

*Shoal Creek
Community Preschool*

2018-2019
PARENT HANDBOOK

Shoal Creek
COMMUNITY CHURCH

Dear Parents,

Welcome to Shoal Creek Community Preschool!

We're excited that you and your child are embarking on this journey with us. Our passion and desire is to help YOU grow your child intellectually, socially, physically, emotionally and spiritually in a safe, fun, and loving environment.

We believe learning should be relevant to a child's world, challenging them to new heights. And, we want them to have so much fun that they can't stop talking about their day when you pick them up. Please know that we consider it a privilege to help guide your child and look forward to spending this year with them as together we build a strong foundation for their future learning!

If you aren't currently involved at another church, please consider visiting Shoal Creek Community Church for one of our services on Sundays at 9:30 or 11am. Our goal is to create a safe place for everyone to explore spiritual matters despite their starting point.

We use contemporary music, thought-provoking media, true-to-life skits, and an authentic message designed to make biblical truth relevant to everyday life. Be sure to dress comfortably and relax with a free cup of coffee from *The Roasterie* in our non-denominational atmosphere.

If you want a "test drive" before you visit, check out our previously recorded services at www.vimeo.com/shoalcreek or watch live at 9:30 or 11am any Sunday at www.shoalcreek.churchonline.org. Detailed information is also available at www.shoalcreek.org.

If you have questions or concerns, please do not hesitate to call me at 792-2992 x32, or email me at melissa.gann@shoalcreek.org.

Thank you,

Mrs. Melissa Gann
Director/Teacher

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How Your Child Will Grow

Your child will grow **intellectually**. What would school be if it weren't about learning some "book smarts?" Your child will experience numbers, letters, and words by exploring science, music and crafts. He will also learn about the learning process. Your child will be ready for the rigors of full-time school because he will learn to follow directions, anticipate the daily schedule, and be at ease in the classroom environment.

Your child will grow **emotionally**. She will be encouraged to take risks, get messy and even make mistakes. She will be loved and accepted while exploring her interests, skills and talents. She will hear that she can like herself the way she is because she was created by a loving and accepting God, and how to extend that acceptance and care to others.

Your child will grow **physically**. He will be running, jumping, hopping and skipping to grow his big muscles and drawing, gluing and cutting to grow his small muscles.

Your child will grow **socially**. Through the school year, she will learn about humility, kindness, sharing, forgiving, patience, compassion and obedience—about treating others as she would want to be treated.

Your child will grow **spiritually**. He will discover that the Bible is God's story of redemption, and that God uses imperfect people to complete His perfect purposes. He will encounter the Bible as a source for important truths and explore the characters of the Bible. He may even discover that God has a sense of humor and can be a fun "forever friend."

Fundamentals of Preschool

1. **To develop a positive self concept.** We appreciate each child as a unique individual of great worth, created by God and encourage each child to become the person God created them to be.
2. **To provide children with information about the world around them** (seasons, holidays, science, social studies).
3. **To provide opportunities for social growth and development,** such as learning to share, take turns, participate in conversation and relate in group situations.
4. **To provide opportunities to experiment with a wide variety of manipulative materials,** which will encourage the child to think and draw conclusions. We want to encourage children to think – to question – to grow.
5. **To help children become independent in as many ways as possible.** This includes self dressing, using the bathroom, using materials properly, preparing snacks and cleaning up. A child usually wants to assume such responsibilities. It allows them to think of themselves as capable, worthwhile people and helps them be ready to accept future responsibilities.
6. **To provide children with opportunities to express themselves** through a variety of art, music, finger plays, role-playing and other group activities. We strive to offer many kinds of hands-on experiences to emphasize “process” and “creativity.”
7. **To provide training in body awareness, gross-motor and eye/hand coordination.** These are skills children will need to have developed before they begin formal learning.
8. **To provide related learning experiences in basic concepts** such as colors, shapes, spatial relationships and recognition of like qualities (using age appropriate materials), directly coordinated with the child’s world.
9. **To provide daily routine.** We believe children function best when they know what is expected of them, helping them develop a sense of orderliness and proper use and care for classroom materials.
10. **To provide all children with the opportunity to naturally experience God’s presence in their daily lives** and encourage them in their relationship with their Heavenly Father.

