

# PRESCHOOL Parent Handbook

## Non-Discrimination Statement:

Colbert Chapel Preschool is a ministry of Colbert Chapel providing education services to children. We declare that the services of our preschool will be made available to all persons regardless of race, color, national origin, gender, creed, disability or marital status.

## Religious Activities:

As a ministry of Colbert Chapel, we are a Christian facility. Our teachers are all practicing, Christians. We apply Bible based curriculum to all aspects of our education program. We celebrate Christmas and Easter as religious holidays, and we teach and model Christian morals and standards to the children who enroll in our Preschool.

## Registration:

A Washington State Certificate of Immunization Status Form along with a completed Colbert Chapel Preschool Registration Form must be filled out for each child. Please complete entire form, including an authorized signature and date. **The Center must be notified as information changes, and forms need to be kept current (within the last year).** At the time of initial registration, a \$65 registration fee is due, if paid before July 1; after July 1 the registration fee is \$75. The registration fee is NONREFUNDABLE.

## Age Requirement/Class Schedule:

Children are required to be 3 years old and potty trained by AUGUST 31<sup>ST</sup> to be enrolled in the Intro class. This class meets on Tues/Thurs from 9:00-11:30. Full class size is 16 children with 2-3 teachers. Children are required to be 4 years old by August 31<sup>st</sup> to be enrolled in the Pre-K class. This class meets Mon/Wed/Fri either 9:00-11:30 or 12:30-3:00. Full class size 18 children with 2-3 teachers.

## Holidays and Non-School Days:

The Preschool follows the Mead School District Calendar which is available online. Classes will only be cancelled on the same school holidays as Mead. The following days are school holidays: **Labor Day, Veterans' Day, Thanksgiving and the following Friday, Christmas Break, Martin Luther King Jr. Day, Presidents' Day, and Spring Break.** We will also follow Mead's school closings for inclement weather. Listen to your local radio and TV stations for those announcements. Any "snow make-up" days that the Mead schools are closed for, preschool will be closed as well.

## Signing In & Out:

Parents, guardians, or an authorized person **must** sign in the child upon arrival to preschool as well as sign out the child upon leaving preschool. A full signature and time of arrival or departure is required. Please remember that drop-off time is within **5 MINUTES** of class time, and pick-up is within 10 MINUTES of class getting over. Teachers use before and after class time for important prep work. All church doors are kept locked during school hours. Only the north, double doors will be unlocked during pick-up & drop-off times.

## Payment Policy:

Accounts kept in current standing are always appreciated. Arrangements need to be made in advance with the director if payments can not be made according to the payment schedule. All accounts that have balances older than 30 days are considered delinquent. A 10% fee will be added to the balance each month. If an account becomes 60 days overdue your child is at risk for not being accepted back to the center until your account balance and all fees have been paid in full. In addition, all accounts 60 days overdue may be turned over to collections for payment. All returned checks will be charged an additional \$35.00 fee for reprocessing. Since tuition is based on the school year, no reductions are given for holidays, vacations, or non-school days. Tuition reductions for absences due to sickness or personal vacations are generally not given, though adjustments may be considered for an extended illness. If a child is withdrawn during the year, a refund for unused, whole months may be given. PLEASE note that a full month notification **MUST** be given if your child will not be finishing the school year. Any accounts without notification will be billed for a final month of tuition. If you need assistance with your tuition, due to unforeseen hardship circumstances, please ask us about our "Helping Hands" program.

## Late Pick-Up:

Please call if you are unable to pick up your child from Preschool at the end of their class time. If you are 10 minutes late picking up your child, they will be taken downstairs to the Daycare Center and current, applicable rates will be charged. Charges for Daycare must be paid upon picking up your child.

## Absences:

If your child will be absent from preschool because of illness or vacation/personal holiday, PLEASE notify us by phone: (church office: 238-6559 or CCC Daycare: 238-4886). Tuition is NON-REFUNDABLE for absences or personal vacations. If this is a planned absence, let us know ahead of time so we can prepare work they will miss and give it to you before their absence. If your child is sick, please give the class the chance to pray for them.

