust as quickly and happily as possible to the new experience of Sparta Early Childhood Center. To help assure that there are no misunderstandings on the guidelines of this program, we ask all parents/guardians to carefully read this handbook.

We welcome you to Sparta Schools and to begin with their great educational experience at SECC!

District Mission

Cultivating a dynamic, compassionate community that empowers all learners to lead successful lives.

District Vision

Creating valuable relationships and innovative learning experiences within our schools and community that empowers all learners to thrive and excel.

SECC Philosophy

Through developmentally appropriate experiences children are encouraged to reach their full potential socially, emotionally, physically, and cognitively. It is our intention to make this experience a happy, secure, and stimulating learning program for the children. We have an educated, caring staff providing a safe and nurturing environment in which your child can learn and grow.

Program Goals and Objectives

- To prepare children for entrance into kindergarten.
- To develop partnerships with parents early in a child's life.
- To provide an enrollment number less than the licensing ratio in the classrooms.
- To assist children in separating from their parents easily.
- To help children to actively listen and follow directions.
- To encourage children to explore and love learning actively.
- To aid children in developing motor skills (coordination, balance, cutting, drawing, etc.)
- To support children in making friends and getting along with others.
- To help build children's positive self-esteem and appreciate others.
- To teach children our spoken language in order to express feelings and ideas, to resolve conflict, to tell stories, and to enjoy books.
- To give children the opportunity to explore and learn about our written language.
- To assist children in learning about themselves and the natural world.
- To encourage and support children in taking appropriate risks (to take a chance and try something new)
- To give children opportunities to do some counting and measuring of "real" things. (How many blocks does it take to go across the table?)

Curriculum

Our programs use the following curriculums to help meet our Mission, Vision, and Program Goals.

- [Teaching Strategies Creative Curriculum for Preschool.](#)
- [Zoo-phonics[®]-The Multisensory Language Arts Program](#)
- [Conscious Discipline](#)

Enrollment and Withdraw Process

Program Eligibility

- A child must be at least three years old by September 1st to be admitted into the three-year-old program.
- A child must be at least four years old by September 1st to be admitted into the four-year-old program.
- Classes are filled on a first-come/first-served basis according to the date of Pre-Registration on-line.
- District residents will receive first priority.
- Children must be completely toilet trained and able to use the bathroom independently. This means a child must pull their own clothing down, sit on the toilet, wipe, re-dress, wash their hands and rejoin the group without the need for assistance.
- Parents must provide transportation.
- Proof of immunizations and birth certificates must be presented upon enrollment.
- A non-refundable Registration Fee is due at enrollment. (See Tuition Rates Form)
- Children with an IEP will be enrolled on a case-by-case basis and have a trial period. We will work with you and the ECSE Department to determine if our General Education Program is the best fit for your child's classroom programming and care.

Enrollment Process

The following paperwork must be completed prior to attendance:

- ★ Sparta Area Schools Pre-Registration Form
- ★ Birth Certificate
- ★ Proof of Residency
- ★ Health Appraisal with Immunization Record
- ★ Preschool/Childcare Information Form
- ★ Child Information Card
- ★ Preschool/Child Care Permission Form
- ★ Parent Notification of The Licensing Notebook
- ★ Safe Schools Form
- ★ Payment of Non-refundable Registration Fee
- ★ Optional – Volunteer Agreement/Disclosure

The Registration packet is available at Sparta Early Childhood Center. We ask parents/guardians to keep the teacher and school office informed as to changes in addresses, phone numbers, and parent workplace. We must have current contact information on file.

Withdrawal Process

We require a two-week notice before withdrawing from our program. If we feel the program is not meeting the needs of your child or if your child is not fitting into the group, we will contact the parents/guardians and try to work out the problem. If it is apparent that the situation has not improved after the conference and another trial period, we reserve the right to give the parents a two-week notice of termination of services.

Vacation Policy (for Preschool students enrolled in the childcare program)

Your child is entitled to two weeks vacation credit at no charge each year (September through August). Credit must be used in one or two-week intervals. Children enrolled only in the preschool or summer program are excluded from this credit. Please notify the staff of your vacation plans.

Staffing and Volunteers

Staff

All SECC staff must complete a comprehensive background check including fingerprints before working in the school. All staff members must have a negative TB test on file.

Volunteers

All volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. **As per state licensing rules, any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.**

Any volunteers working more than 4 hours per week for 2 consecutive weeks must have a negative TB test on file. All unsupervised volunteers must complete a comprehensive background check including fingerprints before being left with a child unsupervised.

