

# Seeds of Faith Preschool

Parent and Student Handbook 2019-2020



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**Executive Director Title: The Executive Director, Administrator, & Lead Teacher is title as Executive Director in this document, and is the same person.**

## **Philosophy Statement**

The educational process in a Christian school is dependent on Biblical philosophy so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Seeds of Faith Preschool is as follows:

**The philosophy of Seeds of Faith Preschool is based on a God-centered view of life and that the Bible is the inspired Word of God. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through his Son, thereby committing his or her life to the Lordship of Jesus Christ.**

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, and at worship---all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available.

Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone---the spiritual thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or preschool program will either facilitate, or militate against, our basic philosophy, the spiritual must permeate all areas---or else we become textbook oriented rather than student centered.

This philosophy dictates that we cooperate closely with parents/guardians in every phase of the student's development, always offering assistance in understanding the purposes of the Seeds of Faith Preschool.

## **Vision Statement**

The vision of Seeds of Faith Preschool is to teach any child in a Christ-centered environment those skills that prepare them for school, but more importantly, to plant those seeds of faith that will grow children and help them ultimately come to know our Lord Jesus Christ. Additionally, Seeds of Faith Preschool will be an outreach ministry by sharing the gospel with parents and a lighthouse to our community by helping those who financially cannot afford it (in part or in full) by trusting God to supply all of our needs.

## **Mission Statement**

Seeds of Faith Preschool's mission is to provide a developmentally appropriate education for children ages 2-6 in the Clinton, MO area through a Bible-based curriculum in a safe, Christian environment. This is done by teaching age appropriate lessons and activities that fully prepare our students to continue on in their education.

Proverbs 22:6 *"Train a child in the way he should go, and when he is old he will not turn from it."*

## **Statement of Faith**

Each member of the Board of Directors, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

- We believe the Bible to be the inspired Word of God.
- We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- All humans are sinful by nature (Romans 3:23; 5:12) and can only be forgiven by the expression of trust in Jesus as Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost, but only they that are saved unto the resurrection of life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We affirm the sanctity of human life as established by God the Creator and believe that such sanctity extends to the child not yet born.
- The Christian home should serve as a setting for teaching children the sacred character of human sexuality and for showing them how its meaning is fulfilled in the context of love, fidelity, and patience within a heterosexual marriage.
- We believe in the biblical account of creation (*"In the beginning God created the heavens and the earth..."* Genesis 1:1).

We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9; 6:1-25; 4:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter.

## **Ownership**

Seeds of Faith Preschool is a non-profit organization owned by the board. The preschool board is composed of members of the general public who are Christians. The Executive Director oversees day-to-day operations of the preschool.

### **Core Values/Objectives**

1. Seek God's counsel in all matters of Seeds of Faith Preschool through prayer.
2. Express and minister to students and families about our Lord Jesus Christ.
3. Equip students to further their educational career.
4. Dedicate our school to God's will.
5. Serve our Lord.

### **Hours of Operation/Age of Children Served**

We accept children ages 2-6 years of age. The preschool programs are for children who will be two, three or four by August 1. Children may also be age five depending on when their birthday is and when they will enter kindergarten.

Children must be potty-trained if they are in the four year old classroom.

Monday-Friday 7:30-5:30

The preschool operates from September to May on a 9 month schedule.

### **Half Day Programs**

Two Year Olds-Monday, Wednesday, and Friday 8:00-11:00 enrollment is limited to 8 two year olds

Two Year Olds-Tuesday and Thursday 8:00-11:00 enrollment is limited to 8 two year olds

Three Year Olds Monday-Friday 8:00-11:00 enrollment is limited to 18 three year olds

Four Year Olds Monday-Friday 8:00-11:00 enrollment is limited to 15 four year olds

### **Full Day Program 8:00-3:00**

Two Year Olds enrollment is limited to 8 two year olds

Three and Four Year Olds enrollment is limited to 20 students

### **After School Care 3:00-5:30**

**Enrollment is only limited to 20 children-4 two year olds and 16 three and four year olds**

It is important that children arrive on time to get the most out of the Christian education experience. It is your responsibility to have your child picked up on time; if your child is not picked up by 11:15 a.m., 3:15 p.m., or 5:45 (depending on what session your child is enrolled in) you will be charged \$5.00 for every five minutes you are late.

