



# Parent Handbook

Phone Number (816) 251-1140

Fax Number (816) 251-1132

[www.presentation-parish.org](http://www.presentation-parish.org)

Business Hours 6:30 - 6:00 Monday-Friday

Director

Catherine M. Koob

# TABLE OF CONTENTS

<b>WELCOME LETTER.....</b>	<b>4</b>
<b>MISSION STATEMENT .....</b>	<b>5</b>
<b>PHILOSOPHY .....</b>	<b>5</b>
<b>PROGRAM GOALS AND OBJECTIVES .....</b>	<b>5</b>
<b>CURRICULUM DESCRIPTION AND GOALS.....</b>	<b>6</b>
<b>PROGRAM DESCRIPTION.....</b>	<b>7</b>
<b>ENROLLMENT PROCEDURES AND REQUIREMENTS.....</b>	<b>8</b>
<i>REGISTRATION .....</i>	<i>8</i>
<i>CHANGE OF REGISTRATION INFORMATION .....</i>	<i>8</i>
<i>CHANGE OF SCHEDULE.....</i>	<i>8</i>
<i>WITHDRAWAL/REFUNDS.....</i>	<i>9</i>
<b>CENTER INFORMATION .....</b>	<b>9</b>
<i>HOURS OF OPERATION .....</i>	<i>9</i>
<i>CALENDAR .....</i>	<i>9</i>
<i>FEE SCHEDULE.....</i>	<i>10</i>
<i>PAYMENT PROCEDURES AND POLICIES.....</i>	<i>10</i>
<i>ABSENCES .....</i>	<i>11</i>
<i>VACATION TIME.....</i>	<i>11</i>
<i>SUMMER SCHEDULE.....</i>	<i>11</i>
<i>SNOW DAYS.....</i>	<i>11</i>
<i>ARRIVAL AND DEPARTURE POLICY .....</i>	<i>11</i>
<i>LATE ARRIVALS .....</i>	<i>12</i>
<i>ADDITIONAL TIME.....</i>	<i>13</i>
<b>HEALTH POLICIES .....</b>	<b>13</b>
<i>HEALTH EVALUATION .....</i>	<i>14</i>
<i>EMERGENCY AUTHORIZATION.....</i>	<i>14</i>
<i>ALLERGIES AND OTHER HEALTH PROBLEMS.....</i>	<i>14</i>
<i>MEDICATIONS .....</i>	<i>15</i>
<i>ILLNESS.....</i>	<i>15</i>
<i>NUTRITION.....</i>	<i>18</i>
<b>PROGRAM INFORMATION.....</b>	<b>18</b>
<i>PROGRAM ORIENTATION.....</i>	<i>18</i>
<i>FIRST DAY OF SCHOOL.....</i>	<i>19</i>
<i>SUPPLIES REQUIRED .....</i>	<i>19</i>
<i>ADJUSTMENT PERIOD .....</i>	<i>19</i>
<i>LUNCH TIME FOR YOUNG TODDLERS 12-24M.....</i>	<i>20</i>
<i>LUNCH TIME.....</i>	<i>20</i>
<i>SNACK TIME.....</i>	<i>20</i>
<i>CLOTHING.....</i>	<i>20</i>

<i>DIAPER CHANGING</i> .....	20
<i>TOILET TRAINING</i> .....	20
<i>TRANSITION ROOM</i> .....	21
<i>CUBBIES</i> .....	21
<i>FAMILY COMMUNICATION</i> .....	21
<i>FAMILY/TEACHER CONFERENCES</i> .....	22
<i>MEET YOUR TEACHER NIGHT</i> .....	22
<b>SPECIAL EVENTS</b> .....	<b>22</b>
<i>SHOW &amp; TELL POLICY</i> .....	22
<i>FIELD TRIPS</i> .....	23
<i>PARTICIPATION</i> .....	23
<i>SEASONAL ACTIVITIES</i> .....	23
<i>CHRISTMAS PROGRAM</i> .....	23
<i>PRE-K GRADUATION</i> .....	23
<b>DISCIPLINE POLICY</b> .....	<b>24</b>
<b>CENTER POLICIES</b> .....	<b>25</b>
<i>CHILD ABUSE OR ENDANGERMENT</i> .....	25
<i>CHILD AND FAMILY RIGHTS</i> .....	25
<i>CPR/FIRST AID CERTIFICATION</i> .....	25
<i>SMOKING</i> .....	25
<i>VIDEOTAPES/DVDS</i> .....	25
<i>TOUCH AND NURTURING</i> .....	25
<i>WAITING LIST</i> .....	26
<b>CURRICULAR AREAS</b> .....	<b>26</b>
<i>CREATIVE ART</i> .....	26
<i>BLOCKS</i> .....	27
<i>COOKING AND SNACK PREPARATION</i> .....	27
<i>DISCOVERY</i> .....	27
<i>DRAMATIC PLAY</i> .....	27
<i>COMPUTER</i> .....	27
<i>MUSIC AND MOVEMENT</i> .....	28
<i>LIBRARY</i> .....	28
<i>SAND &amp; WATER</i> .....	28
<i>OUTDOOR PLAY</i> .....	28
<b>LETTER OF AGREEMENT</b> .....	<b>29</b>

## **WELCOME LETTER**

Dear Family Members:

Welcome to Our Lady of the Presentation Early Childhood Center. On behalf of the entire staff, we would like to thank you for selecting our school where your child's first formal education experience begins.

OLP Early Childhood Center is a vital part of Our Lady of the Presentation Parish, and the KC-St. Joseph Catholic Diocese. As a school of the Kansas City-St. Joseph Diocese, we strive to provide your child with spiritual experiences which will enhance your child's relationship with God and assist your child to become aware of the power of His love for us. As an active partner in Lee's Summit and surrounding communities, we work with several agencies in order to provide your family with the best services available in order to prepare your child for Kindergarten and a lifetime of learning.

