



OUR PROUD HISTORY

Colonial Preschool was established in 1965, thanks to the visionary efforts of Pr. Ted Nissan and Ilene Miller, a Colonial member with knowledge of and a passion for early childhood education. At the time, Colonial Preschool was one of the first church-based preschools in the metropolitan Kansas City area.

Ilene was also the founder of the Christian Preschool Association of the Greater Kansas City Area, as she was dedicated to sharing knowledge and networking with other Christian educators. Now renamed the Christian Early Childhood Association, the CECA remains a vibrant organization, providing an invaluable source of training and support for its many members.

Over the years, directors Marge Kahler and Carlene Martin developed a unique curriculum, academic in nature, but also with the children's developmental needs and abilities in mind. The spiritual component of the program has always been the foundation, with all staff members loving the Lord and viewing their jobs as a ministry of the heart in sharing that love with young children.

In addition, Marge and Carlene worked with Sue Young, a professor in occupational therapy at KU to develop our unique Movement Is Fun class. Sue left her position at KU to work for Colonial as she designed this program, and later went on to establish Children's Therapy Group, an area leader in motor, speech and language therapy for children. These ladies understood that children need to move to learn, and knew that addressing developmental delays in the preschool years could help prevent these delays from becoming detriments in the elementary school years. Sue shared the theory and design of her program in a book called "Movement Is Fun." She has trained many educators over the years at the annual summer CECA conference.

Carlene Martin, B.S. MMIN., has retired after serving over 35 years in Colonial ministries, but is still a valued mentor and advisor to the schools. She continues her work as a family consultant, and assists the preschools with staff training, developmental screening for the children, and classroom observations. She is sought as a speaker in our area and surrounding states on the topics of parenting, innate temperaments, and loving children unconditionally.

Colonial Preschool is proud to have been a leader in the Kansas City preschool education community, and we proudly carry our traditions and expertise forward for the benefit of young children and their families, always focused on "growing and learning together in God's love."



Dear Parents,

On behalf of Colonial Presbyterian Church, Colonial Preschool and our fine staff, we are so proud to celebrate 52 years of “Growing Together in God’s Love.” We are so grateful for God’s faithfulness and joy in Jesus that resounds in our school each day.

We ask you to take time to read through this booklet, as it includes important information regarding our educational philosophy, policies and overall program. Enrollment information can be found on our website: www.colonialpreschoolkc.org

At Colonial Preschool, our dedicated and experienced teachers provide a stimulating and creative educational environment for our children while surrounding them with their love, and most importantly, the love of the Lord. We commit ourselves to a deep concern for the overall intellectual, physical, social and emotional development of each child. We promise to provide well-rounded preparation for their school years within our warm, Christian environment. We instill in our children a love for learning along with sound Biblical values and virtues.

It is our prayer that each child and family we are privileged to serve in our ministry of the heart will experience with us an exciting, fulfilling year of growing and learning together through the One who first loved us, Jesus Christ our Lord.

In His service and with the joy of Jesus,

Krista Eyer
Director

Angela Horton
Program Coordinator



MISSION STATEMENT

It is our goal to provide a safe, happy,
stimulating environment
for young children
permeated by our love for them
and by God's love;

We will respect and accept
the uniqueness of each child
as we focus on their
spiritual, physical, cognitive
and social-emotional development;

We will encourage a love for God,
respect for authority,
a love for school and learning,
and provide a solid educational foundation
for Kindergarten.



Colonial Preschool Core Values

Colonial Preschool was founded 50 years ago with a set of core values and beliefs regarding what this ministry should provide for children and families. Ilene Miller laid the foundation by starting the school in 1965, and Carlene Martin and Marge Kahler set forth their vision for the program by defining the aspects they considered to be “Non-Negotiables.” Their intent was that we never waiver from placing importance on who we are and the goals and values of the ministry.

Time marches on and our culture changes, as do educational standards based on ever-emerging research. However, the values of our school’s founders have withstood the test of time. What an affirmation of the vision of these amazing women which arose from their knowledge of young children and their steadfast focus on Jesus Christ, our Lord and Savior.