### **Contact Numbers**

Executive Director's phone number: 660-525-4770 cell

Board President's number: Please see their current number on the bulletin board outside of the classroom.

### **Licensing**

Seeds of Faith Preschool is a licensed childcare facility in the state of Missouri. We as a center have requirements that must be followed and are inspected periodically throughout the school year by a licensing representative, fire marshal, and health inspector. Licensing inspections

documents may be viewed by parents at the following [www.health.mo.gov](http://www.health.mo.gov); click on childcare and then on “Show Me Child Care Provider Search.”

Parents have access to the licensing book and are free to look at any time. You will need to let the Executive Director know if you would like to look at it, so she can get the book for you.

As parents you also have access to view your child’s file at any time; please request the file from the Executive Director. The file is not allowed to leave the facility.

### **Admission Policy-Enrollment Meeting**

Enrollment is limited in each class, please refer to Hours of Operation in this handbook.

Seeds of Faith Preschool will admit students of any race, color, and national or ethnic origin.

All enrollment paperwork will be collected at the parent meeting. The information not received must be turned into the preschool before your child’s first day of school.

There will also be an open house for each session before school begins.

The following enrollment paperwork must be completed **before your child can attend**:

Enrollment Form

Copy of Student Immunization Record-shots must be current and up-to-date according to state standards

Parent/Guardian Agreement Form

Copy of Birth Certificate

Emergency Care and Transportation

Physical Form from the Doctor-have 30 days from the start date to get this completed

Allergy Form-if your child has an allergy to a food or product a doctor’s note is required before they can attend school

Student Interest Inventory

Picture Release

Developmental Goals Sheet

Please provide the above paperwork no later than the night of orientation. This allows the staff time to go over the documents and make sure shots are up-to-date. If something is missing then it allows time for correction before school begins and your child will not miss the first day of school.

### **Vaccinations Records**

We are required to keep children’s vaccinations on file and report the vaccinations on an annual basis. If your child is behind on vaccinations that puts Seeds of Faith Preschool out of compliance. If you choose to have a vaccination exempt card for a vaccination, we need an exempt card in your child’s file. If a child comes down with a disease and if your child has not been vaccinated then your child will have to stay at home for the duration of the outbreak of the disease; this could be for a week or over a month. For example if someone is diagnosed with chicken pox and your child has not been vaccinated, they are not allowed to be at the center until the outbreak is over; this could be a long stretch of time depending on the outbreak.

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child enrolled in or attending Seeds of Faith Preschool may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Amber Hansen and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

**Registration Fee and Tuition Schedule**

A registration fee is due before the child can begin preschool each year; this enrollment fee also saves the child’s spot on the enrollment list. This fee is collected annually from each family to cover material costs for the preschool. The enrollment fee is non-refundable.

\$50.00 for half day program

\$65 for all day program

If a child enrolls during the school year the enrollment fee will be adjusted per the number of months they are attending. The enrollment fee is a non-refundable fee.

**Full Day Option 11 Monthly tuition payments:**

Class	11 monthly payments	Tuition
Two Year Old 8:00 a.m.-3:00 p.m.	\$415.00	\$4565.00
Three Year Old 8:00 a.m.-3:00 p.m.	\$300.00	\$3,300.00
Four Year Old 8:00 a.m.-3:00 p.m.	\$300.00	\$3,300.00

**Half Day Option 8:00 a.m.-11:00 a.m.**

Class	11 monthly payments	Tuition
Two Year Old Class MWF	\$120.00	\$1,320.00
Two Year Old Class TTR	\$80.00	\$880.00
Three Year Old Class MWF	\$120.00	\$1,320.00
Three Year Old Class M-F	\$200.00	\$2,200.00
Four Year Old Class M-F	\$200.00	\$2,200.00

**After School Care**

\$5.00 per day from 3:00 p.m.-5:30 p.m. After school care will only be offered when school is in session. There will only be four two year old spots and 16 preschool spots for after school care.