We feel blessed to have your child in our program and look forward to enhancing his/her growth and development through new and exciting experiences.

It is our hope that this family handbook will help you to better understand our center's operating program, policies, philosophy, and goals and objectives. We urge you to read through the handbook to become familiar with it before your child begins. Please sign and return the Family Agreement form at the end of the handbook. You are invited to ask questions, and drop in to visit with the staff or participate in your child's class at any time.

Sincerely,

The Director and Center Staff

## **MISSION STATEMENT**

Our Lady of the Presentation Early Childhood Center is dedicated to the Catholic Christian formation of children. We concern ourselves with developing love and understanding of each other by creating a community of peace and justice through service to one another.

## **PHILOSOPHY**

The commitment of Our Lady of the Presentation Early Childhood Center is to provide a loving environment, which promotes the growth of each child.

We believe that each child's development is guided by a cooperative staff through observation, interaction, and well-planned learning activities. Through the promotion of a curriculum that provides age-appropriate and individually appropriate activities, equipment and materials, children have many opportunities to be actively engaged in the learning process. The curriculum will promote the development of the whole child-physically, socially, emotionally, spiritually, and intellectually-through a balanced daily schedule of individual, small group, and large group activity based learning experiences.

The staff strives to help each child feel secure and positive about him or herself, home, school, and community. Each child's individuality, creativity, and curiosity are respected and encouraged. We recognize the importance of working closely with families and acknowledge family involvement as an essential and vital component of the total learning process. Families are encouraged to participate in all activities within the program.

## **PROGRAM GOALS AND OBJECTIVES**

The goals of OLP Early Childhood Center are:

- I. To provide a care and education program which will promote the physical, social, emotional, and intellectual growth of every child.
  - a. To enhance gross motor skills.
  - b. To enhance and refine fine motor skills.
  - c. To use all senses in learning.
  - d. To acquire learning and problem solving skills.
  - e. To expand communication and language skills in a developmentally appropriate manner.
  - f. To develop beginning reading and writing skills in a developmentally appropriate manner.
  - g. To acquire concepts and information leading to a broader understanding of the world we live in.

- h. To experience a sense of self-esteem, develop positive self-identity, independence, trust and confidence.
  - i. To learn and demonstrate cooperative pro-social behavior.
- II. To structure a learning environment which allows children to explore, make decisions, and deal with problem solving experiences, using a variety of activities, which are guided and facilitated by the teacher.
- III. To provide opportunities for families to learn more about the development of their children and early childhood education through participation in the Preschool and family activities.
  - a. To establish a home school relationship with all families.
  - b. To promote on-going written and verbal communication.
  - c. To provide time for family conferences.
  - d. To encourage the involvement of families in the classroom activities, program events, and family meetings.
- IV. To provide a program that integrates Christian values into every aspect.
  - a. To introduce all ages to prayer and songs
  - b. To provide character education and bible lessons.

## **CURRICULUM DESCRIPTION AND GOALS**

All of our staff has been trained in Creative Curriculum. *The Creative Curriculum* balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. It provides clear guidance on the teacher's role in addressing content in literacy, math, science, social studies, the arts, and technology, yet never loses sight of the primary importance of social/emotional development in children's learning.

The most important goals of the curriculum are for children to get along with others and become enthusiastic learners. Our curriculum encourages children to become independent, self-confident, curious learners who can work well with others. We are teaching them how to learn, not just in preschool, but throughout their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

The curriculum identifies goals in four major areas of development.

- Social/Emotional – independence, self-confidence, self-control, following rules, making friends, and being part of a group.
- Physical – large muscle skills such as running, jumping, balancing, throwing, and catching. Small muscles for drawing, buttoning, cutting, and writing.

- Cognitive – solving problems, asking questions, sorting, classifying, comparing and counting.
- Language – communicating with words, participating in conversations, recognizing letters and words, and begins writing.

## **PROGRAM DESCRIPTION**

OLP Early Childhood Center is a developmental early childhood program which provides a safe and nurturing environment for young children 12 months through 5 years of age. The program promotes the physical, social, emotional, intellectual, and spiritual growth and language development of young children.

Our main focus is on the children enrolled in the program. Therefore the program is “child-centered”. Each child is seen as an individual who takes an active role in his/her own learning by selecting activities from a variety of learning areas. Teachers provide the time and opportunities for children to explore equipment, materials, and the environment and to engage in the activities. By allowing the children to plan and carry out their own activities, they become imaginative, self-directed learners and problem solvers.

The staff encourages the development of a healthy self-concept by providing an accepting environment in which children are allowed to explore and make decisions, learn through spontaneous play, in ways appropriate to each child’s age and individual developmental needs. There is a block of time set aside each day for facilitating the preschool curriculum. We encourage families to bring children for that entire block of time, arriving promptly before the beginning of the morning block.

There are significant advantages to be gained from the balanced daily schedule and curriculum. Learning is augmented when children are present for the sequence and progression of planned activities. There are increased opportunities for positive adult/child interactions and child/child interactions, therefore aiding in the building of social relationships. This schedule provides a consistent daily routine for the children. A balance of active and quiet, large and small group activities, as well as, individual; one to one time, promotes development in all learning areas.

A cooperative team of teachers, support staff, and program administrators, work together with families to effectively assess, plan, implement and evaluate individual, as well as, program goals. The teaching staff uses student portfolios to document the ongoing progress of each child’s development. A student portfolio is a collection of student work that illustrates the student’s interest, skills, and changes over time. The portfolios may contain family information, informal and formal assessments, work samples, communications, anecdotal information and a developmental summary section that reflects all aspects of a child’s development through out their time at OLP ECC.