Therefore, we continue to place importance on assuring that all staff members involved in this ministry know, articulate, recognize and practice our core values. We have simplified these values into 4 easily memorized phrases, and believe that everything Carlene and Marge originally set forth fall under these headings:

**Jesus Loves Me
This is Church
Love One Another
It’s All About the Children**

Jesus Loves Me

- Our program and all that we do is Christ-centered.
- Our staff members love God with all their heart and truly enjoy working with young children.
- The spiritual component of the program is a vital element in the daily program; not separate, but a thread that runs through the fabric of the program. It is who we are, and affects our approach to everything we do and all conversations we have with the children and each other.
- We include regular prayer, Bible stories, and Bible verse memorization.
- We include worship/Children’s Chapel to teach our children about church and worship.
- We treasure the tradition of sweet songs and prayers used in our program for decades.

- We teach about and practice the Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

This is Church

- Our school IS a church.
- The church is not a building, but people. It's the relationships we build with our children, families and staff, and the ministry of what we say and do with and for those people each and every day. We are "doing church" in every person whom we touch.
- Our plans are not God's plans; daily we find ourselves failing to accomplish our list of To Do's, while knowing in our hearts that we have accomplished exactly what God intended for us to do in His church through all our work and relationships on that day.

Love One Another

- We are mandated by the Great Commandment to love one another. That "love of Christ" is who we are and reflected in all we do.
- We love our children with His love, their families with His love, and each other as staff members with His love. We forgive, we serve, we support, we pray for, and we encourage all daily.
- We do not judge, gossip, nor recriminate.
- We handle conflict Biblically, with His love and forgiveness as our model and guide.

It's All About the Children

- Every decision in every aspect of the program is made by asking "what is best for the children?"
- We provide developmentally appropriate activities through a developmentally appropriate but academically challenging curriculum focusing on teaching the process of learning.
- We provide positive discipline and guidance for the children. We establish consistent, age-appropriate limits implemented in a kind and loving way to help children learn reasoning and problem solving skills of their own.
- We believe young children need to move to learn. We provide our MIF program with that specifically in mind.
- We provide annual screening for potential disabilities/challenges.
- We support our children's families by:
 - Forging a partnership with mutual respect.
 - Providing information on and support in regard to parenting.
 - Assisting parents in their decision regarding Kindergarten readiness.
 - Assuring that financial challenges are never a hindrance to providing an excellent Christian preschool education for those who seek it for their children.

As staff of Colonial Preschool, with all that its rich history and reputation for excellence entails, we are committed to maintaining these values and priorities for our program and ministry. We recognize that we are blessed to impact young lives and families in ways that even we may never fully realize. We know that we are helping children learn and grow in a myriad of ways, ministering to them and their families, and being the heart and hands of Jesus among them. How fortunate we are that, with God's grace and guidance, the blessing becomes ours as well as theirs!



EDUCATIONAL PHILOSOPHY

We believe in, and are committed to, the total development of each child, encompassing their physical, social-emotional, intellectual and spiritual needs.

We believe that each child is created by God as a person of worth and value. Colonial Preschool welcomes students of any race, color, religion, national origin, ancestry, or sex, and any child with a physical or developmental challenge for whom our facility is appropriate and our staff is able to accommodate a meaningful way.

We believe it is essential for our teaching staff to believe in Jesus Christ as their Lord and Savior, and to love and enjoy working with young children. We provide a spiritual emphasis that runs like a thread through the fabric of the program each day.

We believe that the foundation for healthy emotional growth comes from providing a physical environment that is safe, organized, happy, and filled with love for each child.

We believe it is important to provide appropriate, developmentally based activities through a unified curriculum which focuses on the process of learning, and helps each child to enjoy success while accepting occasional failure. We provide a balance of child directed and teacher directed learning opportunities.

We believe young children need to move to learn. We provide a movement program designed by an occupational therapist to help develop and grow children's brain and to create brain paths to aid them in becoming successful learners.

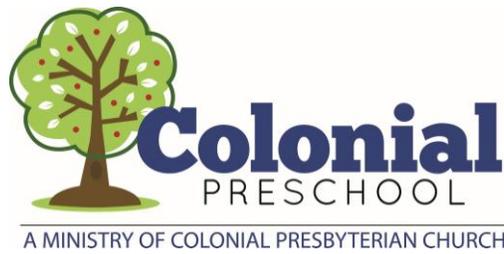
We believe in a positive approach to discipline and guidance. We strive to establish consistent, age-appropriate limits implemented in a loving way, and to help children learn reasoning and problem solving skills of their own in order to function successfully in their world.

We assist parents in their decision regarding Kindergarten readiness. We will educate our parents, providing the tools and information to make the best decision for their child.