Tuition is due the first school day of each month in 11 monthly payments, June to April. A \$20.00 late fee may be added after two weeks. If payment is not received by the 15th of the following month your child will not be allowed to attend SOFP until the tuition payments are current.

You are also welcome to pay the entire year’s tuition on or before July 1<sup>st</sup> and receive a discount for the year. If families enroll during the school year, they are welcome to also receive the discount adjusted to the number of months they are attending.

If your tuition check is returned for insufficient funds or any other issue the family will also be charged the bank fee that Seeds of Faith Preschool is charged for the check having to be returned.

**Tuition Discount if Paid in Full by July 1**

Two Year Old Half Day TTR: \$830.00  
Two Year Old Half Day MWF: \$1,270.00  
Two Year Old Full Day: \$4,465.00  
Three Year Old Half Day: \$2,150.00  
Three Year Old Full Day:\$3,255.00  
Four Year Old Half Day: \$2,150.00  
Four Year Old Full Day: \$\$3,255.00

**Sibling Discount**

If you have more than one child attending Seeds of Faith Preschool, you pay full tuition for the first child. For the second child you receive a \$50.00 discount off the annual tuition amount for that age child. The third child you will receive \$25.00 discount off the annual tuition amount for that age child.

**Military Discount**-to receive this discount you must be the parent or legal guardian of the child:

Seeds of Faith Preschool wants to thank those who have and are serving in the military, by providing you with a military discount.  
Active Military \$50.00 off annual tuition  
Non Active Military \$25.00 off annual tuition

Discounts will be deducted for the first month tuition payment in September. Only one military discount per family. After September payment, tuition will be the regular tuition listed above.

**Financial Assistance**

Financial Assistance may be available upon application, please ask for details.

**Phone Calls**

The preschool has a cell phone (660-525-4770) to contact when closed. A land line will be in the new facility, and will be made available for parents as soon as we receive. Parents/guardians, please use the land line if you need to contact the teachers during the day. We ask that it is only used for parents to call in case of emergencies or to let us know urgent information about your child.

**Parent Volunteering and Support**

Parents are welcomed to volunteer with special events going on at the preschool or fundraisers that the preschool has during the year. We will have three celebrations each year including: Fall Festival, Christmas, and Easter. All these celebration and activities will have Bible based activities to go along with crafts or games; parents are welcome to share ideas and come help at these events.

**Comment [a1]:** Families will received a \$200 discount for each child after the first student. Discount will be deducted for the first month tuition payment in September.



Parents are always welcome in the classroom to come observe their child, share customs, help with projects, field trips, etc. If you are interested in coming into the classroom, please let the Executive Director know ahead of time.

**Parents are required to volunteer a total of 5 hours each year from July 1- June 30 or pay an additional \$200.00 (this fee needs to be paid by the end of June).** Possible suggestions are: finding items for the auction, working the auction, helping provide food for the auction, helping with fundraisers, etc. If you have any questions, please ask.

**Comment [a2]:** Should we raise to \$300.00

Volunteer Track forms will be given to every family and must be turned in by June 15 of each year. Volunteer Track forms can also be found on our website.

A parent volunteer form must be completed and turned in after your five hours is complete.

### **Field Trip Procedures**

Field trips will only be taken if the class is small (8 and under) or we walk.