## **ENROLLMENT PROCEDURES AND REQUIREMENTS**

Parents must tour the facility and observe the program before making application for enrollment. During this visit, the parent will have a personal interview with the Director or one of the program's other professional staff members. The purpose of this meeting is to determine the needs of the family and to make sure that the center can meet those specific needs. Parents will also be presented with information explaining the program. Children must be 12 months through 5 years of age to attend.

### **REGISTRATION**

A plan must be chosen and adhered to unless a Change of Schedule form is completed and on file. At the time of registration a non-refundable enrollment fee is made in order to reserve a position in the program.

Families must re-register every year. During registration the family must indicate if their child will be attending during both the Fall and Summer sessions. If the family chooses to only attend during the Fall session it must be indicated on the registration form. Any changes to this will have to be submitted with a Change of Schedule form at least one month prior to the beginning of the Summer session. Families that do not attend during the Summer session must pay their annual enrollment fee by July 31<sup>st</sup> to guarantee their child's position.

New and returning families must have all of the enrollment paperwork and child information accurately completed and turned in at the time of admission. Child information and record forms containing parent or guardian names, authorized escorts, physician's name, address and telephone numbers and other medical information and authorization must also be on file or submitted upon admission. OLP ECC cannot assume liability for injuries which any child may suffer as the result of a family's failure to authorize emergency medical referral and care. Accordingly OLP ECC will not permit enrollment by any child for whom such authorization is not provided.

On or before the first day of school an up-to-date immunization record must be on file. For all new students health evaluation signed by a health care provider must be on file within 30 days of initial enrollment. (See Pre-Enrollment Health Form)

### **CHANGE OF REGISTRATION INFORMATION**

Please notify the office staff immediately if there is a change of address, telephone numbers, family physicians, or persons authorized to pick up your child. You may pick up a form to fill out at the front desk.

### **CHANGE OF SCHEDULE**

A Change of Schedule form must be completed and on file if for any reason the original registration form schedule is no longer valid. Prior to the approval of any change of

schedule it must be determined if there is space available. Changes will be in affect at the beginning of a full week or month.

## WITHDRAWAL/REFUNDS

Notification must be filed on a Withdrawal Form. You will be responsible for tuition fees two weeks from the receipt of the withdrawal notice (form will be time and date stamped upon receipt in front office). Verbal notification to withdraw your child will not be honored. A Withdrawal form must be completed. This policy will be enforced. If you choose to not return your child to Preschool because of delinquent fees you will continue to be charged fees for a 30 day period starting the last day the child attended, after which a collection letter will be sent. Withdrawals made prior to a child's start date will not be charged additional fees, and any pre-paid tuition will be refunded with the exception of the \$70.00 enrollment fee.

## CENTER INFORMATION

### HOURS OF OPERATION

OLP ECC is open from:  
6:30 AM – 6:00 PM Monday – Friday

In the morning preschool curriculum starts at 8:30 AM. It is very important that children be present when Preschool begins. Those who arrive late often miss important and exciting events.

### CALENDAR

OLP ECC is open year round. The fall and summer sessions will follow the start and end dates associated with the Elementary school calendar. Therefore the last day of the summer session will be the last day that Preschool students starting Kindergarten may attend. **Please be aware that if your child is not attending Our Lady of the Presentation Elementary school for Kindergarten their start date may be later than the end of our summer session and those families will need to make other arrangements until their children start Kindergarten.** The following holidays will be observed: (Please refer to your school events listing for exact dates and professional development closing days)

September Labor Day  
November Thanksgiving Break  
December Christmas Break  
January New Year Day  
February President's Day

April Easter Break  
May Memorial Day  
July Independence Day

## FEE SCHEDULE

A non-refundable enrollment fee is due annually for each child. Families with more than one child will pay an additional charge for each child.

Families will be charged based upon the schedule they indicate on their registration form. Fees are considered tuition and like school tuition, are non-refundable due to holidays, professional development days, illness or absence.

Toddlers in the 12-24 month classrooms will move into the 2 year old toddler room when they turn 2 provided space is available. At this time their fee will be adjusted accordingly. Children must be 3 by August and toilet trained to advance into the 3-5 year old program. If a child's birthday is in September, October, or November he/she will be placed in the transition room. When the child turns 3 their fee will be adjusted accordingly. All other children that turn 3 in December-May will not have their fee adjusted until the beginning of the summer session.

## PAYMENT PROCEDURES AND POLICIES

The Early Childhood Center is a nonprofit organization, which operates through the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. All fees must be paid for all days and hours your child is registered to attend.

In order to insure proper credit to your account, your check should be made payable to OLP ECC. The child's name should be written in the memo portion of the check.

Tuition is due the first day of the week for families on the weekly fee schedule, and on the 1<sup>st</sup> business day of the month for families on the monthly fee schedule. A \$10.00 late charge will be assessed at close of business on Wednesday's for families with a weekly fee schedule, and on the 5<sup>th</sup> for families with a monthly fee schedule. Please notify the director if a problem occurs and prompt payment cannot be made. **If a families account falls more than two weeks past due the child will not be allowed to attend until the delinquent fees are paid. At this point the Director may require 2 weeks prepayment of tuition before the child may return. If you choose not to return because of delinquent fees you will continue to be charged fees for a 30 day period starting the last day the child was allowed to attend. If two weeks pass from the date the child is not allowed to attend and no payments have been received the child will no longer be enrolled and reinstatement will be subject to space availability.**

## ABSENCES

Families must notify the office by 9:00am when their child will be absent or late for a day regardless of the situation--illness or vacation. This courtesy allows your child's teacher to plan accordingly.