We believe that it is our responsibility to provide opportunities and means for our parents to strengthen their relationships and their relationship with their child. To that end, we offer parenting information and resources.

We know that parents are the most significant and influential adults in a child's life. We strive to create mutual respect between parents and teachers, forging a partnership for the benefit of the child.

We believe in, and are committed to, the total development of each child, encompassing their physical, social-emotional, intellectual and spiritual needs.



BIBLICAL CURRICULUM FOUNDATION: Luke 2:52

“AND JESUS INCREASED IN WISDOM...” (Cognitive Development)

With the uniqueness of each child in mind, we will provide a learning environment that will help children develop a love for school and learning, and a strong foundation for kindergarten. To foster intellectual growth, our program will incorporate these curriculum areas:

- Reading Readiness / Phonemic Awareness
- Numbers / Mathematical Concepts / Problem Solving
- Pre-Writing and Writing Skills
- Science / Nature Concepts and Exploration
- Art Activities/Creativity
- Music/Rhythm

“...AND IN STATURE...” (Physical Development)

Each day your child will have the opportunity to move and be physically active. He will have the opportunity to:

- Use and develop large and small muscles and build muscle coordination and strength through play and planned activities.
- Develop body control, self/body awareness, and coordination through a sequentially designed “Movement Is Fun” program.
- Play on indoor and outdoor large motor equipment.
- Learn about good health and safety habits.
- Learn how to rest and relax.

“...AND IN FAVOR WITH GOD...”
(Spiritual Development)

In our Christian school, your child will be exposed to these basic spiritual concepts:

- God is creator of the world who made each of us special, and who loves each one of us in a wonderful way.
- God wants us to love one another and care for our world.
- Jesus is God’s son who is alive and is our best friend.
- The Bible is God’s Word that tells us about God and Jesus.
- Prayer is talking to God anytime, anyplace.
- We attend church to worship God.

“...AND MAN.”
(Social/Emotional Development)

We will strive to help your child:

- Begin to understand his own feelings and to appreciate the feelings of others.
- Feel she is a very unique individual who is accepted and loved.
- Be independent in self-care.
- Accept loving authority and direction.
- Know that adults (other than parents) love him too.
- Learn that she can enjoy playing in a group.
- Learn classroom skills and behaviors.
- Learn to share and take turns.
- Learn to cope with frustrations and fears.



GENERAL INFORMATION

About Our Program

Colonial Preschool at the Wornall campus provides programs for children ranging in age from 2 through 5 years of age. Second floor classrooms include our two year olds in the Green Frogs room, and our three year olds in the Blue Dragonflies and Purple Butterflies rooms. Third floor classrooms include our four year olds in the Yellow and Blue Rooms, our Transitional Kindergarten children in the Green Room and our LAMS class in the Orange Room. The LAMS class offers an optional extra day of enrichment activities for a mixed age grouping of three through five year olds in the areas of Language Arts, Mathematics, and Science.

Advisory Committee

We have an Advisory Committee which awards scholarships and provides valued input regarding the operation of the center and personnel policies of the preschool. The Committee consists of the Preschool Directors and a group of general members including former teachers, parents, and representatives with financial and business expertise.

Scholarship Fund / Donations

As mentioned above, our Advisory Committee awards scholarships from our M&M Scholarship Fund each year for 4 and 5 year old children from qualifying families as funds are available. Our administrative staff and committee work very hard to raise new funds for each year, and we will be asking for your help as well for this worthy cause. We award these funds in the amount we have available in descending order, oldest to youngest children. Please see your director for confidential application forms if you are interested in receiving a scholarship; note that scholarships applications are due April 1 for the following academic year.

The Advisory Committee also gratefully accepts any contributions that you, your friends, or relatives wish to make to our school. All donations go directly to benefit our M&M Scholarship Fund. Contributions can be a special way to express sorrow, remember a birthday, anniversary or birth, or recognize an accomplishment. You will find a contribution form at the back of this handbook.

Memberships

Colonial Preschool is a member of the Christian Early Childhood Association of Greater Kansas City and our Director is a Board Member. Colonial Preschool is also a member of the National Association for the Education of Young Children.

Insurance

All children and staff are covered by accident insurance while participating in school activities.

Office Hours

The preschool office is open Monday-Thursday from 7:30am to 4:00pm.