Organization

Shoal Creek Community Preschool (SCCP) is a non-profit ministry of Shoal Creek Community Church (SCCC). Its purpose is to provide excellence in early childhood education from a Christian perspective. Our admission policy is non-discriminatory in regard to race, color, national origin, ancestry, gender, or handicap in accordance with regulations for childcare centers in Missouri. SCCP is not equipped/staffed to handle children with severe learning and/or emotional problems.

Schedule

Classes will be in session from September to May with time off for Thanksgiving, Christmas and Spring Break in conjunction with the Liberty School District. Classes are available for the following times:

9:00am to 3:00pm	Monday, Wednesday, Friday	4's and 5's
9:00am to 3:00pm	Tuesday, Thursday	3's and 4's

Drop Off

The Preschool doors will be opened promptly at 9:00am. Children and parents may wait outside in the lobby area. Parents are required to bring their children to the classroom.

Pick Up

Due to the number of children enrolled in Preschool, parents are asked to wait in the lobby for dismissal. Children must be picked up promptly at the scheduled time.

Release of Child / Authorized Person List

There is a designated spot on the enrollment sheet to list people authorized to pick up your child. A child will not be released to anyone other than parents or guardians without written authorization by the parent/guardian. If a person not listed is picking up the child, SCCP must be notified in writing no later than the morning of. Staff are instructed to check identification on all people picking up a child.

Late Pick Up Fee

Children must be picked up **no later than 3:15pm**. If a parent arrives after this time, a \$10.00 fee will be assessed. The fee must be paid at the next scheduled class time.

Tuition

Tuition is due no later than your child's first class of each month and should be given to the Director or your child's Teacher.

Tuition rates:	<u>Tues/Thurs</u>	<u>Mon/Wed/Fri</u>
	\$155	\$215

Note: SCCP offers a \$25.00 monthly discount for each sibling enrolled in the same school year.

If paying by check, please make your check payable to **Shoal Creek Community Preschool**. Please also write your child's name on the check to assist in prompt and proper credit of tuition.

Parents may use an automatic monthly withdrawal to pay for tuition. A debit authorization form must be completed to use this form of payment. The automatic withdrawal occurs on the 10th of the month.

If paying by cash, check or money order, your child's May tuition must be paid no later than May 1st for your child to attend class and other activities in May.

If tuition is not paid, the child will not be admitted to class. If payment is not made in compliance with established procedures, SCCP reserves the right to ask families to remove their child from the program.

The tuition is non-refundable if your child is absent. Because of our continuing expenses, it's necessary that monthly tuition be paid regardless of absenteeism to maintain your child's place on the roll.

Due to staffing requirements which are based on class enrollment, a two-week written notice is required should your child be withdrawn from Preschool. Full tuition is due through the two-week notice period regardless of attendance.

Late Tuition Payment

A \$10.00 late fee is assessed after the 10th of each month if a late payment occurs, unless prior arrangements have been made with the Director.

Tuition Agreement

Families are asked to sign a tuition agreement which indicates their applicable fees and their understanding of and adherence to the payment policies.

Returned Check Fee

There will be a \$35.00 charge for any checks returned for insufficient funds.

Enrollment

To enroll your child, **each form below must be completed:**

1. Registration form
2. Enrollment form
3. Notice of Parental Responsibility
4. Medical Examination Report
5. Individualized Child Care Plan (This plan must be completed by a physician or professionally qualified individual).
6. Tuition Agreement
7. Debit Authorization Form
8. Child Information Sheet
9. Field Trip and Transportation Consent Form
10. Parent Transportation Form
11. Photo Release Form
12. T-shirt Form

Enrollment Fee

To enroll your child, there is a non-refundable registration fee of \$70 for Preschool and \$90 for Pre-K. This fee covers field trips, t-shirt, snacks, instructional materials, art and craft items for the year. When a child is initially enrolled in our program, their space is guaranteed only when the enrollment fee is paid.

Discipline Policy

The goal which we strive for as we guide children's behavior is the development of autonomy in the child. We want the child to become increasingly independent—having the ability to make choices, to make their needs/wants known and to accept the natural consequences of their choices and actions. Our disciplinary approach is to educate the child in appropriate behavior in a specific setting or situation. It's our hope that discipline problems will be minimized through keeping the program fun and interesting. In the event of a discipline issue, the teacher will activate the plan below. *Note: This plan complies with CSR 30-60.070 as stated in the Missouri License Manual.*

1. The child will be redirected.
2. The child will be asked to stop the behavior and the Staff and child will discuss the behavior and the options available.
3. If necessary the child will be asked to "cool down" to think about their behavior and options. The number of minutes sitting will be equivalent to the age of the child. For example, a four year old will be asked to sit down and calm his/her body down for no longer than 4 minutes.
4. If the behavior continues, the parent will be notified.
5. If the behavior is serious in nature (i.e. leaving an area without permission, hitting, etc.), the child may be asked to leave the center for the remainder of the day or other specified period of time.
6. If the behavior continues and is not resolved, the child will be dis-enrolled from SCCP.