## VACATION TIME

Families of full-time students will receive a credit for one week's tuition on the anniversary of their start date. This credit will automatically be applied to their tuition account as long as the account is in good standing. Part-time students and students that choose not to attend for the summer program will not be eligible for a vacation credit. This is the only time a credit will be applied to your tuition account for vacation. All other days that your child is not in attendance due to vacation, illness or center closings will be billed at your normal rate.

## SUMMER SCHEDULE

Families will be allowed the option to alter their schedule for the summer program. A signup sheet will be posted several weeks prior to the beginning of the summer session. Families may choose at this time to alter their schedule or not attend for the summer. Once the summer session begins families will be charged tuition based upon their choice for the entire summer. If a change is needed it will need to be submitted in writing 30 days prior in order for tuition to be adjusted. If a family chooses not to attend the summer session and a vacation credit was already applied to their account this credit will be reversed and they will be responsible for the previously credited tuition.

## SNOW DAYS

During inclement weather our center will be open unless conditions are determined to be too dangerous for travel. It will be up to the discretion of the director to determine if the center will close. There will be one snow day incorporated into our schedule for the year. Please make sure to check with the front office for snow day closing procedures. If the center is closed more than one day any additional days will be pro-rated.

## ARRIVAL AND DEPARTURE POLICY

### Signing In/Out Policy

You must sign your child in/out using the computer located at the front desk when bringing your child to and from the Preschool. Families are **required** to notify staff if for any reason they are unable to sign their child in or out.

### **What if someone else is picking up my child?**

If you are having someone else bring or pick up your child they will be listed in the computer as long as they were listed as one of your authorized escorts on your enrollment form. If this person is not listed on your enrollment form as an authorized escort you will need to fill out a authorization form indicating their name, relationship and how long they have authorization to drop off and pick up. Before they will be allowed to pick up your child for the first time they will need to go to the front desk and show photo ID. If it is a one time pickup office staff must manually sign the child out. **Please remind all of your Authorized Escorts that they must have photo Id with them in order to pick up your child and the child must be signed in/out.**

### **What is the correct way to check my child in and out?**

When dropping your child off, you will need to sign in using the computer located at the front desk. Upon arriving at your child's classroom or drop off area please notify your child's teacher or other staff member of your arrival. When picking your child up, you will need to sign out using the computer before locating your child. Please notify your child's teacher or another staff member when you are leaving with your child.

### **Why must I show photo ID to pick up my child even after they have been attending here for awhile?**

We use photo ID's as a way to make sure that the person entering our facility and picking up your child is indeed who they say they are. Even though your child may have been attending the preschool for awhile, we occasionally will have staff working that may not be familiar with you. By asking to see your ID before releasing the child to you, we are ensuring that the correct person is actually picking your child up thereby keeping your child safe. **CARRYING PHOTO ID WITH YOU AT ALL TIMES IS ADVISED AS YOU MAY BE ASKED TO SHOW IT AT ANY TIME WHILE IN THE PRESCHOOL.**

*REMEMBER* – Although some of the above procedures may seem repetitive and bothersome at times (especially when you are in a hurry or running late); please just remember they are in place to ensure the safety of your child. In familial situations where your child's custody has been determined by a court, the Preschool requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child.

### **LATE ARRIVALS**

The center will close promptly at 6:00pm Monday – Friday. Please telephone if you are delayed and will be late picking up your child. Each family will be allowed 2 late pickups after which you will be charged \$1.00 per minute for each minute after 6:00. This will be billed to your tuition account. Excessive lateness will not be allowed.

## ADDITIONAL TIME

Families of part-time students may request additional time. You must come in or telephone the office in advance to determine whether space is available. Do not assume that there will be space. Your tuition account will be charged the daily rate for any days that your child attends other than the scheduled days. You may not substitute additional days for days missed. Part-time students may use extended care hours prior to and after their scheduled hours on the days they are scheduled to attend. Please refer to your fee schedule for those rates.

## HEALTH POLICIES

Please make sure that your child's immunization record is up to date. We are required by law to have a copy of the immunization record signed by a doctor or nurse before we can allow your child to attend the Preschool. No child will be admitted without it.

There are exemptions for medical conditions and religious beliefs. If an exemption is sought on the basis of a medical condition, a written statement of this fact signed by a licensed physician shall be provided. If an exemption is sought on the basis of a religious belief, a written statement of this fact signed by the parents or guardian and notarized shall be provided.

For children entering Preschool the following shots are required:

**Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2009**  
*For those who fall behind or start late, see the catch-up schedule*

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years
Hepatitis B <sup>1</sup>	HepB		HepB		<i>see footnote 1</i>		HepB					
Rotavirus <sup>2</sup>				RV	RV	RV <sup>2</sup>						
Diphtheria, Tetanus, Pertussis <sup>3</sup>				DTaP	DTaP	DTaP	<i>see footnote 3</i>	DTaP				DTaP
<i>Haemophilus influenzae</i> type b <sup>4</sup>				Hib	Hib	Hib <sup>4</sup>		Hib				
Pneumococcal <sup>5</sup>				PCV	PCV	PCV		PCV				PPSV
Inactivated Poliovirus				IPV	IPV		IPV					IPV
Influenza <sup>6</sup>							Influenza (Yearly)					
Measles, Mumps, Rubella <sup>7</sup>							MMR		<i>see footnote 7</i>			MMR
Varicella <sup>8</sup>							Varicella		<i>see footnote 8</i>			Varicella
Hepatitis A <sup>9</sup>							HepA (2 doses)					HepA Series
Meningococcal <sup>10</sup>												MCV

Range of recommended ages  
 Certain high-risk groups

This schedule indicates the recommended ages for routine administration of currently licensed vaccines, as of December 1, 2008, for children aged 0 through 6 years. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. Licensed combination vaccines may be used whenever any component of the combination is indicated and other components are not contraindicated and if approved by the Food and Drug Administration for that dose of

the series. Providers should consult the relevant Advisory Committee on Immunization Practices statement for detailed recommendations, including high-risk conditions: <http://www.cdc.gov/vaccines/pubs/acip-list.htm>. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at <http://www.vaers.hhs.gov> or by telephone, 800-822-7967.