Seeds of Faith Preschool might at times take field trips. If field trips are taken, the family is required to sign a permission sheet explaining the location they will be transported to, time of departure and arrival, along with time returning to school. A copy of child's enrollment form and the first aid box is required to be taken on the field trip along with the permission slip. If the children are put into vehicle of a staff member, the staff member is required to have their Class E. If the volunteer whether it be a parent or school volunteer provides and drives a vehicle, they are not required to have their Class E. Students are to be with a staff member or volunteer that meets licensing staff/child ratio guidelines. Students must never be left alone with a parent volunteer for the field trip. Parents are more than welcome to go and help but children are not allowed to be left alone with a parent volunteer that do not meet licensing staff/volunteer child ratio guidelines.

### **Severe Weather Closing**

Seeds of Faith Preschool will be open unless there is severe weather. Announcements of school closings will be made available on the local radio station KDKD 95.3 and Kansas City television station FOX 4. We will also post on the Seeds of Faith Preschool Facebook page and text at least one parent. If the weather gets bad during the day, the parents will be notified to come pick up their children. It is possible that there might be a morning session, then the weather gets bad and we are not able to have an afternoon session.

Missed days will not be made up.

### **Illness**

If your child is showing any of the following symptoms, please make other arrangements for them and do not bring them to school. We will send your child home if any of the following symptoms occur:

Temperature of 100 degrees Fahrenheit

Vomiting one time

Having diarrhea more than one time and/or other symptoms

Rash or skin eruption  
Trouble swallowing/redness in the throat  
Redness and discharge of pus from eye  
Severe cough or sneezing

Lice **must obtain a note from the health department**

If your child is really sick they will be allowed to lie down or be given different options to help them feel comfortable until someone is able to come pick them up. If your child has any of these symptoms, they cannot return to preschool until they have been symptom free for 24 hours without medication. They may return if they have had their antibiotic in their system for 24 hours. Some symptoms may need to have a doctor's note reporting that the child is not contagious anymore. This may include but is not limited to chicken pox, measles, or any other communicable disease. If you have a question, ask the director.

### **Potty Training and Diaper Changing**

If your child is being potty trained please let the staff know this, so we can help you with this process at school. We have a diaper changing table in each classroom, the tables are sanitized after each diaper change, we also have a potty chair for the children to use that is also sanitized after each use. Families are required to provide the diapers or pull-ups and either leave them at the center or have available in your child's backpack. The preschool will provide the wipes.

### **Diaper Changing Procedures**

If a child is in diapers or pull-ups, he/she will need to be changed on the changing table in the classroom. Another volunteer or teacher assistant must be present in the classroom when changing children. Children may stand in the bathroom and be changed where other children are not able to look, but another volunteer or teacher assistant must be in the restroom. Children shall never be left unattended while on the changing table. The changing table shall be cleaned using the three step cleaning process after each diaper change.

### **Bathroom Procedures**

**Each classroom has a bathroom and all children will be asked to go at different times throughout the day. Teachers will supervise children in the bathroom.**

Classes will go to the bathroom as a group once daily if a majority of the children are potty trained. One teacher should be in the bathroom **helping and assisting** the children, while the other teacher is out in the classroom supervising the other children. It is the staff's responsibility to check and make sure the toilets are flushed and cleaned between students and that all children wash their hands after using the restroom. The staff is required to wash their hands after assisting children in the bathroom. The staff member is required to wear disposable gloves if she has to help clean a child.

If a staff member has to take one or more children to the bathroom during a session, it is required that the bathroom door stay open while the staff member is in the bathroom with the child or children.

### **Medication Procedures**

**Comment [a3]:**

**Comment [a4R3]:** Delete first sentence

Seeds of Faith Preschool **will administer medication to all day student, but will** not administer medication to half day children since children are only at the facility for three hours. The only medication that will be administered is inhalers. When this is used the parents will be notified and child will be sent home in case of any other issues, for safety of the child.

Have child's name on the medication

Administration instruction-including times and amounts

Physician's name

Medication must be stored out of reach of children in the First Aid box in a Ziploc bag with the child's name on the bag.