## Curriculum:

Learning how to get along socially with other children is an important aspect of Preschool. We also emphasize listening skills, following directions, comprehension skills, and following the class schedule. We use a Christian curriculum. The Bible states that Jesus "increased in wisdom and in stature, and in favor with God and man." Our program is designed to help your child develop in these same ways:

**WISDOM:** We endeavor to instruct our students in life principles (academics and practical skills) in an age-appropriate manner. We see wisdom as learning how to apply these principles, and encourage beginning this life-long process. The children are introduced to the alphabet phonetically and American Sign Language, the calendar, numbers 1-31, colors, shapes, and basic safety information. Also introduced during the class time are books, a variety of songs, and special speakers who come to visit during that time. They will also learn to recognize their name and print it.

**STATURE:** Physical development is achieved through exercise, games, etc. Your child should be developing eye-hand coordination, and balance as well as fine and gross motor skills.

**SPIRITUALLY:** Even at a young age children can know that God loves them and has a wonderful plan for their life. We strive to teach basic and age-appropriate facts about God and His creation.

**SOCIALLY:** Children will be offered several different play centers that help children learn to relate to others through such activities as playing with toys, circle games, crafts and songs. These activities encourage manners, sharing and imagination.

## What to bring and not to bring:

Please provide a backpack and folder for your child specifically to be used for preschool. A backpack sets school work aside from their other belongings, and will be required once they begin kindergarten. The child's folder will be used for homework to be completed and returned, for them to take home projects they have completed, and also for special notes we will be sending home for parents to read. Take a moment after each school day to check your child's folder for important information and to help your child remember to complete and return their homework.

Your child must wear modest clothing that fits them, is weather appropriate and that allows them to do a variety of physical activities including sitting and playing on the floor. Children must wear underwear. Please put shorts on your little girls if they wear very short skirts or dresses. Slippers are only allowed on pajama days; shoes or boots are required attire in class. We keep sweat pants and extra underwear in case of emergencies. If you prefer, you can send an extra set of your own weather appropriate clothing in a plastic bag. This can remain in your child's backpack until needed.

**Please label your child's backpack and folder clearly with their first and last name! Also label their coats, mittens, hats, boots, etc., so these items go back home with the correct child.**

Preschool is a learning time, and we have lots of great learning toys to share, so please leave personal toys at home.

## Snacks and food:

Snack time is included in our daily preschool routine. We provide only nutritious snacks such as fruit, raisins, cheese, crackers, pretzels etc. We serve 2 % Milk or water to drink. We provide the snacks; there is no additional cost and we don't ask parents to bring snacks (except for special occasions like birthdays and Superstar celebrations). **It is imperative that you notify us when your child registers to attend preschool, if he or she has any known food allergies or sensitivities.**

**Gum is not allowed at preschool at any time!**

## Food allergies:

If your child has a food allergy or sensitivity, it is extremely important that you let us know in writing, when you register your child and before your child ever attends preschool. If your child cannot eat certain foods (nuts, for example), please talk to us about it so we can avoid purchasing those foods when we buy snacks or food items for crafts. In extreme cases we may ask parents to bring special snacks for their children, though this is difficult in a classroom setting. If your child's allergy is so severe, they need an injection (epi-pen) when exposed to certain allergens, please refer to the "Dispensing of Medication" section of this handbook. In all cases, we will teach children acceptance and tolerance of each other's differences.

## Show and Tell:

The last day of Preschool each week (Thursday & Friday) is **Show and Tell Day**. Show and Tell is a fun practice and reinforcement time for children learning their alphabet, so please help your child choose one toy or item to bring and show to the others that begins with the letter we are studying each week. The item needs to be small enough to fit in their preschool baskets in our room. We will post the letter of the week on the sign-in table. Children not only learn letters and sounds, but the experience builds confidence and respect for others. Please remember no guns, weapons or other violent toys. Note, if there is no school on Thursday/Friday, we will not have Show and Tell that week, and there will be no Show and Tell the weeks of Harvest Party and Valentines Party.

## Field trips:

Please complete and return the generic field trip permission form included in your child's registration packet. We will inform you of every field trip planned by our Preschool. Most often, children will be transported to field trips by you, the child's parents. In the event other transportation is available, we will let you know and there will be a special permission form for you to sign for that event. Children who are enrolled in daycare as well as preschool (whose parents are not available to attend field trips with their children) will usually travel by church van, or private vehicle. Arrangements will be made clear before the event.