Volunteers are to sign in/out at the office and wear identification prior to leaving the office. Volunteers should never be left alone with a child at any point during their time in the center or on a field trip. This includes in the classroom, on the playground, and in the bathroom. We encourage you to complete the background check form at the beginning of the school year so we have enough time to process the paperwork.

Hours of Operation

Sparta Early Childhood Center's child care program is open year-round, Monday through Friday from 6:30 am to 6:00 pm. The Center will be open on snow days and no school days. The Center is closed Thanksgiving Break (Thursday and Friday), Christmas Eve and Day, New Year's Eve and Day, Memorial Day, Fourth of July and Labor Day. Whether or not the Center is open on Good Friday is to be determined. The Center is open during Spring Break.

Sparta Early Childhood Center's preschool programs are open during the school year. The program options are as follows:

- 4's Tuition Preschool: Monday through Thursday; AM- 3 hours; or Full day- school hours

- 3's Tuition Preschool: Tuesday and Thursday-AM 3 hours; or Monday, Wednesday, Friday-AM 3 hours; If enough interest, PM sessions may be offered.
- Child care is offered before and after preschool programs and Kindergarten. The Center opens at 6:30am and closes at 6:00pm.

Student Check-in and Check-out

- ❖ Parents/guardians must walk children to the classroom door when dropping off and picking up your child. Be certain the teacher or assistant has welcomed your child into the classroom before leaving your child.
- ❖ All children must be signed in and out of the building using the Smartcare App/Kiosk.
- ❖ A child will not be released to anyone other than a parent/ guardian unless that person is listed on the emergency information card and the parent/guardian has notified us prior to pick up. Identification may be requested.
- ❖ Any time your child will not be attending preschool, due to an illness or anything else that prevents attendance on a scheduled day, please call the attendance line at 616-887-1922 and leave a message. The message must include the child's name, the teacher's name, reason for absence, and symptoms if absent due to illness. You may also email the director at: amy.waldron@spartaschools.org
- ❖ **It is important to park in designated parking areas only. No parent vehicles are allowed to park in the bus lane to allow for the safety of our children, parents, and staff.**

Weather and School Closings

In case of inclement weather, we may be forced to cancel classes. When Sparta Area Schools is closed so are the 3's and 4's preschool programs. Announcements will be broadcast on local television and radio stations. A notice will be sent out via email, Smartcare App, and on our Sparta Early Childhood Center Facebook page. Childcare will still be open from 6:30 am – 6:00 pm unless it specifically states Childcare is closed.

Tuition Policy

Tuition Payments

The Center uses Smartcare Parent App and Web Portal to manage our scheduling and billing systems. All payments must be made via the Smartcare Parent App or Parent Web Portal. Cash and checks are not accepted. After 1 week of non-payment, your child will be dis-enrolled from the program.

Tuition is charged by the slot. On snow days or no school days when students attend the Center for a full day, the full rate will apply.

Staffing is determined by the number of children scheduled to attend on a daily basis. You will be charged according to your scheduled days as indicated on your enrollment form.

The Center accepts payments from assistance offered through the Child Development and Care (CDC) Program. Go to MI Bridges to apply for child care assistance. (mibridges.michigan.gov)

Preschool Only Tuition

The Center bills for Preschool ONLY tuition on an annual, semester, or monthly basis. Preschool Tuition Payments will be due on the first of the month. Each invoice will be posted via Smartcare on the 15th of the month prior to the due date. If additional days were added due to a change in schedule or snow days, they will be added to the next month's billing. Your child's place is being reserved and regardless of the reason for an absence, refunds or credits will not be given.

Childcare Tuition

Child care Tuition Payments will be due on Mondays for that week's care. The bill will be posted on the prior Tuesday to be paid the following Monday. Added days will be billed the following week. Your child's place is being reserved and regardless of the reason for an absence, refunds or credits will not be given.

Absence Policy

Center costs remain the same even if a child is absent; therefore, parents will be charged for each day their child is enrolled.

Absences from our programs should be reported to the office by telephone or email. It is the parent's/guardian's responsibility to notify the attendance line by telephone at (616) 887-1922 or email amy.waldron@spartaschools.org. The center is open at 6:30 am and you may leave a message on voicemail. Please give the following information whenever calling in absences:

1. Child's Name
2. Child's Teacher
3. Reason for absence (if due to illness, please state the name of the illness or describe the general symptoms.)