School Calendar

You will receive a school calendar at the beginning of the year. Please note that the center is closed the Wednesday, Thursday and Friday around Thanksgiving, 2 weeks at Christmas time, a week of Spring Break, and for President's and Martin Luther King Jr. Days. We are also closed two days in October and the beginning of March for Parent/Teacher Conferences. There is no deduction in tuition for these days.

Tuition

Tuition for September is due by August 15. After that, tuition is due the 15th of each month, October through May. A late fee of 10% of the total tuition amount will be charged after the 5th of the month. Please let the director know if you need to make special arrangements for a later payment based on a personal or financial situation. Also please note, as stated above, that there is no deduction in tuition for Christmas and Spring Break, Labor Day, Martin Luther King and President's Day, or Conference Days. Our monthly tuition fees are based on our costs for the year, and divided evenly by the nine months the children attend. There is no tuition reduction for extended absences or snow days. Also please note that our tuition income does not cover the entire cost of running this program. The Colonial Presbyterian Church congregation has very generously and faithfully maintained the additional financial responsibility of supporting our ministry for 50 years.

On-Line Payment Information

- You may make online payments using your credit or debit card by going to our website: www.colonialpreschoolkc.org. Click on the Wornall site link to find the payment link.
- Due to fees charged by the bank, we ask that if you use online payment, you add \$5 per month to your regular tuition amount to help offset these charges.
- If you would prefer to set up a recurring online payment through your bank, please use the following information:

Payee: Colonial Preschool – Wornall Campus
Address: 9500 Wornall Road Kansas City, MO 64114
Account: Child's Name/Class (i.e. Jane Jones/Fours MW)

Curriculum

Colonial Preschool has used the expertise of professionals and our own staff over the course of its 52-year history to develop its own unique, developmentally appropriate curriculum. Our lead teachers use this curriculum as a foundation to design their classes' monthly lesson plans, incorporating their own professional knowledge and experience, and taking into account the individual needs of the children in their class each year. Although all teachers work toward the same educational goals and use Colonial's extensive curriculum, they are allowed the autonomy under the supervision of the directors to be creative in providing a tailor-made experience for their own class, since we know every group of children is different.

Potty Training Policy

All children in our three year old through TK classes must be fully and reliably potty trained. This requires that they are wearing cotton underpants, not pull-ups. Our preschool classrooms, with the exception of our two year old room, are not licensed nor equipped for diapering. Children will be accepted into these classrooms on a four-week trial basis. Several accidents in

the first two weeks to one month are an indication that the child is not sufficiently potty trained, and we reserve the right to request that the child be removed from our program. Children in our two year old classroom do not need to be potty trained.

Immunizations

The state of Missouri has specific requirements regarding your child's immunizations. They have increased their emphasis on compliance by performing an annual review of each child's medical records through preschools via onsite visits. Please assure that you have had your doctor's office complete your child's records, and have returned them to us prior to the start of the school year. We also ask that you submit an updated immunization form if your child receives immunizations during the school year. **Please note that parents are required to complete an immunization exemption form if your child has not received any recommended immunizations for any reason. Non-immunized children must be excluded for 2 weeks from our program if a vaccine preventable illness occurs.**

Illness Exclusion Policy

Please note our exclusion policy for sick children on page 18. Note that children must be kept home at least 24 hours after a fever breaks. If your child becomes ill with a communicable disease, please notify the office so that parents of exposed children can be alerted. Please note that children not immunized will be excluded from participating in the program during any outbreaks of vaccine preventable illnesses. As a courtesy, always contact the office if your child will be absent.

Medication

In the event medication must be administered to your child during school hours, an authorization and release form must be completed and signed by a parent. These forms are available in the administrative assistant's office and must be on file prior to the dispensing of any medication. Medications must be in their original containers and labeled with your child's name and dosage required.

Entrance, Parking, and Pickup

Each child is to be escorted by the parents to his/her classroom. Do not, under any circumstances, let your child out in the parking lot to come into school unescorted. **Never leave siblings in the car or outside the center unattended. If this is observed, the Department of Social Services will be called.** For the safety of all our families, please drive slowly as you are coming in and out of the parking lot. You may enter through the office doors near the playground or the sanctuary doors on the west side of the building. All other entrances are locked. **DO NOT PARK CURBSIDE BY THE SANCTUARY. IT IS A FIRE LANE.**

All children are to be picked up at their classroom at the close of each school day. If your child has not been picked up within 10 minutes of the close of school, he/she will be taken to the office and you will be called. A late fee of \$1.00 per minute will be charged after the first 10 minutes. Late fees are charged at the discretion of the director, in order that extenuating circumstances may be taken into account. Late fees will consistently be charged for those making a habit of arriving late, or for those who have simply "forgotten" or "lost track of time."