A medication admission form must be completed by the parents that includes:

Dates to be given

Dosage

Forms must be signed and dated

Parents must complete the medical form. Medication forms must be completed by the staff that give the asthma medication by signing the form with the date, time, name of medicine, and dosage of medication given. This form is to be filed in the child's file when the medication no longer needs to be given to the child.

### **Clothing**

Children should be dressed in play clothes when coming to preschool because there will be indoor and outdoor play. All children need at least one change of clothing for art, mud, dirt, spills, accidents etc. Please place names on your children's clothing. The preschool is not responsible for unmarked clothing.

### **Conflicts**

If a conflict arises with a staff member, please discuss the issue with the individual to see if it can be resolved. If the situation is not able to be resolved, the next step is to discuss it with the Executive Director and then with the preschool board.

### **A Beka Book**

Seeds of Faith Preschool uses the A Beka Book curriculum which is a structured curriculum designed to teach early childhood concepts in a Biblical context. Children will learn colors, shapes, counting, alphabet, and phonics through Bible stories and people from the Bible. A Beka Book is a challenging, aggressive curriculum with more than 50 years of experience in Christian schooling. Our curriculum is NON-denominational in that our teachings are biblically based.

### **Purposeful Design**

We do use this curriculum for the three year old class for just the Bible Curriculum and activities.

### **Book/Supply Fee**

\$80.00 per child

*For the word of the Lord is right and true; he is faithful in all he does. Psalm 33:4*

## **Calendar**

Seeds of Faith Preschool is in session from September to May. The calendar will adjust every year with holidays and breaks. Each parent/guardian will receive a school calendar at enrollment. If additional changes or issues occur, you will be notified. Dates are subject to change. Snow days are not made up.

## **Playground Rules**

To keep the children safe and to take care of property on the playground, the children will be asked to follow certain rules. Teachers will use appropriate judgment for how many children should be playing on a piece of equipment. If a piece of equipment is broken, the children will not be allowed to play on it. This is an opportunity for children to use their gross motor muscles and have different experiences as they use their gross motor skills. There will always be different kinds of gross motor equipment so the children have a variety.

1. Brown rubber mulch will need to stay in its area.
2. Only one person on the slide at a time.
3. All bikes and tricycles will need to go in the same direction.
4. Only two people on the teeter totter.

Weather permitting, the children will go outdoors 30 minutes in the morning session and 30 minutes in the afternoon session. If the temperature is below 32 degrees, the children will not play outdoors. Teachers will use their discretion and follow state licensing regulations.

## **Incident/Accident**

We appreciate the trust you have shown by placing your child into our preschool. The rules set forth by the regulatory agency require that parents be contacted immediately for all accidents and injuries. As a parent you have the right and the ultimate responsibility to decide what action you want taken when your child is injured. Ultimately, contacting parents for each and every accident/injury is in the best interest of the child.

If a child is injured while the child is under the teacher's supervision, an incident or accident report will be written up about what happened and how the child got hurt. This will be placed in your child's mailbox and you will be asked to sign it. The teacher will place these in the child's file to keep. If you want to look at them, ask the Executive Director.

If it is an emergency and your child has to be taken to the hospital, 911 will be called and the parent notified that their child is being sent to the emergency room. The Executive Director or lead staff member will go with the child to the emergency room and wait for the parent to arrive. An emergency procedure document must be completed and signed by the parents. The ambulance expense is on the parents not the preschool if it is necessary that your child be transported.

**One staff member on the premises at all times is trained in CPR and First Aid.**

## **Handwashing**

Employees shall wash hands after the following but not limited to:

- When arriving for the day.

- After diaper changing
- After helping with toileting or assisting a child with toileting
- Before food preparation
- Serving food
- After first aid
- After cleaning anything even if you were wearing gloves.

Staff will teach children to wash hands after bathroom use, before eating, and after outdoor play.

### **Giving First Aid**

Employees need to wear disposable gloves when administering first aid or medication to a child. Employees are required to dispose of trash immediately after child has been treated and the area cleaned with the three step process if contaminated by bodily fluids including blood-borne pathogens.