## Birthdays/ Special Days:

We celebrate each child's birthday throughout the school year. We will schedule a party day as close to your child's birthday as possible. We hold the celebration during snack time. You are encouraged to provide a special refreshment (cookies, cupcakes etc.). Please keep the treat simple due to the time of day, and cleanup.

## Super Stars:

For one week during the school year your child will be featured as our "Super Star". They will get special privileges through out the week that include being first in line, helping with snack and going first at show and tell. This week is designed to help your child feel extra special, and to help their friends get to know them better. Your child will bring home a special poster to prepare for their week. We will let you know when your child's week has been scheduled. Although not required, we have seen that students like to provide some of their favorite snacks during this week. Please encourage snacks like fruit, crackers and cheese, juice boxes, popcorn and other non-sugar items. (We like to save the sweet stuff for birthdays and special days.)

## Art Supplies:

Other than a full-sized backpack and folder, no other additional art supplies are required for class. **The tuition cost includes those supplies.** We sometimes need common household items for special projects, for example clean empty milk jugs. Please watch the sign-in table for notes of what you can bring.

## Pets in the room:

We do have our classroom guinea pig in the room. We encourage children to watch her, help feed her, and occasionally play with her. Although the guinea pig does not need to be taken home every weekend, if you choose you can sign-up for a weekend to care for our friend. This is NOT something we advertise to the children in case you are not able to participate. A “take-home” policy will be given to you if you choose to have a houseguest for the weekend.

## Library shows:

Three times a year we do an art project that is displayed at the North Spokane Public Library, 44 E Hawthorne Road. Please stop by to see your child’s project and take advantage of all the programs and resources available to you there. Your child’s first name and the name of our preschool will appear with the art projects in the children’s section. If you don’t want your child’s name/art to appear there please notify us so that we can respect those wishes. Thanks.

## Behavior and discipline policy:

Colbert Chapel Preschool strives to build a loving Christian environment where children can learn and be nurtured. We believe God made and planned for the whole person to grow to maturity and to enjoy the development of their potential – spiritually, mentally, emotionally, physically and socially. Children are a work in progress and part of this growing process is learning social interaction and the rules surrounding acceptable behavior. Preschool is a more structured environment than your child may be accustomed to that requires them to give their attention to specific tasks for specific periods of time. This may be difficult for them to adjust to. (See the Preschool curriculum). Children interact in smaller and larger group settings as well as one on one with the teachers. As they learn, children will make mistakes and engage in behaviors that don’t meet acceptable norms. In such cases it is the job of Preschool staff to redirect a child to prevent such further behaviors, while teaching, modeling and encouraging proper social behaviors and working with parents to resolve challenges. Colbert Chapel Preschool reserves the right to take the necessary steps of discipline to maintain a classroom atmosphere while respecting the individuality of each child. We will:

- 1) Explain rules to all children.
- 2) Remind the child of the misbehavior as it occurs, and help and encourage them to choose good behavior over disruptive behavior.
- 3) If a child refuses to complete an assignment because he or she is misbehaving, he or she may be required to complete that assignment before moving to the next activity with the class, for example a craft or game or movie.
- 4) If misbehavior continues, the child will be removed from the group for a short period to a separate chair or mat.

- 5) We prefer to work with children to help them learn the self-discipline necessary to be successful in a classroom environment. If repeated attempts fail, we will involve the parent to help resolve the problem.
- 6) If a child's behavior poses a threat to him or herself or others, parents may be asked to keep the child home for one or more class periods.
- 7) In extreme cases, if repeated efforts do not resolve ongoing serious problems that prevent all the children from learning in an orderly environment, we may, reluctantly have to ask that the child be removed from our program completely.

## Illness/Medical Emergencies:

Please call us when your child is sick or will be absent from Preschool for some personal reason so we can plan accordingly.

If your child becomes ill at preschool, we will notify you as soon as possible and request that you pick up your child to take him or her home or to the doctor as you deem most appropriate. If we think your child has a contagious condition, we will separate her or him from the rest of the class until you arrive.

We follow Mead School District "Illness Guidelines for Keeping Your Child at Home". This is available online on the Mead School District site ([www.mead354.org](http://www.mead354.org)), and is included as an attachment to this handbook.