**HEALTH EVALUATION**

Newly enrolled students must have the Pre-Enrollment Health form filled out by their doctor within 30 days of initial admission. This form must be signed by a doctor not the parent.

**EMERGENCY AUTHORIZATION**

OLP ECC must have on file for each child the signed permission authorizing first aid and/or emergency care at a local hospital if necessary (refer to the Emergency Care Plan form). If this form is not signed your child may not attend preschool.

**ALLERGIES AND OTHER HEALTH PROBLEMS**

We will have food experiences and snacks, and new foods will be introduced to some of the children. We also serve 2% milk (whole milk for toddlers under 2) at snack. If your child is allergic to any food or drink notify us immediately. If there are any other health problems, notify the Director and the classroom teacher. Please make sure to indicate this information on the Student Health History form.

## MEDICATIONS

Medication will **only** be dispensed with the appropriate medical forms on file. We will dispense medicine **only** with your signed permission **AND** doctor's orders for any over the counter drugs and prescriptions.

1. The medication administered by the preschool must be plainly labeled (with pharmacy label) and contain the name of the child to whom it is to be administered as well as instructions from a physician regarding administration and dosages to be given.
2. All medication will be stored in a cabinet inaccessible to children. Upon discontinuance of use of a prescribed medication, OLP ECC shall destroy or return to the child's parents all unused medication.
3. Authorized staff shall be charged with administering the medication pursuant to the physician's orders.
4. A permission and medication authorization form must be filled out by the parent or guardian of the child prior to the preschool administering any medication to any child under their supervision.
5. A Medication Consent form for over the counter drugs must be filled out and signed by a physician before the preschool can administer any over the counter medication
6. OLP ECC shall keep all logs and records for medication administered
7. Copies of medication records shall be stored in both the OLP ECC office and the child's file.

### **ATTENTION FAMILIES IMPORTANT INFORMATION – PLEASE READ REGARDING PRESCRIPTION AND OVER THE COUNTER MEDICATIONS**

Classroom staff may not accept medications from families. All prescription and over the counter medications must be brought to the front office by the family. Prescription and over the counter medications may not be stored in the classrooms (including children's cubbies, backpacks, etc.). One exception to this rule is diaper creams

## ILLNESS

We request that your child remain at home if he/she has a red throat, severe runny nose, unusual rash or diarrhea, is experiencing pain or tiredness that prohibits them from participating in their school day.

If a child has an oral temperature of 100.5 or an auxiliary temperature of 99.5, the parent will be asked to take the child home. If a fever occurs suddenly, the temperature will be rechecked after a 30-minute rest period. If the fever is still present, the parent will be asked to take the child home.

If your child contracts a contagious childhood disease, please let us know so that we may

communicate the outbreak to our other families. Please notify the Preschool by phone if your child will be absent. Otherwise after 2 consecutive absences, the teacher will contact the family as to the health of their child. If a child becomes ill while at school they will be placed in an isolated area until the family arrives to take the child home. OLP ECC is not a sick child care program. Sick children may not return to school until they have been symptom free and on medication for at least 24/48 hours.

Following is a list of some illnesses that your child may be sent home for or asked not to attend school if they have been contracted until treated:

## **SYMPTOM**

## **Keep child home until**

DIARRHEA (Infectious)

Symptom free for 24 hours before returning to school.

CHICKEN POX

All sores are crusted over and fever free.

FIFTH DISEASE

No exclusion necessary.

\*RED OR WATERY EYES CONJUNCTIVITIS (PINK EYE)

Until symptoms are gone or a Physician has examined and recommends returning to school

\*RASH OR DRAINING SORES

A Physician examines and recommends returning to school

HAND, FOOT, MOUTH DISEASE

Exclude until fever and sores are gone.

\*PINWORMS

Exclude until after treatment has been started. Physician note to return

HEPATITIS B

No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered.

RESPIRATORY ILLNESS (Febrile)

Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities.

\*IMPETIGO

Exclude until sores are healed.

\*RINGWORM

Exclude until 24 hours after treatment begins.

RUNNY NOSE

Until thick yellow or green discharge clears up

LICE (Head)

Exclude until all lice and nits are gone!!!

ROSEOLA

No exclusion necessary.

*EARACHE	A Physician examines and recommends returning to school
VOMITING	Exclude at least 24 hours after the last time the child has vomited.
FEVER	Fever registers below 100.5 without the help of fever reducers and child is acting well.
*SCABIES	Exclude until 24 hours after treatment begins.
STREPTOCOCCAL SORE THROAT, SCARLET FEVER	Exclude until at least 24 hours after treatment begins and child is without fever for 24 hours.

\*A note from a Physician may be required in order for the child to return to school  
 \*A signed physician's release is required before a child can return to the center after experiencing any of the following: Impetigo, scabies, pink eye, ringworm, and trench mouth.

## NUTRITION

The program will provide lunch, and an afternoon snack. Whole foods will be used whenever possible. We will provide nutritious meals for your child. Very early arrivals may bring their breakfast to be eaten between 6:30 and 7:30. Milk will be provided. You are invited and encouraged to share lunch with us. Healthful food choices plus regular activity equals growth and long term health. The Diocese of Kansas City-St. Joseph follows a documented Wellness Plan. Information regarding the Wellness Plan will be distributed to parents annually.