### **Child Abuse/Neglect/Custody Issues**

The teachers and staff are all mandated reporters, so if we suspect child abuse/neglect we are required to hotline the information.

When it becomes necessary, due to custody issues, to /suspend a student due to the security and safety of the students and staff, the parents and guardians will be informed of the reason for the dismissal/suspension and the dismissal/suspension is necessary until custody issues are resolved. Dismissal/suspension of student is in sole discretion of Seeds of Faith Preschool. Continuity of monthly payments to Seeds of Faith Preschool must be continued to hold a spot for said student.

### **Arrival and Departure**

There are two different sessions Monday - Friday. It is important that children arrive on time to get the most out of the Christian education experience.

Parents and/or guardians are required to sign their child in and out at the beginning and end of the session. Teachers will dismiss the children to the parents at 11:00 a.m. and 3:00 p.m. It is your responsibility to have your child picked up on time; if your child is not picked up by 11:15 a.m., 3:15 p.m., and 5:45 you will get a \$5.00 charge for every five minutes you are late.

Children will wash their hands after arriving and put their belongings in the cubbies when they have entered the classroom.

### **Drop Off and Pick-up Location**

**Parents will drop off and pick up their child in their classrooms.** You may use the train system to drop off and pick up your child by pulling into the farthest entryway on the north off of 7<sup>th</sup> street. You may park in a parking spot or use the canopy. You can exit from the canopy drive and go around in front of the canopy to exit the line. We ask you be courteous to other individuals picking up their children. If the children are on the playground when you pick up your child, please sign your child out with the teacher on the playground.

If someone else is going to pick up your child, please inform the staff who will be picking up your child so that they are aware. Everyone that is allowed to pick up your child needs to be listed on the enrollment form. If the staff have never seen an individual before and does not

know the individual who is picking up your child, the staff will ask the individual to see a picture ID.

If a parent/guardian requests that their child be picked up by someone who is under the age of 18 years old, Seeds of Faith Preschool requires you to sign a waiver of liability.

### **Van Transportation**

The preschool has a van and offers transportation for children in need of this service. Only 4 children can be transported at a time due to space limitations. Available transportation slots will be filled on a first come, first serve basis. The van will make two drop-off and pick-up trips per class session if needed. Proper car seats or booster seats need to be used for the children. Transportation providers have a right to refuse this service if not given at least a 2 hour notice of transportation need, staffing limitations, or vehicle maintenance issues. Please do not make any arrangements to offer transportation with a parent unless it is cleared by the Executive Director. Transportation will be allowed to students as follows:

- Both parents work and are not able to drop off or pick up their child.
- One of the parents has had major surgery and the other parent works.

**The families that use this service will be required to pay \$5.00 a month for gas for the van, this fee can be paid monthly or paid up front for 9 months.**

The van departs to take children back to their daycares or babysitters at the following times; this ensures they are returned by lunch and snack times:

10:25 morning sessions

2:25 afternoon sessions

**Comment [a5]:** Are we going to offer van transportation???

### **Birthday Celebrations/Food**

Every child's birthday is important to us. We want to make their celebration special at school. You are welcomed to send a special book, photo album, or game to school with your child to help celebrate their birthday. Parents are requested to provide a few dollars and the preschool will purchase cupcakes or cookies once a month to celebrate everyone's birthday for that month. We will celebrate summer birthday's at the end of the month.

Water is always available to the children.

Please notify the staff if your child has allergies and their allergy will be posted for all staff to view in order to protect your child.

Lunch and an afternoon snack will be available each day. Meals and snacks will be served family style in the classrooms.

### **Naptime**

The children enrolled in the full day program will be napping in the afternoon. Please provide a blanket for your child. Pillows and stuffed animals are optional. Cot sheets are provided by the center. The blanket provided by the family will need to stay at the center. Bedding is washed and cots sanitized once a week.