Special note regarding aggressive behavior

1. When a child harms another child at SCCP, an "Incident Report" will be filled out each time and signed by parents of both children involved.
2. If a child harms a second time in a school year, both parents will be notified immediately. The child who has harmed will be sent home.
3. If a child harms a third time in a school year, the parents are asked to attend school with the child the next school day to monitor his/her behavior and help watch for possible outburst.
4. If a child harms for a fourth time in a single school year, the parents are asked to attend a meeting with the child's Teacher and/or the Director. Dismissal from the program might be an option at this point.

Note: Aggressive behavior such as biting, hitting, slapping, hair pulling, kicking, tripping are grounds for steps 1 through 4 above.

Parents will be notified if their child seems to be having difficulty. Parent/Teacher conferences will be held as necessary to discuss the behavior of their child. SCCP desires to keep discipline a positive partnership between school and home.

Dismissal of A Child

In the event the child's behavior cannot be controlled, and the behavior interferes with the other children or the level of care which can be given to the other children, the child with unacceptable behavior may be asked to leave the program.

A child may be dismissed if tuition is not paid in compliance with established tuition procedures.

Meet Your Teachers Night

Meet your Teachers Night provides an opportunity for children to meet their Teachers and other classmates before school begins. Parents are asked to attend with their Preschool child **only** and not bring other siblings/friends to this event as we want you and your child to have this experience together.

Parent Conferences

Evaluation of progress is a continuous process carried on by both the child and their Teacher. During the program, communication with the parent/guardian occurs when the child is brought in and picked up. Conferences will be held in the fall and spring.

Good communication between parents and teachers is important for the good of the child. Try to keep the Teacher informed of changes at home, such as father out of town, a relative seriously ill, or a friend moving, so the Teacher can relate more to your child.

Health and Safety Policies

Note: These policies were made in conjunction with the State Health Department and Fire Marshall and coincide with the Missouri License Manual for Child Care Facilities.

Illness

For the sake of your child and others, please do not send your child to school when ill. After an illness, please keep your child home until there have been no symptoms for 24 hours. Please contact the Teacher if your child will be absent for any reason.

Reasons to keep a child home include:

- A temperature of 99 degrees (under the arm) or above
- Vomiting more than once
- Sore throat or difficulty swallowing
- Unusual or productive coughing
- Extreme nasal or bronchial congestion or productive sneezing
- Thick yellow or green nasal discharge
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Extreme fatigue
- Diarrhea (More than one abnormally loose stool)
- Gray or white stool
- Unusually dark, tea-colored urine
- Severe itching of body or scalp
- Unusual spots or rashes
- Infected skin patch—crusty, bright yellow, dry or gummy areas of the skin
- Headache and stiff neck
- Lack of appetite

When a child exhibits signs of illness while at school, the child will be isolated while being kept as comfortable as possible and parents will be contacted. Arrangements must be made so that the child can be picked up immediately (within 30 minutes).

Injuries

In the event of an injury, the teacher will administer first aid to the child. After first aid is given an accident report will be written by the Teacher, and a copy will be sent home with the child. The original is placed in the child's permanent file.

If additional medical attention is required, SCCP will contact the parents or 911, depending on the nature of the injury. In the event the injury isn't life threatening yet needs further attention and the parents cannot be reached, SCCP will contact the emergency contacts. If they cannot be reached, then the

medical personnel listed on the enrollment form will be contacted. *Note: Parents are responsible for keeping contact records up to date.*

Medications

Medications shall be given to a child only with the dated, written permission of a parent or legal guardian, stating the length of time the medication may be given. Prescription and nonprescription medication (this includes creams or ointments) shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts of dosages and physician's name. The medication form will be placed in the child's permanent file. Any unused medication will be returned to the parent or disposed of immediately after it is no longer needed.