Please remember that we will release your child only to the people you listed as authorized to pick up your child on the enrollment forms. The teachers have the names of these people and will ask for a driver's license identification if they do not recognize the person. Please feel free to add to or delete from this list at any time throughout the school year.

Attendance and Pick-Up Policy

We request that you make every effort to arrive promptly at the beginning of class time. In that way, your child will be off to a good start for the day and included in all activities. Likewise, we ask that you not pick your child up early on a regular basis. This can be disruptive to the rest of the class, as other children are then concerned about when their parents will arrive rather than focusing on the remaining activities for the day.

We also ask that you maintain regular attendance for all the days you are enrolled in order to give your child the full benefit of the curriculum. It is not acceptable, for example, to enroll in a three day class and attend only two of the three days. Your child, in that case, would be missing out on a significant portion of the curriculum activities and learning concepts that overlap from one day to the next.

Observation Policy

Colonial Preschool has an open door policy and welcomes parents to visit their child's classroom to observe the day's activities. We do request, however, that you contact the office in advance to schedule this at a time of day which will give you the best picture of your child's learning activities. We also ask that you please limit your time in the classroom to no more than one hour, since these visits are often somewhat distracting to the children and the class.

Please remember that your visit to the classroom is a time for you to get a glimpse into the activities of a particular class as an observer. We ask that you refrain from offering to help the teachers or the children, and that you do not interject yourself into any activities or situations during that time.

Cancellation of School

We will follow the decision of the Shawnee Mission School District regarding when school is to be cancelled for snow or inclement weather. We do not observe Shawnee Mission's late arrival or early dismissals; in those instances, our opening and closing times will be the same as usual. Please note that in the event of school closing, you will not be called. Colonial Preschool will also be listed as an individual school on Fox 4 News channel. Should Colonial need to close for any other emergency, you will be notified by phone. There is no reduction in tuition for snow days as our staff is still paid for those days.

Emergencies/Safety

Teachers will follow emergency procedures in case of injury or illness to a child and parents will be notified immediately. Please be certain that the preschool office has all pertinent current telephone numbers. We practice fire and tornado drills regularly. Your child's safety is very important to us and he/she will be supervised at all times.

Allergies

Many children today have allergies, and therefore we strive to ensure that every child in our school is in the safest possible environment. For that reason, **we are a nut-free school**. We have children in our care who have life-threatening allergies to nuts. We ask that you do not bring any peanuts, nuts, or anything that may contain nuts.

What to Bring

All children should bring a backpack with an extra set of clothing each day. Children are encouraged to wear comfortable clothing that can be easily managed for bathroom needs. For modesty's sake, we encourage our little girls to wear shorts under dresses. All children play outdoors every day (except in extreme weather conditions) and warm outer clothing is a must. Please remember to label all of your child's belongings – backpack, coat, hat, mittens, etc.

For children in the twos classroom who are not potty trained, please send 3-4 diapers in your child's bag each day. The preschool provides wipes.

You will need to send a lunch/drink marked with your child's name. Please remember not to send peanut butter or liquid milk in your child's lunch. Cheese and yogurt are acceptable. Please note that due to the large number of children in our school, we are unable to refrigerate lunches or heat any meals. Also, please send two small blankets or towels for rest time.

Snacks

Snacks are to be kept simple, and are intended as a small energy boost, not a meal. If the children have too large a snack, they often will not eat their lunches. Parents may sign up on the bulletin board outside the classroom to volunteer to provide the snack for the class. Please bring one snack item. If you choose to provide juice, it must be 100% juice. We serve water with all other snacks. Please refer to the snack guideline list in the back of this handbook for suggestions. Please note that parents of our two year old children are requested to daily bring a snack of your choice for your child.

Birthdays

Cookies and decorative napkins may be brought for snack time on your child's birthday. Please do not bring cupcakes or cake as these are very messy. To alleviate any child having hurt feelings, we ask that no birthday party favors or invitations be sent to school for distribution by the teacher. If a parent wishes to provide something extra for the class in honor of their child's birthday, we suggest a book or CD be given to the school for the enjoyment of all the children.