Preschool children who do not sleep shall rest on cots or beds at least 30 minutes, but will not be allowed to remain on the cot for more than 1 hour. They are allowed to get up and work in a quiet area while the remainder of the class naps.

## **Discipline**

*Discipline your son, and he will give you peace; he will bring delight to your soul. Proverbs 29:17*

“Conscious Discipline” will be used and positive behavior is encouraged. If a child does misbehave, please follow these steps:

1. A warning needs to be given to the child.
2. If the child misbehaves again the child will go sit in the safe place.
3. If the behavior continues, depending on the situation, the child will have a short time of separation time from the other group for their age, so if they are 3 they will lose 3 minutes or go to the safe place.
4. “Conscious Discipline is built on three completely different premises:”
  - a. “Controlling and changing ourselves is possible and has a profound impact on others.”
  - b. “Connectedness governs behavior.”
  - c. “Conflict is an opportunity to teach” (Conscious Discipline, pg. 15)
5. At times the teacher or teacher assistant will need to tell the parent of the behavior that occurred, depending on the behavior.
6. If aggressive behavior takes place, there will need to be a parent/teacher conference to work with the parents to get the behavior to stop.
7. If aggressive behavior continues, refer to the parent handbook to follow proper procedures.

The following are some bible verses to keep in mind with rules and discipline in the classroom:

- “Therefore, whatever you want others to do for you, do also the same for them—this is the Law and the Prophets.” (Matthew 7:12)
- “Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account, so that they can do this with joy and not with grief, for that would be unprofitable for you.” (Hebrews 13:17)
- “No discipline seems enjoyable at the time, but painful. Later on, however, it yields the fruit of peace and righteousness to those who have been trained by it.” (Hebrews 12:11)
- “Whoever speaks the truth declares what is right, but a false witness, deceit.” (Proverbs 12:17)
- “Anyone who ignores instruction despises himself but whoever listens to correction acquires good sense.” (Proverbs 15:32)
- “Listen to instruction and be wise; don’t ignore it.” (Proverbs 8:33)
- “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, self-control. Against such things there is no law.” Galatians 5:22-23
- “For we are His creation—created in Christ Jesus for good works, which God prepared ahead of time so that we should walk in them.” (Ephesians 2:10)

- “Consider the covenant, for the dark places of the land are full of violence.” (Psalm 74:20)

If aggressive behavior continues, we may ask you to pick up your child for the rest of the day; the Executive Director or teacher in charge will notify the parent.

If inappropriate or aggressive behavior continues after all strategies have been used with the child by the teacher, the parents will be contacted for a conference. This is to allow the parent and/or guardian to help with the behavior situation of the child.

After attempts have been made to meet a child’s individual needs, any child who demonstrates an inability to benefit from the education offered by the preschool or whose presence is detrimental to other children may be discharged from the Seeds of Faith Preschool. Seeds of Faith Preschool has the right to discharge your child at any time if your child is not being safe in the classroom and the staff and Executive Director feel that they have tried everything to stop the behavior. The preschool will try to give a two week notice, but in certain situation the child may need to be removed from the environment immediately.

If an unfortunate situation arises and we feel that we cannot provide preschool education for your child, we will give you a verbal two week termination notice and ask that you do the same if you decide to terminate preschool. Licensing rules state that “Children shall not be permitted to intimidate or harm others, harm themselves or destroy property”. If this occurs, we have the right to dismiss your child immediately and waive the two week notice.

If at any time the director decides that your child is not happy within the preschool setting or if there is a personality clash and we cannot get along with one another, we may suggest that another preschool be contacted. If this should happen, you will be notified two weeks ahead of time.

There is a 30 day probationary adjustment period for each child who enters care. This 30 day period allows the director to determine if the child has made the proper adjustment to the preschool and the other children.

We will give the parent/guardian a two week notification period before their child has to be dismissed from Seeds of Faith Preschool.