Food Allergy and Outside Food

If your child has **ANY** allergy to a food product or beverage, SCCP must be provided with a note from the child's physician. Only after this is received can the snack/lunch/birthday or party treats be altered for that child. Staff will follow doctor's orders and instructions for all food allergies even if the allergy is mild. Food instructions will be posted in the snack area. The **Safe Snack List** is on the last page of this handbook.

Outside food cannot be brought into the Preschool unless prior arrangements have been made with the Teacher/Director. Teachers have been trained to read food labels before giving a snack. If necessary, a substitute snack and drink will be provided by SCCP.

Potty and Accidents Policy

We ask that your child be potty trained to attend Preschool and Pre-K. At times, we know that accidents do happen but with repeated incidents your child may not be ready for our Preschool environment.

We will give your child three times to get his personal skill under control. If this does not occur in a timely manner, your child will be dismissed from the program.

Teacher Training

Each Teacher is required to have current first aid and CPR training every two years.

Teachers shall obtain at least twelve clock hours of childcare related training during each year of employment, specified in the Missouri State License Manual.

Teachers will have two In-Service days a year. SCCP will be closed those days.

Fire/Tornado Safety

Evacuation drills will be conducted at random monthly intervals and date recorded and posted.

In case of fire, the Staff will:

1. Get the children out of the building as quickly and calmly as possible.
2. Remain outside until notified of the building safety by authorities.

In case of tornado, the Staff will:

1. Lead the children to the east hallway on the lower level as quickly and calmly as possible.
2. Remain on lower level until notified the danger has passed.

In case of civil disorders, the children will be kept inside in a safe place, and parents will be notified if classes are cancelled.

School Closings Due to Inclement Weather

In case of severe snow and/or ice storms, SCCP will be closed if Liberty Public Schools are closed. However, SCCP may also be closed when Liberty Public Schools are open if deemed necessary for safety reasons.

In the event SCCP will be closed, your child's Teacher or the Director will inform you via email and text. *Note: It's your responsibility to ensure SCCP has the correct email address and phone number on file.* If you have questions regarding the status during inclement weather, please contact our Director, Melissa Gann, at 816.805.4047.

Dress Code

Please dress your child in comfortable play clothes appropriate for the weather. The children will go out to play unless it's very hot or very cold. If rain or snow boots are worn to school, please send an extra pair of shoes, in the interest of safety and comfort for your child. **Please put your child's name clearly on all jackets, coats, hats, mittens, boots, etc.**

For safety reasons, we highly recommend putting your child in tennis shoes for school. Sandals or Crocs are permitted, but only when worn with socks and back straps. **NO FLIP FLOPS.** Shorts are to be worn under dresses or skirts. Spaghetti straps, sleeveless and backless tops are not allowed.

All families must keep a change of clothes in their child's backpack at all times. This change must include socks, underwear, shirt and bottoms. Please check this change of clothes periodically to be sure the clothes still fit and are seasonally appropriate.

Miscellaneous

Birthdays & Birthday Treats

If your child would like to bring something special for snacks on his/her birthday, please make **prior** arrangements with their Teacher. We ask that you use the **Safe Snack List** when choosing a treat. Our Teachers are trained to read labels first before giving a snack/drink. If needed, a substitute snack and drink is provided by SCCP for children with food allergies. The Teacher will designate half birthday celebrations for those children with Summer birthdays.

Party **treats must be store bought**. Homemade treats of any kind cannot be given to the children. And, please don't bring party favors.

If handing out invitations at school for your child's at home or "off campus" birthday celebration, an invitation for **every** child in their class must be given.

Church Activities

Your family is invited to all SCCC activities. You will receive notice of church activities with the Preschool monthly calendar and from special handouts/emails/texts.

Confidentiality Policy

All student information is stored appropriately to protect the privacy of children and their families. If sensitive information needs to be shared with a child's family, it will be done in a manner to ensure privacy. Our Staff will not discuss situations concerning children other than your own child with you.

Field Trips

Because young children learn much through experiences, field trips are planned. Costs associated with the field trips are covered by the registration fee you paid when you enrolled your child. Parents are always notified in advance and may be asked to help provide transportation.

Parents, we ask that you fill out a Field Trip Consent form to give permission for your child to ride in transportation provided by another adult.

Parents, we ask that you complete a Field Trip Authorization Form and provide a current driver's license and proof of insurance to participate in transportation on field trips, in accordance with the Missouri State License Manual.