Holiday Parties

Your classroom teacher will inform you of any classroom celebrations in conjunction with all holidays, and of her procedures for those parties.

Classroom Ratios

There are two teachers in each classroom – a lead teacher and an assistant teacher. The following are our ratios for each age group: two-year-olds 1:4, three-year-olds 1:7, four- and five-year-olds 1:8. These ratios exceed regular state licensing requirements.

Parent Communication

Communication between parents and staff is very important, and parents should feel free to consult with the lead teacher at any time regarding their child's development or school activities. You can contact your child's teacher by sending a note or by leaving a message with the office. We ask that you do not discuss your child with the teacher in his/her presence.

For the sharing of classroom, program and general information, we will use a variety of methods to communicate with you:

- Monthly newsletters from each classroom, an administrative information newsletter and school calendar will be posted on our website at colonialpreschoolkc.org. Newsletters will not be sent home in backpacks. If you prefer a hard copy, please let your administrative assistant know and she will provide one for you each month.
- Personal emails will be sent regarding individual situations and/or requests.
- "Ask Me About My Day" information sheets listing the classes' activities will be posted outside the classroom door each day.
- Updates or reminders of activities will be posted on signs in the center and communicated via email.

- Fall and spring conferences will be held for children 3-5, and offered as optional for our two year olds in the Spring.

Because email is an important and convenient means of communication, it is imperative that you contact us immediately if you change your email address.

Parent Involvement

We welcome and encourage parents to participate and/or volunteer their time and talents at our school. Advance notice is appreciated, so please let the office or lead teacher know ahead of time. There are several events throughout the year that we ask parents to help organize or plan. Please sign up at the Parent Orientation or check with the director.

Enrichment Classes:

Movement Is Fun (MIF)

This sensory motor integration program designed to introduce the children to physical education is conducted on a weekly basis for all children 3-5, and for some of our two year olds depending on their day of attendance and the MIF schedule. It incorporates music and specifically designed movement sequences and activities to enhance motor and cognitive skills. Please avoid sending girls in dresses on these days, and have your child wear shoes and socks that are easy for them to take off and put on by themselves.

Joyful Noise (Music)

Children will attend music class every other week, and will enjoy exploring instruments, learning about different styles of music, dancing with streamers and scarves, dramatizing music with props and puppets, and singing with joy and exuberance.

Screenings

Children in our threes, fours, and Transitional Kindergarten classes will be evaluated for hearing and Colonial will pay any cost involved. Vision screening occurs on a regular basis through the Missouri Lions Eye Research Foundation. Our MIF and classroom teachers are trained to identify children with potential motor and developmental concerns or delays. Upon our teacher's recommendation, and with parental permission, our trained administrative staff is able to administer a developmental screening using the DIAL 3 developmental testing tool to provide more extensive information to you, and to assist in determining whether a child should be referred for further professional testing.

Kindergarten Readiness

We provide a session each year for parents of children potentially entering Kindergarten called "Kindergarten—Ready or Not." To assist our parents in making this very important decision, we offer valuable insight regarding the many aspects of development which affect a child's physiological, social, emotional and academic readiness. In addition, our program coordinator will make it her priority to spend a significant amount of time in each classroom helping our teachers to assess readiness, and helping to identify children who could benefit from the gift of another year of preschool. If you have a four year old child with a birthday falling in the months of January through August, you will want to attend!

Disenrollment

If you wish for any reason to disenroll your child from the school, you must fill out and sign a disenrollment form in the preschool office. **Your \$100 registration fee is not refundable.**

The preschool may choose to disenroll a child for one of the following reasons: the child is not benefiting from the program, the child is not allowing other children to benefit from the program, or a child other than a two year old is not fully potty trained.

Illness Exclusion Policy

A parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility as described below:

1. The illness prevents the child from participating comfortably in facility activities;
2. The illness results in greater care than the child care staff can provide without compromising the health and safety of other children; or
3. The child has any of the following conditions and poses a risk of spread of harmful diseases to others:

