

# **Shoal Creek Community Preschool**

2021-2022  
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 involved at another church, please consider visiting Shoal Creek Community Church for one of our Sunday experiences at 9:30am. 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.

Participate at 9:30 on Sundays in person or online at *shoalcreek.tv*. If you participate in person, be sure to dress comfortably and relax with a free cup of coffee from *The Roasterie*. More information is available at *www.shoalcreek.org*.

**If you have questions or concerns, please don't hesitate to call me at 816.775.1971 or [traci.woldengen@shoalcreek.org](mailto:traci.woldengen@shoalcreek.org).**

Thank you,

Mrs. Traci Woldengen  
Director

## Table of Contents

<b>How Your Child Will Grow</b>	<b>4</b>
<b>Fundamentals of Preschool</b>	<b>5</b>
<b>Organization</b>	<b>6</b>
<b>Schedule</b>	<b>6</b>
<b>Release of Child / Authorized Person List</b>	<b>6</b>
<b>Late Pick-Up Fee</b>	<b>6</b>
<b>Tuition</b>	<b>7</b>
<b>Enrollment</b>	<b>8</b>
<b>Enrollment Fee</b>	<b>8</b>
<b>Discipline Policy</b>	<b>8</b>
<b>Dismissal of A Child</b>	<b>9</b>
<b>Meet Your Teacher Night</b>	<b>9</b>
<b>Parent Conferences</b>	<b>9</b>
<b>Health and Safety</b>	<b>10</b>
<b>Potty and Accidents Policy</b>	<b>11</b>
<b>School Closings Due to Inclement Weather</b>	<b>12</b>
<b>Dress Code</b>	<b>12</b>
<b>Miscellaneous</b>	<b>12</b>
Birthdays	<b>12</b>
Church Activities	<b>12</b>
Confidentiality Policy	<b>12</b>
Open Door Policy	<b>13</b>
Parent Resources	<b>13</b>
Optional Money Items	<b>13</b>
Quiet Time	<b>13</b>
Student Photo Release Policy	<b>13</b>
Toys	<b>13</b>

## How Your Child Will Grow

Your child will grow **intellectually**. Preschoolers learn through exploring the world. We will provide him opportunities to do this through science, music, and art experiences. We will help him build a strong foundation for reading and math as we play with letters, sounds, and numbers daily. 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 Jesus can be a “forever friend.”

## Fundamentals of Preschool

1. **Develop a positive self-concept.** We appreciate each child as a unique individual of great worth, created by God, and we encourage each child to become the person God created them to be.
2. **Share information about the world around them** (seasons, holidays, science, social studies).
3. **Provide opportunities for social growth and development**, such as learning to share, taking turns, participating in conversations, and relating in group situations.
4. **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. **Help children become independent in as many ways as possible.** This includes self-dressing, using the bathroom, using materials properly, cleaning up, and opening all items for lunch. 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. **Express themselves** through a variety of art, music, fingerplays, role-playing, and other group activities. We strive to offer many kinds of hands-on experiences to emphasize “process” and “creativity.”
7. **Provide training in body awareness, gross-motor skills, and hand-eye coordination.** These are skills children will need to have developed before they begin formal learning.
8. **Receive 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. **Experience a 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. **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 regarding 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 as follows:

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

### *Drop Off*

The Preschool doors will be opened promptly at 9:00am. Staff will meet students at their cars to complete temperature checks and assist kids into the building. Please have your child unbuckled with their backpack on when we reach your car to help us make this process run smoothly.

### *Pick Up*

Staff will wait inside of the building until parents arrive at the curb. Your child will be brought to your car by their teacher who will share about their day. Please pull away from the curb to safely and completely secure your child in their car seat.

## Release of Child / Authorized Person List

A child will not be released to anyone other than parents or guardians without written authorization by the parent/guardian. If another person is picking up a child, SCCP must be notified in writing no later than morning dropoff. Our staff is 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 the 10th 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>
	\$195	\$265

*Note: SCCP offers a \$30.00 monthly discount for each sibling enrolled in the same school year.*

Payments may be made by automatic withdrawal, check, or Venmo @shoalcreek-preschool.

If paying by check or Venmo, your child's May tuition must be paid no later than May 1<sup>st</sup> 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, monthly tuition must 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.

### *Additional Fees*

A \$10.00 late fee is assessed after the 10<sup>th</sup> of each month if a late payment occurs unless prior arrangements have been made with the Director. 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. Photo Release Form
10. Parent Handbook Acknowledgement

## **Enrollment Fee**

To enroll your child, there is a non-refundable registration fee of \$100 (reduced to \$80 with completion of Debit Authorization). Your child's space is guaranteed only when the enrollment fee is paid and the registration form is received.

## **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. We hope discipline problems will be minimized by 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 (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 another 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 outbursts.
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 Teacher Night**

This provides an opportunity for children to meet their teacher 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 picked up. If further communication is needed your child's teacher may arrange or you may request a conference.

Good communication between parents and teachers is important for the good of the child. Please keep the teacher informed of changes at home, such as a parent out of town, a new baby, a relative seriously ill, or a friend moving. These changes can affect your child's behavior at school.

## Health and Safety

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

Fire and Tornado drills will be conducted at random monthly intervals.

### *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 100 degrees or higher
- Vomiting or diarrhea
- 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
- 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/party treat be altered for your 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.

Outside food cannot be brought into the Preschool unless prior arrangements have been made with the teacher. 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 this skill under control. If this does not occur in a timely manner, your child will be dismissed from the program.

## **School Closings Due to Inclement Weather**

SCCP will typically close if Liberty Public Schools close due to inclement weather. In the event SCCP will be closed, your child's teacher or the Director will inform you via email or 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, Traci Woldengen, at 816.775.1971.

SCCP will not makeup or refund days canceled due to inclement weather.

## **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, a shirt, and bottoms. Please check this change of clothes periodically to be sure the clothes still fit and are seasonally appropriate.

## **Miscellaneous**

### *Birthdays*

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 only discuss situations concerning your child with you.

### *\*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.

### *\*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 storytime 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!

*\*Our Clay County mandates currently restrict additional people from visiting our space. you will be notified when this changes.*

### *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.

### *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 pillowcase 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.