*“Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” (Proverbs 22:15)*

*“Correct thy son, and he shall give thee rest; yea, he shall give delight unto they soul.” (Proverbs 29:17)*

## **Communication**

It is very important that the parents/guardians have good communication with the teachers at the preschool. Parents are welcome to visit any time during their child’s session. Please let the teacher know that you are planning to visit, to make sure the child will not get distracted when the parent arrives and leaves, without taking them.



At the end of each week, parents will receive a parent newsletter informing them of what their child has been doing at preschool during the week. It will also highlight important information and dates. We will ask parents at time of enrollment if they would like the newsletter emailed or hardcopy. If the parent chooses email, it is their responsibility to make sure they are receiving the email and to notify a staff member immediately if they are not receiving them.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held in the Fall and Spring of each year to update parents on the progress of child, go over any portfolios, work samples, DIAL-4 screening, etc. and discuss any parent's questions or concerns.

### **Screenings**

A permission slip must be signed to do these screenings by the parent, because Parents as Teacher reports information to the state such as scores, not personal information such as name or address.

### **Development Goals/Developmental Delays**

Parents will complete a developmental goal sheet of what you would like us at the preschool to work with while your child is at school. Goals such as pedaling a bike, holding pencil properly, using their words, following directions, etc. Keep in mind this must be age appropriate, if you have questions please ask the lead teacher of your child's class.

If there is a possible developmental delay in a child, parents are more than welcome to refer their child for further evaluation. Parents as Teachers and other organizations in Clinton and the surrounding area might be of service to the families depending on the development concern. The teachers will notify the parents of any changes or further concerns they may have about the development delay.

If an Individualized Education Plan is ever written for a child, the staff involved with the child will need to be a part of the plan. Staff will work on the goals with the child and the parents.

### **Portfolios**

The teacher and staff will keep a portfolio on each child enrolled in the preschool. Parents are asked to purchase a 1 ½ three ring binder and 4 folders with holes on the side. This will be kept at the school and reviewed with parents at conferences. Families are welcome to check this portfolio out at anytime per request to the Executive Director.

Families are always welcome to suggest developmental goals for their child at anytime during the school year.

Lesson plans for each class will be posted above the sign-in and out sheets on a bulletin board. Please feel free to take a look at them. A weekly newsletter will also be emailed to you with what we are working on in the classes and events that are coming up. If you would like a hard copy of the newsletter please contact the Executive Director, Administrator, & Lead Teacher. We will also post different community events that involve preschool age children.

### **Students' Pictures**

Pictures of students may be taken for the newspaper and website if the parent has given us consent and signed the picture release document. This needs to be done either by the Executive Director or hired staff and sent to the paper.

### **Emergency Procedures**

Fire: The children will exit the building and go to the grass area beside the playground on the north side.

Tornado: The children will be taken to the conference room (safe room) of the building.

Intruder: If someone were to enter the building that might be a threat to the children, we will barricade and one staff member will distract the intruder as much as possible. The main goal is to exit the building and go to one of our safe place destinations. The staff has gone through the "Alice Training" through the Clinton Police Department.

Parents will be allowed to sign their children out during an emergency. As soon as the Executive Director or head staff member give the "all clear," the children will return to the classroom. All contact information will be kept with the teachers at all times in case they need to contact parents.

Emergency procedures are practiced on a regular basis during the school year.

### **Closing Statement**

The staff at Seeds of Faith Preschool will carry out the aforementioned policies and guidelines as they see most applicable with regard to each specific situation, taking into consideration all circumstances and factors that surround the respective event. It is our sincere desire that your children will be blessed through the dedication of the staff at Seeds of Faith Preschool. Thank you for your fervent prayers and diligent support.

If any situations would arise where the parent handbook needs to be changed, parents will receive written notification.

Seeds of Faith Preschool will admit students of any race, color, and national or ethnic origin.

We would appreciate your commitment to place Seeds of Faith Preschool on your daily prayer list.