| Symptom: | Re-Admit: |
|---|--|
| An acute change in behavior including: <ul style="list-style-type: none"> • lethargy/lack of responsiveness • irritability • persistent crying • difficulty breathing • uncontrolled coughing • noticeable (spreading) rash • or other signs or symptoms of illness that might pose a risk of spreading harmful diseases to others | After medical evaluation indicates inclusion in the facility |
| Temperature of 100 orally, or 101 auxiliary or higher | Free of fever for 24 hours |
| Purulent Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) | 24 hours passed after treatment was initiated |
| Drainage from the ear | All drainage from the ear has ceased |
| Untreated Lice, Scabies or other infestation | After treatment |
| Vomiting illness | Free of vomiting for 24 hours and child is not in danger of dehydration |
| Uncontrolled Diarrhea Blood/mucus in stools not explained by dietary changes, medication or hard stools | Free of symptoms for 24 hours |
| Mouth Sores or Blisters | Sores are healed or health provider determines symptoms do not indicate a communicable disease |
| Rash with fever or behavior change | Until gone or a health care provider determines that the symptoms do not indicate a communicable disease |
| Abdominal pain that lasts more than two hours or intermittent pain associated with fever or other signs or symptoms of illness | Free of symptoms |
| Communicable Diseases (chicken pox, strep throat, pertussis, mumps, measles, hepatitis A) | Free of symptoms; Chicken pox—when blisters have become scabs |

Illness Reminders

- If your child is diagnosed with a communicable disease, please notify the office so that parents of exposed children can be alerted.

- Please note that children not immunized will be excluded from participating in the program during any outbreaks of vaccine preventable illnesses.
- As a courtesy, always contact the office if your child will be absent.

Snack Guidelines and Suggestions

- **Parents, note that we wish to emphasize healthy eating for the children. Please refrain from offering sugary treats with no nutritional value.**
- You may bring one of the snack items listed below for your child's group for their morning snack. If you choose to bring a juice only, we will provide crackers to accompany it. Please be certain that it is 100% juice.
- **BECAUSE OF SEVERE ALLERGIES, PLEASE DO NOT BRING NUTS or ANY PRODUCT WITH NUTS IN IT. THANK YOU.**
- Feel free to bring special treats on your child's birthday. Please notify your child's teacher that you will be doing so. We ask that you avoid bringing cupcakes or a large cake, as they are especially messy for our preschool children (and our carpets).

Healthy Snack Suggestions:

100% fruit juice
 Graham crackers
 Animal crackers
 Vanilla wafers
 Ritz crackers with cheese
 String cheese
 American cheese slices
 Fruit smoothies (mini bottles)
 Fruit/cereal bars
 Mini bagels with cream cheese
 Whole grain crackers
 Pita bread slices with hummus, all fruit jam, or cream cheese
 Yogurt
 Fruit or dried fruit
 Mini rice cakes with all fruit jam
 Trail mix, no nuts (pre-packaged only)
 Vegetables and dip

Please remember that serving sizes should be small. For example, the children do not need a whole banana or a whole fruit/cereal bar if they are the large size. This snack is intended as a quick and light "pick me up" to re-hydrate and re-energize the children to get them through the morning until lunch time.

THANK YOU SO MUCH FOR VOLUNTEERING TO BRING SNACKS FOR THE CHILDREN!

BEHAVIOR MANAGEMENT

Philosophy

We believe that as we strive to allow children freedom, creativity, and decision-making opportunities, this is best done within a structure offering reasonable guidelines and boundaries. We believe that children need the security of specific and consistent rules, both for their safety and for their social development. Positive guidance for these young children incorporates discouraging undesirable behavior and promoting positive behavior through consistent supervision and role modeling. It is our ultimate goal to foster self-discipline and self-control in our children

Colonial Preschool incorporates the wisdom and professional expertise of a wide variety of experts and their programs. We daily implement the wisdom of our own Carlene Martin, B.S., MMIN. Carlene is retired after serving over 35 years in Children's Ministries here at Colonial Presbyterian Church. Carlene has compiled psychologically based research into an understandable and entertaining format which enlightens us as to why we all, including our children, act the way we do, and how those intrinsic personality characteristics affect our family relationships. Our staff is trained on that information, and we have these resources available for our parents.

We also incorporate the Love and Logic method developed over 30 years ago by Jim Fay and Foster Cline, M.D. Love and Logic techniques teach logical consequences for behaviors, and give teachers and parents simple but effective tools which help children to make the right choices in everyday situations. Many resources from this program and others are available to you in the center's parent library.

