



Children's
Corner
Preschool

Nurturing God's
Children for
Success

CHILDREN'S CORNER PRESCHOOL FAMILY HANDBOOK

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1. **Children's Corner Preschool** – Children's Corner Preschool (CCP) is a ministry and a mission of First Presbyterian Church (FPC) Kerrville serving preschool children of working families.

2. **Mission Statement**

“Nurturing God’s Children for Success”

Children's Corner Preschool, a Christian environment, is committed to nurturing children's growth to reach their God-given potential – academically, socially, emotionally and spiritually. Children are encouraged to explore the world around them, to discover the joy of learning, and to foster feelings of security, success and responsibility.

3. **General Information**

Address: 800 Jefferson Street
Kerrville, Texas 78028
Phone Number: 830-257-2088
Fax Number: 830-257-3393
Church Office: 830-257-3310
Director: Scott Russell
Email: srussell@fpckerrville.org

4. **Statement of Non-Discrimination**

CCP is an equal-opportunity provider. All children and families are welcome at CCP, regardless of race, color, national origin, gender, sexual orientation, religion, political beliefs, marital or family status, or disability.

5. **History**

From its modest beginnings as a part-time preschool in 1974, CCP has enjoyed a long and rich history as a ministry and a mission of FPC. The program began with three classes meeting just two days a week; but the very next year, 1975, saw the addition of another class and another morning to its schedule. In the late 1986 the school became a licensed preschool facility under the guidelines established by the State of Texas. CCP expanded to five mornings a week, and families were able to choose how many mornings their child would attend. The program at that time did

not meet during the summer months. By the early 1990s, however, a growing need in Kerrville became apparent not only for quality preschool education, but also for full day child care for children of working families, so the program was expanded to meet those changing needs. All of those involved with CCP throughout its history have held in common the desire for it to be a preschool program of highest standards. Each child and adult who has ever been associated with this ministry has learned about and been reminded of God's eternal love and amazing grace.

6. Governance

CCP is a ministry and a mission of First Presbyterian Church, Kerrville, TX. The Session is the governing body of the Church. A permanent committee of the Session, the CCP Committee, provides oversight of the CCP ministry and mission in accordance with the Church's Standards of Procedures.

The committee includes the Director of CCP, appointed elders, church members, and a CCP parent. The CCP Committee is accountable to the Session of First Presbyterian Church.

7. Child Care Licensing Information

CCP is licensed by the Texas Department of Family and Protective Services (DFPS) and operates in accordance with all laws, rules and standards stated in the Childcare Center Minimum Standards and Guidelines published by this Department. A copy of the Department's most recent inspection report is posted by the CCP office. Upon request, we will provide a copy of the Childcare Minimum Standards Guidelines. You may contact child care licensing at:

www.dfps.state.tx.us/child_care_licensing/default.asp

Reporting Child Abuse

As safety is our main concern at CCP, please understand that any abuse or suspected abuse will be reported to the appropriate authorities as required by the DFPS. In the event that our staff members see signs of any type of abuse to a child enrolled in CCP, we are mandated by state law to report our suspicions to appropriate authorities.

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking

- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Child Abuse Hotline: 1-800-252-5400 or www.txabusehotline.org

8. Hours of Operation

Our daily hours of operation are 7:30 a.m. to 5:30 p.m. Monday-Friday with classes beginning at 8:45 am. The security system for the school is activated from 9:00 a.m. – 4 p.m. everyday. CCP is a year-round preschool and a yearly calendar with all school closings is provided for every family. A copy of the calendar may also be found on the parent information board located outside of the CCP office.

Children will not be accepted into care after 8:45 am unless previous arrangements have been made with the child's teacher and office personnel.

Even though teachers might be in the building preparing for the day, **children will not be accepted into classroom until 7:30 a.m.** CCP closes promptly at 5:30 p.m. Children who are picked up late may be charged late fees listed herein: 5:30 p.m. to 5:45 p.m. – \$25.00 flat charge, and \$1.00 per minute thereafter.

9. Classroom Visits

CCP has an "open-door policy." Parents/guardians may stop by the school at any time during hours of operation unannounced and visit their child's classroom or observe the preschool. We encourage family involvement in our program and welcome visitation regularly. **HOWEVER, ALL VISITORS MUST FIRST CHECK IN AT THE OFFICE BEFORE GOING TO THE CLASSROOMS.**

10. Registration and Immunization Requirements

It is the policy of this preschool to give those students presently enrolled in CCP priority enrollment for the upcoming term.