## **PROGRAM INFORMATION**

### PROGRAM ORIENTATION

You are encouraged to bring your child into the Preschool prior to the beginning of school. Arrangements can be made for a pre-enrollment visit by calling the Preschool office. A family member must accompany the child at this time. This allows you and your child time to get acquainted with our staff and facility and helps to alleviate "first day" anxiety for you and your child. A family orientation night is held prior to the start of the Fall session.

## FIRST DAY OF SCHOOL

You may stay with your child for a few minutes initially, but prolonged good-byes are not encouraged. Tell your child when you will be back; give them a kiss and/or hug, then leave. Toddlers and young children adjust quite readily when the family is no longer present. The staff is prepared to help your child adjust and develop a sense of belonging. Any specific instructions for the day should be given to the office staff and teacher.

## SUPPLIES REQUIRED

Each child will have a place to hang coats and a “cubby” for possessions. The following list of items should be brought on the first day of attendance:

1. A complete change of clothes brought in a large Ziploc plastic bag. Toddlers will need 2 sets. Please make sure that your child has a full set of clothes (shirt, pants, underwear, and socks) at all times and that it is in accordance with the season. (Please label all clothing with your child’s name)
2. For children in the toddler program parents must provide **disposable** diapers and wipes. If it is medically necessary for your child to use cloth diapers you must have the medical reason documented by your health care provider and you will be required to supply the diapers and laundering. Use of cloth diapers must be approved by Director to ensure proper requirements are followed. You will be notified by your child’s teacher if you are running low on diapers or wipes. If you fail to replenish your diapers before they run out you will be charged .50 cents for each diaper that is supplied by the Preschool.
3. A fitted sheet to cover nap cot, a blanket for your child to cover with, and a travel size pillow. Items will be sent home on Friday to be laundered and returned on Monday.
4. A favorite stuffed animal or other item to be used at nap time.
5. A water bottle to be kept at school.
6. A bottle of sunscreen (once the permission slip has been turned in).
7. During cold weather, please be sure to send a warm coat, hat, and gloves with your child each day.
8. Pacifiers may be brought, but they must be stored in the classroom not in the child’s cubby for sanitation reasons.

## ADJUSTMENT PERIOD

There is always a period of adjustment for children first starting at the Center. If at any time after enrollment, the family or Center staff finds a child who is not adjusting or benefiting from a group situation, a family/teacher conference will be scheduled. Continued enrollment will be based on child and family needs and the Center’s ability to meet those needs.

## LUNCH TIME FOR YOUNG TODDLERS 12-24M

A feeding plan for each child younger than 18 months will be developed. The plan is to include instructions on feeding, schedule for feeding, whether the child will be fed whole milk, or solid foods and when to start feeding solid foods. How much the child eats will be recorded on a daily report given to the family. Children must be able to drink from a cup bottles will not be permitted.

## LUNCH TIME

Lunch is enjoyed from 11:00 to 12:00 depending on the age group of your child. A hot lunch is provided everyday. A lunch menu will go home once a month. If there is any day that you feel your child would not eat what is being provided feel free to send them with a lunch from home. Please indicate if it needs to be refrigerated or not and make sure it is labeled with your child's name.

## SNACK TIME

Snack time is part of the Preschool curriculum and is offered twice daily. The afternoon snack is provided by the Center and teachers may ask their families to take turns providing an item for morning snack. Please check with your child's teacher regarding foods that may not be allowed due to allergies and safety precautions.

## CLOTHING

Please dress your child in washable play clothes easily handled by them, especially during toileting. Tennis shoes or closed toe shoes are preferable because they provide more support for playground activity. Shoes with slick soles, thongs, and long skirts are discouraged as they interfere with running and climbing. Since outdoor play is included in the daily schedule, your child should have a warm coat during the winter months and a sweater on cool days. Please label all clothes with the child's first and last name.

## DIAPER CHANGING

Staff follows a daily diaper change schedule for those children who are using diapers. Diapering procedures are posted in all toddler and two's rooms. Children are changed at least every 2 hours when awake, upon awakening from nap, and as needed. Type of elimination is recorded and available to families by daily report.

## TOILET TRAINING

Your teacher will work with you to come up with a plan when you are ready to start toilet training your child. Please do not ask your teacher to work on toilet training with your child

until you are ready to consistently be working on it at home as well. Children must be **completely** toilet trained before they can move up to a 3 year old classroom. Teachers in 3-5 year old classrooms do not have the equipment to support diaper changing. If your child is not fully toilet trained and there is not any room available in the transition room your child will have to remain in a 2 year old room until they are fully toilet trained. If your child remains in a two year old room their tuition will not be adjusted to the lower rate until they are able to move either into the transition room or a 3-5 year old room.

## TRANSITION ROOM

Your child must be 3 years old by August and fully toilet trained to advance to the 3-5 year old program. We have developed a transition room for children who have birthdays in the months of September, October, and November. The children in this classroom will be able to advance to a 3 year old room when they turn 3 provided they are toilet trained and space is available in a 3 year old classroom. If your child is in this room, when they turn 3 their fee will drop to the 3-5 year old fee schedule regardless of what room they are in.

## CUBBIES

Each child in the Center has an assigned cubby, with their name on it. Please check your child's cubby daily for reports, projects, newsletters, notes from the teacher, and notices regarding special events. Some teachers may also have mail boxes for their families as well. Please check with your child's teacher for where your child's information will be stored.

## REST TIME

Every child that is in the facility more than 5 hours per day must have a rest period during the day. The center provides a cot for each child that requires a rest time. Rest times will vary according to the age group the child is in. Your child may bring a favorite blanket or stuffed toy to rest with during this time. All bedding will be sent home with the child on their last day of attendance for that week to be laundered and returned the following week.