Proactive Steps to Avoid Problem Behavior

The physical environment of the classroom should be structured in a way that assists in avoiding problem behaviors, such as running or using equipment inappropriately. Great importance is given to planning intriguing activities and providing engaging possibilities in the learning centers. Teachers constantly observe, supervise, and interact with the children and, therefore, are ready to redirect the child's attention before problem behavior occurs. The teachers act as positive role models for the children at all times, speaking respectfully and politely to the children and each other, exhibiting appropriate conversation as they work, play and at mealtime. The teachers model behaviors we want the children to learn, such as sharing and what "words to use" in peer conflicts and difficult situations. A consistent daily schedule is implemented so that the children know what to expect and are prepared for transition routines between activities. Classroom rules are discussed with the children, with emphasis placed on our love for them, living as Jesus would want us to, and their safety. Children understand that there will be consistent consequences for unacceptable behavior.

Guidelines for Children

Our final goal is for children to learn how to make acceptable choices within reasonable limits, and to learn the skills and vocabulary necessary to interact in a socially positive fashion. Teaching children to become independent decision makers and problem solvers is an ongoing process which, with consistent and constant guidance, they gradually incorporate and build on from year to year as they mature developmentally. When problem behavior occurs, parents will be notified on that same day by the teacher personally or by a written documentation using a behavior management form, depending upon the specific situation. A meeting with the director,

program coordinator, teacher, and parents may be set up if the behavior becomes persistent, is harmful to the other children in the class, or is indicative of more serious developmental issues.

Guidelines for Staff

Staff will use positive discipline methods such as those outlined in the Love & Logic programs that promote self-discipline, expression of feelings, and respect. Corporal punishment and/or verbal belittling are never acceptable. Unacceptable or questionable actions by a teacher must be reported to the director by the observing staff member. At that time, a meeting will be arranged to discuss the problem and develop a plan for the teacher. An immediate leave of absence may occur depending upon the seriousness of the situation. Parents will be notified if a child was directly involved, and follow-up observations and meetings will be held with the director to assure a correction in performance by the teacher.

Special Techniques Used By Staff

Teachers instill a sense of ownership and responsibility in their class by providing opportunities to contribute positively, such as with a helper's chart. Praise and encouragement are given often when good behavior is observed. When a problem behavior does occur, the first step is generally distraction or redirection to a more appropriate activity. Love & Logic techniques include empathy, choices, and logical consequences for behaviors. 1-2-3-Magic is also incorporated for some children with whom it is effective. Training on these techniques is provided for our staff.

In some cases, a child may need to be removed from a situation. We consider time out as a last resort and encourage its use in as limited a way as possible. We use timeout mainly for issues of safety, in order to prevent its overuse and maintain its effectiveness. The teacher will explain why the behavior was unsafe and problem solve with the child about what would have been a better choice. The teacher may choose a different, specific activity for the child, which gives the child a chance to calm down and directs their attention to something else. A "safe place" or "quiet corner" may be used to give the child a chance to calm and reflect. In more serious instances, the child may be removed to the hallway or to the program coordinator's or director's office where their help is enlisted. Punishment which is humiliating, frightening, or physically harmful to the child is strictly prohibited.



Philosophy on Bullying / Harmful Behavior

We know it is our responsibility to make sure all the children in our care understand and are confident that we will protect them from being harmed by others. Furthermore, we deem it our duty to give children the tools to help cope with difficult or unpleasant situations regarding a classmate's behavior. We believe that we are doing our children a great service to teach them to advocate for themselves and to handle any such challenges confidently. This is a skill we know will serve them well their entire lives.

We will teach all our children several things in regard to harmful behaviors in our school:

1. **WE LOVE AND CARE FOR ALL GOD'S CHILDREN.**
We love all our friends with the love of Jesus, and we will work to help our friends learn the right behaviors and how to treat each other with that love. We understand that this is harder for some of our friends than others, but we will love them as children of God while working to help them act as He would have us act.
2. **HURTING OTHERS IS NOT OKAY.**
It is not acceptable for any of our classmates to hurt others. We encourage the children to "report" this behavior to the teachers immediately. This is not the same as "tattling" about something unimportant.
3. **SAYING UNKIND THINGS OR HURTING OTHERS' FEELINGS IS NOT OKAY.** It is not okay for any of our classmates to say unkind, hurtful or "bad" things. Again, we encourage the children to report this to the teachers. In both instances, the teachers will help the children to talk through these situations, and will model the words for them to use to defend themselves.

In all challenging situations in our classrooms and on the playground, we will work to help the children have the words to use to report and to stand up to or walk away from another child when needed. In addition, we will work diligently through a variety of techniques to help the "offender" learn to communicate their needs appropriately rather than lashing out physically or verbally.



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