After School Program:

Parents of School Age children should report absences from After School Programing to the office by 3:00 pm on the day of the absence by calling (616)887-1922 or emailing amy.waldron@spartaschools.org. **If a parent does not contact the office regarding the absence, a \$5 "Search Fee" will be added to your account for each day calls must be made to locate a child.** In the event a child does not arrive at the center and the parent does not contact the office, Center staff will make the following contacts:

1. Child's teacher
2. School Office
3. Transportation
4. Child's parents/guardians
5. Authorized persons
6. Proper law enforcement officials

Additional Fees

Registration Fee

A non-refundable registration fee will be charged at registration time. This occurs on an annual basis. If your child attends both the summer and school year programs, the school year fee is waived. See Tuition Rates Form for current fee schedule.

Late Payment Fee

Late Fees will be 10% of the amount due. A late fee will be automatically applied the day after the due date if balance is not paid in full by the due date. After one week of non-payment, the child will be excluded from the program. After three months of non-payment, accounts will be filed with small claims court for collection. The child's place is being reserved and regardless of the reason for an absence, refunds or credits will not be given.

Early Drop-off/Late Pick-up Fee

If your child is dropped off prior to your program starting or you pick up your child after their program has ended, a fee of \$1 per minute is applied to your account.

NSF/Returned Item Fee

For each Non-Sufficient Funds or Returned Item a NSF fee will be applied to your account. See Tuition Rates Form for current fee schedule.

Drop Off and Pick Up

All parents must turn off car engines during drop off and pick up. Please do not leave unattended children in your vehicle.

Parents must bring their child to their designated drop-off area and see that their child is under supervision before leaving the premises. Parents are required to sign their child in and out using the Smartcare App/Kiosk.

If you are going to be late, please call or email and let us know that you will be late.

Child Release Policies

We care about your child's safety and well-being; we try to be very careful about child pick-up. Only Parents or Legal Guardians may add or remove authorized persons your child may be released to on the Child Information Card. Their name(s) must be on the Child Information Card in the office and you must let us know they are picking up your child, or we will NOT release your child. If their name is not listed, we will NOT release your child. Photo identification from unfamiliar persons will be requested by staff prior to releasing your child.

Divorced or Separated Parents

In the case of separated or divorced, either Parent may pick up a child unless a court order indicates limited Parenting Time, no Parenting Time or specific Custody arrangements. A copy of the court order must be on file in the office. If Parents are in the process of separation or divorce while the child is in our care, every attempt should be made to keep staff members updated on

issues that may affect a child's custody or emotional well-being. If one Parent is concerned about the safety of the child when the child is with the non-custodial Parent, action should be taken through the court system. Without a Personal Protection Order that names the child or a Parenting Time Order, SECC Staff cannot prevent access to the child by either Parent.

In the event that a Parent wishes to visit the child during Non-Parenting Time at SECC and there has been no court ruling indicating supervision is necessary, the staff will require that the custodial Parent provide written permission that such visits are to be permitted. If permission is denied, the non-custodial Parent will have to look to the courts for modification, and the specific right to visit at our Center. IF this arrangement becomes upsetting or fearful for the child or the other children in the classroom, the situation will be discussed with both Parents and SECC Staff may change this arrangement in order to restore calm in the classroom.

Guardianship

If a legal Guardian rather than a Parent enrolls a child, a copy of all appropriate legal paperwork must be on file in the Office. This is especially critical if the natural Parents have no custodial or visitation rights.

Release to Older Siblings

If a Parent wishes the Staff to release a child to an older sibling, the older child should be listed on the Child Information Card as such. Permission must be in writing from the parent. If the Staff feels that the older child is not old enough for this responsibility or sees indication of inappropriate supervision, a Parent Conference will be called to discuss this arrangement.

Intoxicated Parent

If a Parent or other designated adult arrives to pick up and transport a child in a motor vehicle and the Staff person in charge considers the individual to be intoxicated, the child will not be released from the Center with that person. The Staff will contact another Parent or other adult listed on the Child Information Card to arrange alternate transportation, including possible transport by a taxicab service. If this is not possible, Staff will contact the Child Protective Services for further directions. In the event the intoxicated person does not comply, the Police or Sheriff's Department will be notified.

Abandoned Child

If a child is not picked up by closing time, every attempt will be made to reach the Parents or other Authorized Persons listed on the Child Information Card to pick up the child. If no one can be reached on the Child Information Card and it is two hours after the center has been closed, the child will be considered abandoned and Kent County Child Protective Services will be called.