## FAMILY COMMUNICATION

Parents will be regularly informed of the program's plans through weekly newsletters (including lunch menu) and notes from the program Director. Special events will be posted on a parent bulletin board and sent home as a part of the newsletter. Teachers will communicate with parents through daily handwritten notes, observation sheets, email, or a personal telephone call. The entire staff will communicate with parents in a positive and supportive manner that invites and encourages the parent-child-teacher relationship. Information with regard to family issues and personal lives will be handled confidentially. Every effort shall be made daily to communicate with parents when you drop off and pick up your child. If there has been an unusual or special circumstance

during the day, this information shall be passed on to the parent(s) verbally or in a written note. Serious incidents, or ones which we feel may be upsetting to the parents, shall be communicated by phone and in writing. Accident forms will be filled out and sent home by the staff member who witnessed or handled the accident.

Daily contact between parent and teacher is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to meet the child's needs.

A newsletter is published to keep parents informed of upcoming events, changes in policy, recent program happenings, and parenting "tips".

Parent participation and observation is encouraged. Parents who have a child enrolled in the program may visit the center anytime during the hours of operation. In this manner parents can gain a deeper understanding of their child and the program.

### FAMILY/TEACHER CONFERENCES

Family/Teacher conferences are held formally after January each year. You will receive an assessment of your child's developmental progress 3 times per year. (Fall, Winter, and Spring). Conferences may occur more often upon parent or teacher request.

### MEET YOUR TEACHER NIGHT

Annually at the start of the Fall session families are invited to Meet Your Teacher Night. This is an informational evening and a chance for you to meet and talk with your child's teacher. Your child will have an opportunity to become familiar with their new classroom and meet some of their classmates.

## SPECIAL EVENTS

### SHOW & TELL POLICY

The purpose of show and tell is to encourage interests in life, build self esteem, self discovery, awareness of the environment, social skills, and enhance vocabulary. Show and tell is meant to be fun for children and may be shared with others in a variety of ways.

Each classroom will have scheduled show and tell days. If there is an especially unique item that your child would like to share, such as an animal, special visitor, etc. please notify the teacher first. During the day the teacher may allow children to play, share, and talk about what they brought. Guns, action figures, and war related items are to be left at home. They promote aggressive play not suitable in a group situation.

## FIELD TRIPS

Field trips are planned throughout the year. Advance notice outlining trips will be given. Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The program will provide the same adequate responsible adult supervision for these excursions as is provided while the children are in attendance at the program. Transportation will be provided by school bus rental for field trips. Your written permission for your child to participate in such excursions is part of this agreement. A permission slip will be sent home notifying parents of date, time, place, cost and purpose of each trip. Family members are welcome and encouraged to participate. If you sign up as a volunteer for a field trip please remember you will be expected to assist the teacher with the supervision of the children in your group and you must have taken the Protecting Gods Children class.

## PARTICIPATION

Families are welcome to visit and observe in the Center at any time. If you have questions concerning your child or the program, please schedule a time to discuss them with the Director or your child's teacher. A recommendation box is located on the parent table outside the front entrance. Please share your thoughts and ideas about the program. At least once a year families are asked to evaluate how well the program is meeting their child's needs.

## SEASONAL ACTIVITIES

OLP ECC is a part of the KC-ST. Joseph Diocese and will be observing all Catholic religious holidays. Your child will be exposed to the religious aspect of such holidays as Christmas, Easter, Lent, etc. We will also celebrate with secular activities as well. We want to help our children understand there are more to these holidays than gift giving and candy. We want the children to have fun during their class parties, and always encourage family participation during these special times.

## CHRISTMAS PROGRAM

Each year the children spend time learning several religious and fun Christmas carols, which they perform during our annual Christmas program. This is a special family event and everyone's participation is encouraged.

## PRE-K GRADUATION

Every year the children that will be leaving to attend Kindergarten the following year will participate in a graduation ceremony. The children and teachers spend several weeks preparing for this event, which is a very special time for all involved. All families, relatives, and friends are invited to share in this special event.

## **DISCIPLINE POLICY**

OLP ECC believes in taking a positive and conscious approach to discipline. We set the stage in order to guide the children. Through positive adult guidance and association with his/her classmates, the child is being prepared for self-control/self-discipline. We want the child to become aware of his/her own worth, while learning to respect the rights of others.

The approach to conscious positive guidance starts with the adult and includes:

- Modeling the desired behavior: attentiveness, calmness, respect, friendliness, cooperation, acceptance, and polite manners.
- Encourage desired behavior by redirecting undesired behavior and praising specific accomplishments.
- Linking home and school, as the School Family is seen as an extension of the home family. The School Family provides the infrastructure in the classroom to handle difficult life events in a child's life, in the community and in the world.
- Careful planning to avoid long waiting periods between activities can help eliminate many potential behavior issues.
- Addressing children in a way which conveys what we want them to do not what we don't want them to do. (e.g. please walk instead of don't run)

Our staff is trained to help your child, by word and example, to realize that the following actions are not desirable behavior:

- Hitting or harming other children or adults in any way.
- Putting him/her or other children in harm's way.
- Teasing, bullying, or name-calling.
- Leaving the group without accompaniment by a staff person or parent.

**Persistent unacceptable behavior will be handled in the following manner:**

- The child's behavior is to be recorded, dated, and initialed by the staff members involved with the situation.
- Staff shall meet to discuss the unacceptable behavior and begin to develop a behavior plan which meets the individual needs of the child in question.
- The parents of the child will be called for a conference to review the plan, provide pertinent information to the situation, approve the plan, and assess the plan after it has been given the adequate time to be executed. Written approval from parents is required.
- When necessary, the director will contact the appropriate professionals for guidance.
- Any child causing harm repeatedly may need to be removed from the activity or the program. Expulsion of a student will be decided by the Director

## CENTER POLICIES

### CHILD ABUSE OR ENDANGERMENT

Should the Center staff suspect possible child abuse, neglect, or any other endangerment to a child, the staff member will inform the director or the person in charge at the time, who, in turn, will assist in notifying and reporting to Child Protective Services or the proper authorities. All staff members and volunteers are screened for child abuse or neglect/criminal records.