## Dispensing of Medication:

Children are in preschool for only a few hours at a time, so we encourage you to give your child any regularly scheduled medications outside of class time. However, if your child needs to receive medication while at preschool, please follow the procedure below:

- 1) Provide written and signed instructions, including correct dosage and exact times to be given. This applies to oral medications, topical medications and treatments such as breathing treatments. Give the medication directly to the Preschool Director when the child arrives. Medications may not be left in the child's backpack.
- 2) All medications must be labeled with the child's name, and dated for the day it is intended to be used, whether prescription or over the counter.
- 3) All medication must be in the original container and NOT expired.
- 4) Medications such as cough medicine or pain relief medication must be specifically for children; we cannot give any child a medication intended for an adult.
- 5) Take unused portions home each day.
- 6) If your child needs to have an Epi-Pen on hand for anaphylactic reaction to unavoidable allergens (such as insect sting), please follow the procedure above and also talk with the Preschool Director directly about how to store, use and dispose of the medication.

## Reportable Diseases:

Colbert Chapel Preschool follows Mead School District Guidelines on Infectious Diseases. This information is available on the Mead School District website ([www.mead354.org](http://www.mead354.org)), and is included as an attachment to this handbook.

# Child Abuse:

Schools, preschools and daycare facilities are required by law to report suspected cases of child abuse. Colbert Chapel preschool abides by the Revised Code of Washington statute as defined and outlined below:

WAC 170-295-7060 "Centers must report suspected child abuse, neglect, or any exploitation to Child Protective Services or a law enforcement agency immediately."

Under RCW 26.44.030 a mandatory reporter of child abuse is one who is required by law to make a report. School personnel fall in the list of professions that are required to report. If the source of suspected child abuse or sexual misconduct is from inside the school, any staff member is required to report. If the source of suspected abuse is from outside the school (e.g., family member) staff are required to report. Staff are immune from civil or criminal liabilities if the report is made in good faith. CPS has the right to interview children and look at Preschool records. Preschool can be charged with gross misdemeanor if management does not report a suspected case of child abuse

The report must be made at the first opportunity but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect.

RCW 26.44.020 defines **child abuse or neglect** as "the injury, sexual abuse, or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare and safety is harmed thereby." **Sexual misconduct**, as defined in WAC 180.88.060, refers to "any sexually exploitive act with or to a student." Sexually exploitive acts include, but are not limited to, any sexual advance, sexual intercourse, sexual contact, sexual harassment, criminal sexual activities, or engaging in grooming behavior.

## Emergency Lockdown / Intruder Alert Procedure:

From time to time, school and child care centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time Preschool teachers, church or daycare staff are dealing with a person that they feel uncomfortable around, or are fearful for their safety, or the safety of others, then we may be faced with an intruder situation. At that time, our Emergency Lockdown procedure will be implemented.

***If it is determined that the safety and health of the children and staff are in jeopardy:***

- If an intruder is already inside the building, staff will communicate by predetermined hand signal, and the staff nearest the phone will call 911.
- If the intruder is not yet inside the building, doors will be checked to be sure they are locked and staff will communicate by hand signal, and will call 911.
- If children are outside the building, staff will determine the nearest safe location and move children there quickly – if an intruder is in the building, and children are outside, they will be moved to the church garage. 911 will be called.
- Children in restrooms or Fireside room will be moved back to the classroom, and then immediately upstairs, as described in the next step.
- Children will be moved by back staircase to the second level, small room facing the front of the church building. Doors to that room will be locked.
- Children will be kept away from the window, and against interior walls until the "all clear" signal has been given.
- Staff will maintain a calm atmosphere in the room, keeping alert to the emotional needs of the children.

- Church staff or PS Director will take the lead from police and emergency personnel.
- On direction from police, children may be evacuated from the building.
- When the “all clear” signal has been given, the Director will appraise the staff of the situation and counsel with the children.
- Parents will be notified by phone when it is safe to do so, and children will be released to parents after emergency personnel give the “all clear” signal. (Be sure preschool staff have your most current, first and second preference contact information, and when this changes, please remember to let us know!)
- When the threat is eliminated, normal activities will be resumed as soon as possible.
- Parents will be notified of all “lockdowns”, as well as any fire drills.

