

POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE:

Drop off is no earlier than 8:15 am and 12:15 pm for the 3's and 4's. 2 year old drop off is at 8:30 am and 12:30 pm. At this time a staff member will escort the children from the car to begin the day. **PLEASE REMAIN IN YOUR CAR TO AVOID A DISRUPTION TO THE SCHOOL DAY.**

Pick up is promptly at 11:15 am and 3:15 pm. 2 year old pick up is at 11:30 am and 3:30 pm. After the first time you are late for pick-up, there will be a charge of \$1.00 per minute that you are late, at the discretion of the director. Please relay this information to others that may pick up your child. At the end of each session, a staff member will escort your child to the car. **An exception to this is the first class session of each month when parents will come in to pick-up their child and pay the month's tuition. This will also be a time you can come in and see your child's artwork displayed.**

All children must be signed in and out each day with your complete signature.

ABSENCES:

Should your child have to miss school please call the church office (527-3585) as soon as possible and leave a message. Please try to make all doctor and dentist appointments before or after school. Please note that there will be no adjustments made to tuition due to absences or inclement weather.

ILLNESSES:

Please do not send your child to school if he or she is running fever, vomiting, has diarrhea, a rash, unclear mucus, or any other communicable disease. In the event that your child becomes ill or develops a fever while at school, a parent or someone from your child's pick-up list will be called.

MEDICATIONS:

We would prefer that no medications be sent to school. However, should your child need medication while at school it must be prescribed by a physician, brought in the original container, properly labeled with explicit direction, and medical authorization given by the parent. There will be no over the counter medication given.

FIRST AID PROCEDURES:

In event of an accident, the following will occur:

- *Apply immediate first aid as needed.
- *Contact parent or guardian
- *If emergency care is needed, staff will contact 911 or transport child to a doctor or medical facility.
- *Staff will stay with the child until parent or guardian arrives
- *A written accident report will be documented, placed in the child's file and sent home to the parent.

DISCIPLINE:

When improper behavior occurs it will be positively redirected. The second occurrence will result in a warning with the third resulting in time out based on the child's age (2 years old = 2 minutes in time out). Should your child's behavior be harmful to another student it will result in an immediate time out and a discussion will follow between the child and teacher. Parents will be informed if the teacher deems it necessary.

CHILD ABUSE:

All teachers are trained to recognize the signs and symptoms of child abuse and neglect. Any child identified as a possible victim of any type of abuse will immediately be reported to the Department for Social Services.

CALENDAR:

Each month you will receive a calendar with the plans for the month. Please review the calendar before each class meeting. This calendar will give you an idea of what activities we will be doing throughout the month.

NEWSLETTER:

Each month you will receive a newsletter. This newsletter will include upcoming events, reminders, birthdays, etc. Please make sure that you read over this and all other notes sent home. We want to make sure that you are informed of all special days and events. We want to make sure that all children are involved in everything. The newsletter will also have "un-birthdays." These are the children whose birthday falls in the summer months.

PARTIES:

Throughout the year we will celebrate with class parties. Parties include but are not limited to, Halloween, (costumes for parties are not to be scary) Christmas, Valentine's Day, and Easter. Food for all parties must be store or bakery bought. You will receive notes prior to the party day asking you to bring specific supplies. Some parties you may even be asked to help in the planning.

FUN DAYS:

During the months that parties do not occur we will have "fun days". These days will be dedicated to hands on learning including art, science, and more. You will be receiving a note giving more detail to each "fun day."

FIELD TRIPS:

The KidsFirst program guarantees two field trips for the 4 year old classes and one for the 3 year old classes. The 2 year old classes are not guaranteed field trips. If field trip is age appropriate we will allow 2 year olds accompanied by an adult. No 2 year old will be taken alone. For each field trip permission slips must be signed for each child in attendance. A child must ride with a parent or on the van provided that has passed state inspection. Children may not ride with anyone other than a legal guardian due to state regulations. Should your child ride the provided van he or she must have a car seat unless he or she meets state safety requirement. You will be given adequate time to plan for these days. Parents are allowed at field trips but not required to attend. If you have any suggestions for field trips, please let me know. I am always looking for new adventures.

EXTRA CLOTHES:

Please send your child a seasonally appropriate change of clothes in case of accidents to be kept at school. Please place them in a Ziploc bag with your child's name clearly printed on the outside of the bag. We will send a note home at the end of the season to switch out clothes. You may want to periodically check to make sure that they fit or are appropriate for the weather.

FUNDRAISERS:

There will be at least one fundraiser during the school year. We require everyone to participate in the fundraiser, since everyone will benefit from the proceeds. If you have any suggestions for a fundraiser please feel free to share your ideas. We want this to be successful and fun! We use the proceeds to purchase new equipment and toys for the children.

SNACKS:

This seems to cause the most confusion during the year. Our snack guidelines are pulled straight from state regulations: 922 KAR 2:120. Snacks must be brought in an insulated snack bag with a cold pack and your child's name clearly displayed. All snacks must include a combination of **two** of the following:

*milk products

*protein products

*100% vegetable or fruit juice (state regulations require 100% juice)

*bread products

Should your child's snack not meet these requirements it will be returned and an alternative provided.

Please do not send sports drinks, bottled water, or Kool-Aid to drink. All drinks must contain 100% vegetable or fruit juice or milk.

SCHOOL PICTURES:

School pictures will be made twice a year – usually in the fall and spring. The dates will be announced and you will have more information at that time.

BIRTHDAYS:

Birthdays are celebrated at school, if you wish. Summer birthdays will be celebrated as “un-birthdays” during the school year. Please check the newsletter for your child's un-birthday. Only baker or store bought items may be sent and they must be in the original container. There are to be absolutely NO homemade or home backed items brought for parties. This is a state regulation. Sorry for the inconvenience.