Sparta Early Childhood Center Staff Babysitting After Hours

Occasionally, Parents use Staff members for childcare outside of the center. These are private arrangements and the Staff person is in the employ of the Parent when caring for a child outside of the center after hours. Sparta Early Childhood Center and Sparta Area Schools cannot be held liable for actions of a Staff member taken in the private employ of the Parent when caring for a child outside of the Center outside of their scheduled hours. If their care includes the child being released to a Staff person at the completion of the day, prior arrangements must be made. The

Staff person's name must be added to the Child Information Card and the Parent must leave instructions in writing that the child is to be released to the Staff person.

Discipline Policy

The adults working in the program support the philosophy that children need to be treated with patience, warmth and respect. Discipline is necessary to assure the safety and well being of all the children, as well as the adults. Basic rules are followed on a daily basis:

- Respect the teachers
- Respect your peers
- Keep your hands and body to yourself
- No profanity
- No running
- Clean up your activity and snack areas

To assist a child in learning to develop inner control of his/her own behavior, we will use the following guidelines:

- Make the child aware of his/her behavioral expectations.
- We remind the child of the appropriate choices/actions.
- We redirect a child to a new and appropriate activity.
- We remove them from the situation.
- In all situations we discuss the steps with the child so that with each experience they are able to learn from it and can work toward independently working through the steps on their own.

The above approach is successful in dealing with discipline problems involving the majority of children. Every effort will be made to modify inappropriate behavior by using the procedures as well as through parent communication and involvement. In the event that these methods are not effective, the Director maintains the right to dismiss any child from the program who exhibits disruptive or inappropriate behavior that interferes with the quality and/or process of the program.

Our programs may not meet the needs of every individual child. Although we will do our best to provide a quality, individualized program for the children enrolled. We reserve the right to dis-enroll a child in situations where we believe we are not able to meet a child's individual needs.

Health Care Policies

Your child's health form must be on file here at the Center showing his/her immunization record with a physical signed by a doctor. Your child may not enter the program until this form is completed and signed.

Illness Policy

We are not able to provide care for ill children. When your child exhibits signs of illness, you will be required to keep them at home or make other arrangements. This rule may seem inconvenient at times, but we hope you will remember that in protecting someone else's child, you will also help

maintain a safe environment for your own. Please keep your child home when any of the following symptoms occur:

- Fever 100° F or higher
- Nausea or vomiting
- Excessive Coughing
- Excessive Runny Nose
- Green or yellowish mucus from the nose
- Diarrhea
- Sore Throat
- Skin Rash
- Red or Watery eyes
- Discharge coming out of the eyes
- Head Lice
- Any other symptoms indicating illness
- Any contagious illness

If your child shows signs of illness you will be given an informational call, letting you know their status and a Sickness Report will be completed. If your child becomes too ill to remain at the center you will be called immediately. Your child must be picked up within one hour.

Before your child may return to the Center, they must be 24 hours fever free **without** fever reducing medication, on antibiotics for 24 hours, or have a doctor's note stating they are not contagious. If your child vomits or has diarrhea, he/she will not be allowed to attend for 24 hours from their last episode.

If your child will be absent for any reason, please notify us by calling 616-887-1922. If they are ill, let us know what they have or what symptoms they are displaying. If they are diagnosed with a contagious disease, please notify the office immediately.

- ★ Please be sure that your child is well enough to participate in all indoor/outdoor activities if they are attending preschool. We realize that all parents/guardians are very busy and it is difficult to make other arrangements or miss work due to a child's illness; however, the good health and well being of all the children are top priorities at the Center.

Medication Policy

All medications must be signed in on the medication permission form and must be in the original containers. Medication Permission forms must be completely filled out. All medication must be kept out of the reach of children and may NOT be stored in a child's backpack. This includes all non-prescription topical medications such as lotions, hand sanitizers, chapsticks, and sunscreens. All medications must be administered by a staff member or adult authorized by the parent/guardian.

Non-Prescription Medication

All non-prescription containers must be clearly labeled with the child's first and last name. The container must have the original instructions on it. If the instructions are on the box the container came in, then the box must also be labeled with the child's name and accompany the container.

Prescription Medication

All prescriptions must have a pharmacy label providing the following information:

- Physician's name
- Child's first and last name
- Instructions
- Name and strength of the medication

Controlling Infection

When a child is ill we ask that parents call our Center and let us know the child's symptoms. First, we notify parents of the illness. This notice includes the symptoms of the communicable disease. Second we are required to document the illness and report this to the Health Department each week.