Field Trips - Transportation

Parents, we ask that you complete your Driver's Sign-up sheet by the assigned date. If your form is turned in afterwards, your child's Teacher will place your child as a rider in another car.

Due to liability issues, **ALL** children attending the field trip must meet and leave from the SCCP facility.

Your child's Teacher will let you know if you are able to attend the field trip by verbal confirmation.

Parents, we ask that you **not bring** any other child as we want you and your child to have this experience together.

Holidays

We have parties for Christmas and Valentine's Day. Volunteer room parents plan the parties for the children on these occasions. Activities included are arts and crafts, games and snack. Snacks for all parties must be chosen from the **Safe Snack List** and homemade treats are not allowed. SCCP will provide the snack and drink for children with food allergies. We celebrate Father's Day in September with *Donuts with Dad and Granddad*, and Mother's Day in May with *Muffins with Mom and Grandmom*. Christmas and Easter are celebrated with both traditional and Christian emphasis.

Open Door Policy

SCCP has an "open door" policy. Parents/ guardians are welcome to enter their child's classroom to observe at any time during scheduled class time.

Optional Money Items

School pictures, book orders, fundraising, and Adopt-a-Family through Hillcrest Ministries, are some optional expense items that might occur during the year.

Parent Resources

Parents are valuable resources for the Preschool. If you are a nurse, fireman, or policeman, for example, please consider volunteering to visit the classrooms. Parents are always welcome to read a story for story time or help with projects. Contact the Director or your child's Teacher if you're able to be a resource person to enrich our program. We look forward to hearing from you!

Programs

We have a Christmas Celebration for both Preschool and Pre-K and an End-of-the-Year Program for Pre-K only. All parents, extended family, and friends are invited. Specifics will be provided for each event.

Quiet Time

All children enrolled in Preschool that extends 5 hours are required to have a rest period. All children are to lay on their mat quietly for a minimum of 45 minutes, not to exceed 60 minutes. SCCP will provide the sleeping mats. Each child will need a sleeping bag or blanket or sheet. These items must be individually stored in a laundry bag or pillow case clearly labeled with the child's name. It is required that these items be taken home and washed weekly.

Student Photo Release Policy

Pictures of students will be taken for memory books, a class video and will occasionally be used for SCCP's flyers and website. SCCC might also use photographs for their marketing including printed materials and online. You have the right to refuse to permit the release of photos of your child. Please give us this request in writing before class starts.

Toys

Toys from home are ONLY allowed when prior permission is received from the Teacher, such as for "sharing bag" or when a special toy day is designated. When toys are brought from home, the children tend to argue over them and problems arise. Toys can also get broken and we do not want your child disappointed their favorite toy has been damaged.

SAFE SNACK LIST

All snacks for class parties and birthday celebrations **MUST** come from this list. NO homemade treats or even baked goods from any grocery store (like Wal-Mart or Target) or any bakery are allowed.

SCCP Teachers are trained to read labels each time a snack is served.

This list contains snacks that are peanut-free. Some snacks may still contain dairy, soy, gluten or eggs.

- ❖ APPLESAUCE (LIKE GOGO SQUEEZ)
- ❖ CHIPS
 - CORN (LIKE FRITOS)
 - PRETZELS (ROLD GOLD)
 - POTATO (LAYS, GUYS, RUFFLES, PRINGLES, FRITO-LAY)
- ❖ COOKIES
 - OREOS
 - TEDDY GRAHAMS
 - VANILLA WAFERS (KEEBLER OR NABISCO ONLY, MANY STORE BRANDS, LIKE ALWAYS SAVE, ARE MADE ON LINES WITH NUTS)
- ❖ CRACKERS
 - CHEESE (LIKE CHEEZ-IT OR GOLDFISH)
 - CLUB
 - GRAHAM CRACKERS/FROSTING
 - RITZ (FULL SIZE, NOT PEANUT OR CHEESE MINI BITS)
 - SALTINES
 - WHEAT THINS
- ❖ DRIED FRUIT
- ❖ FRUIT SNACKS (LIKE BETTY CROCKER OR MOTT'S)
- ❖ FRUIT COCKTAIL
- ❖ JELLO
- ❖ MARSHMALLOWS
- ❖ MICROWAVE POPCORN
- ❖ MINI DONUTS
- ❖ POPSICLES
- ❖ PUDDING (CHOCOLATE OR VANILLA)