Preschool Director will complete a written incident report at the earliest opportunity. (Please read and sign the “Off-Premises Evacuation Plan” form attached with this information. Thank you.)

## Off Premises Evacuation Plan:

In the event that we must evacuate our building and/or the general vicinity, we will transport the children to the Northwest Christian High School Gymnasium, our neighbors up the road. We will wait there until we receive confirmation that it is safe to return to the church building. We will transport by church/daycare vans, the church/daycare school bus, and privately owned vehicles of Preschool staff, church staff, and Chapel Children’s Center daycare staff if needed. We will inform parents of the current status as soon as it is feasible to do so. PLEASE MAKE SURE WE HAVE YOUR MOST CURRENT AND PREFERRED CONTACT INFORMATION, AND KEEP US INFORMED OF CHANGES! The Colbert Chapel Daycare has a “CRISIS DISASTER RESPONSE HANDBOOK” available for viewing if you would like to review our general policies to protect your child in the event of a major crisis or disaster. Feel free to review this at your convenience.

## Policy Changes:

As the need arises, policies and rates are updated/changed and /or new policies added. When this occurs, prior notification will be made available to you. If you have any questions regarding a Preschool policy, please feel free to speak with the Preschool Director, Jen Whitehead.

## Thank you, thank you, thank you!

We sincerely appreciate the opportunity to introduce your child to the world of school. We realize that where your child attends Preschool is a very important decision for you, and we want you to feel comfortable choosing Colbert Chapel Preschool. You are welcome to visit our preschool classes, and we even encourage you to consider volunteering to assist with special parties and field trips. Please just ask us for details. We want you to be an active participant in your child’s education, so we welcome the chance to discuss your child’s adjustment, development and progress anytime. Please schedule a time with us outside of class, so we can devote our full attention to your questions and concerns. Thank you!

## Preschool Daily Schedule:

|                              |                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:55 – 9:05<br>12:25 – 12:35 | <u>Welcome Time:</u> Includes parent sign-in and students turning in their homework.                                                                                                                                                                                                                                                                                       |
| 9:05–9:20<br>12:35 – 12:50   | <u>Transition Time:</u> Students play together in the main room at station of their choice. Time will also be used for bathroom reminders, drinks and any art projects that will require extra drying time.                                                                                                                                                                |
| 9:20–9:40<br>12:50– 1:10     | <u>Circle Time:</u> Includes teachers ringing bell, children picking up toys and coming together for circle. Children will greet each other, we will recognize birthdays and Superstars and we say a morning prayer together, including prayers for those absent that day. We learn the letter of the week by story, singing and ASL sign language.                        |
| 9:40– 10:00<br>1:10– 1:30    | <u>Class Time:</u> Includes the calendar time and singing the Pledge of Alliance. Children will then get mats for Bible Story. Time will be spent learning the story, reviewing related books, and learning a memory verse. Children will also be shown their homework for the day. Then we gather together to sing songs related to the Bible story, seasons or holidays. |
| 10:00– 10:20<br>1:30– 1:50   | <u>Letter/Number/Colors /Shapes/Safety Time:</u> Students will be split in two separate groups, one using the front room and one using the back. Children will then work on specific papers at the tables. Personal safety is also learned here, with class papers to emphasize.                                                                                           |
| 10:20–10:40<br>1:50– 2:10    | <u>Snack/ Party Time:</u> Nutritious snacks will be provided by teachers or families can bring special snacks to celebrating a “Super Star” or birthday                                                                                                                                                                                                                    |
| 10:40–11:00<br>2:10–2:30     | <u>Craft/Science Time:</u> Children will split between two groups, switching rooms.<br>Crafts will be completed that are either seasonal, related to the Bible Story or are library projects.                                                                                                                                                                              |
| 11:00–11:30<br>2:30–3:00     | <u>Challenge Work/Games/Dramatic Play:</u> Time will be used to present additional reinforcements for weekly letter, additional challenge work or outside activities.                                                                                                                                                                                                      |
| 11:00– 11:30<br>2:30– 3:00   | <u>Show and Tell:</u> (Thurs/Fri) As one group, children will take turns showing one item from home as their show and tell. Show and tell items must correspond to the letter of the alphabet children are learning that week. We will post the letter on the sign in table each week.                                                                                     |