- ★ If your child has been exposed to any contagious diseases or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chickenpox, head lice, scabies, impetigo, flu or any other condition occurs concerning your child's health, please contact us immediately. We reserve the right to restrict attendance accordingly. We will send a notification home with other parents/guardians immediately to inform all of any exposure to an illness/disease.

If a child gets sick in the center, we clean up the area and then wash our hands. If soiled from being sick, we send home all rest time items to be cleaned. We also send home all rest time items on Friday or the child's last day of care for weekly cleaning.

Cleaning and Sanitizing Equipment

3 Step Cleaning/Sanitizing Process

1. Soapy water solution
2. Water
3. Sanitizing solution (Bleach & Water mix per health department ratios)
4. Air dry

Cleaning equipment and toys

Each day between classroom uses equipment and toys are sprayed down with a bleach sanitizing solution. Each night equipment and toys are sprayed down with a bleach solution. On a routine schedule the children's toys are cleaned with a 3 step cleaning and sanitizing process.

Toys in Child's Mouth

1. Any toy that a child put in their mouth is removed from the play area for washing.
2. The toy will be cleaned using the 3 step cleaning/sanitizing process.
3. After the toy air dries, it will be put away.

Accidents and Injuries

If your child becomes injured while at the center, a BooBoo Report or an Incident Report will be completed and given to you at pick up. An incident Report may be sent via the Smartcare App. If

the injury is located on the head, produces blood, or is serious a phone call will be made as well as a Report completed.

Miscellaneous Health Information

Teeth Brushing

Our goal is that children brush their teeth once daily while at the Center. A toothbrush and toothpaste are provided by the center.

Health Care Resources:

School Nurse
Kent County Health Department
Family Doctor
School Social Worker or Counselor
American Red Cross
Center for Disease Control

Handwashing Policy

Procedures for hand washing shall be posted in food preparation areas, toileting areas, and by all hand washing sinks.

Our hand washing procedure is as follows:

Use soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Rub hands together for approximately 20 seconds to work up lather. Scrub between fingers, knuckles, backs of hand and nails. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt. Use paper towels to thoroughly dry hands. Discard paper towels. By using this method you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

When soap and running water are not available during an outing, hand sanitizers, or single-use wipes may be used as a temporary measure.

Staff and volunteers will wash their hands at all of the following times:

- Prior to starting the workday at the center
- Prior to care of children
- Before preparing and serving food and feeding children
- After using the toilet or helping a child use the toilet
- After handling bodily fluids
- After handling animals and pet and cleaning cages
- After handling garbage
- When soiled

The hands of children shall be thoroughly washed.

- Before meals, snacks, or food preparation experiences
- After toileting

- After handling animals and pets
- When soiled

In The Case of Emergency

First aid will be administered, 911 called if needed, then the Parent will be called immediately, and an Incident report completed by the Staff who witnessed the incident. If emergency medical assistance is needed, and time is crucial, we will call 911 for an ambulance. Immediately after calling 911, we will also call the Parent at home or work. If we are unable to reach you, we will call the person listed on the Child Information Card “in case of emergency”.

We are very safety-conscious at the Center, and therefore, this procedure is very rarely needed. In the event emergency assistance is needed, any charge for ambulance services will be the responsibility of the afflicted child’s parent or guardian. All classrooms have emergency procedures posted in the classrooms. At least twice a year we review the emergency procedures as a staff. Fire drills are performed a minimum of four times a year and tornado drills are done a minimum of twice a year April through October.

Please keep your Child’s Information Card up to date and keep us aware of any concern you may have regarding your child’s health. We respect all such information as confidential.

Food Program

Meals and Snacks

Since the Center is a licensed facility, we follow the nutritional guidelines of the state of Michigan. If your child has any allergies, please inform us. We must have a waiver signed by your doctor if your child may not have any milk or follow our menu. Children must be in attendance during breakfast , lunch, and/or snack time to receive the meal or snack.

Breakfast

Children enrolled in childcare will be served breakfast. During the school year Breakfast is served from 7:30 am to 8:15 am. During the summer session, breakfast is served between 8:00 am and 8:30 am.

Lunch

Children enrolled in childcare and full day preschool will be served lunch each day. Lunch is served between 12:00 pm and 12:45 pm daily.

Snack

Children enrolled in childcare will be served an afternoon snack. Snack is served at approximately 2:30 pm. Kindergarten children coming to After School childcare will be served snack after arriving at the center. Children enrolled in half day Preschool ONLY will be served a snack during class. Children enrolled in full day Preschool will be served a snack in the afternoon per their daily schedule.