### CHILD AND FAMILY RIGHTS

In familial situations where the child's custody is a concern, the Center requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child, and the custody rights of those parents or guardians. This will insure that safe and proper release and visitation procedures are implemented appropriately.

### CPR/FIRST AID CERTIFICATION

A notice is posted in the facility indicating the staff members who are CPR and first aid certified.

### SMOKING

No smoking is permitted in the OLP ECC facility, on the playground, or at family meetings.

### VIDEOTAPES/DVDS

The use of videotapes and DVDS is limited to developmentally appropriate programming for young children. Videotapes are only used on special occasion (e.g. weather) with prior approval from the director. Prior to their use videotapes/DVDS

1. are previewed by adults
2. another option for activity is available
3. no child is required to view the program (unless it is part of a lesson plan)

### TOUCH AND NURTURING

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Staff member are sensitive to children's responses and requests for physical interaction, and model appropriate nurturing touches except for safety or cleansing, children will always have the right to refuse touch. Children are also

taught to respect adults and other children's touch preferences. It is our policy to inform parents of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

1. Nurturing touch is necessary for every child's emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.
2. Personal care touch includes cleaning, dressing, and nap time routines, and is done in a gentle and respectful manner, it will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.
3. Physical interaction is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

## WAITING LIST

Should a waiting list be necessary due to full enrollment, families on the waiting list will be contacted on a first-come, first-served basis. Once contacted the family must pay the enrollment fee to secure their position. This fee is non-refundable.

## CURRICULAR AREAS

You probably have academic goals for your child to be a good reader and writer, to solve problems in math and science, to be a good classmate, to appreciate art, and to use technology. We share those same goals, but learning in preschool looks different than learning in elementary school. Here is how we help your child learn.

When you visit your child's classroom, you may see a room full of children playing. You may wonder what we are doing to help children learn. As children play, we watch how they use materials. We listen. We talk with them to find out what they are thinking and trying to do. We help children become aware of their actions, offer suggestions, and think about what materials to offer next. Then we challenge them to think further. This is how we encourage the development of skills children will need in elementary school. Here are some examples:

## CREATIVE ART

**MATERIALS:** Easels, paints, crayons, markers, collage materials, scissors, clay, glue, paper, pencils, stencils, play dough, cookie cutters, tissue paper, etc.

**LEARNING VALUES:** Children gain eye-hand coordination, visual discrimination, creative expression language development, and social skills.

### BLOCKS

**MATERIALS:** Large blocks, small unit blocks, cubes, bristle blocks, waffle blocks, legos, cars, trucks, people, animals, etc.

**LEARNING VALUES:** Children gain eye-hand coordination, language development, cognitive development, math skills, problem solving skills, and social skills.

### COOKING AND SNACK PREPARATION

**MATERIALS:** Standard kitchen pots, pans, utensils, electric skillet, blender, etc.

**LEARNING VALUES:** Children gain math and science concepts, language development, social skills, literacy, and eye-hand coordination.

### DISCOVERY

**MATERIALS:** seeds, nature items, magnifying glass, plants, rice and beans, magnets, etc.

**LEARNING VALUES:** Children gain math and science skills, writing, problem solving, creative expression, and observation skills.

### DRAMATIC PLAY

**MATERIALS:** Furniture, dolls, dress up clothes, play food, dishes, cash register, etc.

**LEARNING VALUES:** Children gain language development, social studies, social skills, abstract thinking, literacy, and math skills.

### COMPUTER

**MATERIALS:** Computer, key board, mouse, developmentally appropriate software, and internet access (approved and monitored by staff)

**LEARNING VALUES:** Children gain eye-hand coordination, social skills, fine

motor skills, language and cognitive development, and visual discrimination.

### MUSIC AND MOVEMENT

**MATERIALS:** Tape/CD player, various musical instruments, scarves, CDs, music books, etc.

**LEARNING VALUES:** Children gain gross motor skills, creative expression, social skills, phonological awareness, listening skills, and logical thinking.

### LIBRARY

**MATERIALS:** Books, headphones, tapes, writing tablets, finger puppets, felt board, etc.

**LEARNING VALUES:** Children gain language development, literacy, independence, and storytelling.

### SAND & WATER

**MATERIALS:** sand, water, measuring cups, pitchers, sand tools, utensils, sifter, etc.

**LEARNING VALUES:** Children gain math and science skills, social skills, and comparison and contrast skills.

### OUTDOOR PLAY

**MATERIALS:** Slide, climbing equipment, playhouse, tricycles, balls, digging utensils, bubbles, etc.

**LEARNING VALUES:** Children gain large muscle development and coordination, social skills, eye-hand coordination, creative expression, and health benefits.

## **LETTER OF AGREEMENT**

I have reviewed a copy of the Our Lady of the Presentation Early Childhood Center Family Handbook, available on the website [www.presentationecc.com](http://www.presentationecc.com), and I am familiar with the preschool's philosophy, goals, and objectives, operating program, policies and procedures.

I accept and agree to abide by the policies and procedures set forth in the handbook. I understand that failure to do so may result in the dismissal of my child from the program. Furthermore I understand that the handbook is subject to revision by the director at any time, and I will be notified in writing of such changes.

Parent Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

(This must be signed and returned to the Preschool within the first 30 days of attendance.)