Special Events

Special events are generally centered around holiday times. Holiday parties are scheduled during the year. Parents are encouraged to help and/or participate in all school activities. Details about activities are sent home by the office as well as your child's teacher.

Birthdays are also special events. The birthday child is a special person for the day. Parents may send a treat for the child to share with his/her classmates. We prefer snacks that are nutritious and have low amounts of sugar and fat. For ideas, please speak with your child's teacher or the office.

Emergency Procedures

Occasionally, announced and unannounced fire, tornado, and lock down drills are held at our school. We explain the need of these drills to the students and work with those who are affected emotionally by them. It may be helpful to talk with your child about what would be done in your home if a fire, tornado, or emergency were to occur.

Tornado Procedures

School will remain open during a tornado watch. Parents are welcome to pick up their children during the watch. In the event of a tornado warning, students and staff will take cover in designated areas mandated by the state. It is our policy that children remain under cover and not be released. If a parent insists on taking their own child, they must be cleared through office personnel. Parents may wish to take cover with us and are welcome.

Field Trips

School sponsored field trips provide real-life, relevant educational experiences. Field trips allow us to acquaint students with their own community, make observations of nature, visit places of historical interest, and participate in community service.

Field trips are planned in advance with notices going home to parents explaining the trip. Parents will be notified of the particulars of each trip as it occurs. Parents will be responsible for the cost of a field trip. If a parent does not wish their child to participate in a field trip, they will be required to keep their child home the day of the field trip. We do not have alternate care available for the child to remain behind.

Occasionally the Center has a behavior plan in place for a child. According to the Behavior Plan the Center may determine it unsafe for a child to attend a field trip. The parent will be notified of the decision and the child will be required to remain home for the day of the field trip.

Tote Bag /Extra Clothing

In case of emergencies or spills, please send an extra pair of underwear, socks, shirt and pants to be kept in your child's backpack. If your child has an accident and does not have a change of clothes, we will call you to bring some in or pick up your child. The backpack will need to be large enough to accommodate 12" x 18" papers and have a closure your child can operate.

Dressing For Preschool

Please dress your child in comfortable play clothes. They will be on their knees playing, will be painting, and doing many messy activities. We will provide a “paint shirt” for some of these activities.

Outdoor Experiences

We will provide one or two outside experiences each day. If it is raining, the wind chill is below 15 degrees, or the playground is too wet or icy we will stay inside. Large muscle activities are provided in place of going outside if needed. Children should wear comfortable, washable clothing, appropriate to the season. During the winter please send in daily or leave at the Center the following: Snow pants, Hat, Mittens/Gloves, Boots, and Winter Jacket. Please be sure to label all items from home. Boots and stocking feet are not appropriate in the classroom. Please send a pair of shoes to school during “boot” season.

If your child is too sick to go outside, he or she is too sick to be at our Center.

Flip Flops, open toed sandals, and shoes without backs are not appropriate for the playground and large motor time. Please send a pair of tennis shoes to school daily for our active large motor time.

Conferences

Throughout the year, we encourage parents to keep in close contact with the teacher and staff in order to monitor their child’s progress.

Conferences are offered in the fall and spring for all of the preschool children with their preschool teacher. If you have questions or concerns, an additional conference can be scheduled at your request.

Extra Details

Rest Time

Children enrolled in full day Preschool and in Afternoon Childcare will have the opportunity to rest. Your child is welcome to bring a special **child-sized** blanket, **travel** pillow, and stuffed animal for rest time. These items must be labeled with your child’s name and placed in a reusable cloth grocery bag.

Toys From Home

Do not let your child bring toys, sharp objects, candy, or money to the Center. Your child’s class may have a designated to bring in special items. Please be sure to label all items brought from home. The Center is not responsible for any lost, stolen, or broken personal items from home.

Cultural Competency Plan

With the growing diversity within the students of our community, it is important that a cultural competence plan be developed to help connect and interact with the families and students of

different racial/ethnic or subgroup backgrounds. We are aware and respect that each student has their own cultural worldview, and we will seek out the skills, knowledge and the tools to communicate with all families.

MISSION

Train Early Childhood providers in cultural competence by:

- Improving cultural awareness,
- Improving communication skills,
- Learning the appropriate use of translators

Program/Practice

- Know the population served,
- Find out what parents want,
- Consider culture when staffing services
- Consider culture when framing important health messages