Your child's admission is contingent upon the following requirements being met:

1. A completed enrollment packet with all appropriate signatures;
2. A current immunization record; each child must meet applicable immunization requirements specified by the Texas Department of Health. All immunizations required for the child's age must be completed by the date of admission.
3. Each person who is permitted to drop off or pick up a child will need to present a government issued photo identification to be copied and kept on file with the child's records.

Parents/guardians will be asked to review and update their child's file periodically. If any changes occur with your contact or pick up information, please notify the school office immediately.

11. Sign-In and Sign-Out Procedures

All children must be signed in and out daily. When a child is enrolled in CCP, the enrolling parent/guardian will be asked to list the names of all people given permission to drop off and/or pick up their child from school. Parent/guardian, or the designated person, must physically check the child in /out with a staff member by signing the sign-in/out sheet for their child's classroom. If anyone not on the list is going to be dropping off/picking up your child, please contact the school office in advance. The person must come to the office so their identification can be verified before they pick up the child.

CCP is not responsible for children left unattended by parents, either before sign-in or after sign-out.

12. Tuition

Tuition is due on or before the first day of each month. If you need to make special arrangements to pay tuition, you must speak with the office and receive verbal and/or written permission.

If payment is not received by the 15th of the month and arrangements have not been made, your child will not be accepted into care until your monthly balance is no longer in arrears.

All payments must be made by check, cashier check or money order. Cash will not be accepted. Any payments that are made after the end of the month will be assessed a \$25.00 late fee on the 3rd day of the following month and until these fees are paid

and the account is current, your child will not be allowed to attend school.

Tuition must be paid in full each month, regardless of whether your child is here every day. There is no reduction in tuition for school holidays, teacher work days or bad weather days.

Returned Check Policy

CCP may charge a \$25.00 returned check fee for each returned check given to the preschool. When paying your return check fee and tuition they must be paid by cash or money order within three days to continue care. Any persons having two returned checks must pay their monthly tuition in cash or money order thereafter.

13. Withdrawals

Parents/guardians may withdraw a child from CCP at any time, although we do request that you sign and date a two-week written notice of intent to withdraw. Anyone who withdraws a child without such notice may still be liable for the last two weeks of tuition, depending upon circumstances. Any balances left unpaid at time of withdrawal will be reported to a collection agency. Withdrawal and subsequent re-enrollment within 30 days will not necessitate an additional registration fee.

14. Tuition

For families needing tuition assistance, you can contact Child Care Services (CCS) at 800-204-7905 to begin the application process.

15. Discipline/Guidance

State minimum standards require us to inform you of the guidelines for discipline at CCP. They are as follows:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

Staff members will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel or unusual treatment of any child. Corporal

punishment of any kind is prohibited.

Our goal is that the child will become self-disciplined. Our staff tries to use verbal reminders and redirection in response to inappropriate behavior. In cases where a child may be a safety threat to themselves or to other children, the teacher may use short periods of separation as mentioned above. There may be times when a teacher needs to consult a parent/guardian about a persistent disruptive behavior.

A child in CCP will be expected to function normally within the rules and guidelines of the classroom and school. Should a constant discipline problem develop, which cannot be solved by the parent/guardian and school working together, the child will be dismissed from enrollment.

The aim of CCP is to use positive guidance and reinforcement to enable a child to develop high self-esteem in the knowledge that they are loved by others and by God.

16. Biting Policy – Suspension & Expulsion

It is an historical fact that younger children bite and occasionally lash out at others. This type of behavior usually stems from frustration and/or lack of verbal skills to communicate wants and needs to others. In most cases, with patience and cooperation between parents and staff, these problems are alleviated. However, if there is a continuation of this behavior, the school does reserve the right to dismiss a child if he/she shows an inability to adjust to the preschool's program. A conference with the parent/ guardian will be scheduled before such action is taken.

17. Babysitting/Child Care

Employees of CCP, including teachers, aides, and office staff are not allowed to babysit or provide any other child care services outside of school time for a child who attends CCP, unless the parent/guardian has completed a waiver. A copy of the waiver may be obtained from the CCP office. The completed signed waiver must be turned in to the CCP office before the date of service.

18. Health Checks & Illness and Exclusion Criteria

The following guidelines have been established in accordance with Texas Child Care Licensing guidelines to determine when a child should not be at school:

1. Is not able to actively participate in all class activities.
2. Has a fever over 100 degrees. The child must be fever-free for 24 hours without medication before returning to school.
3. Has a strep infection. The child should remain at home until he/she is fever-free and has been on antibiotics for 24 hours.
4. Has green secretion from his/her eyes or nose. The child should remain at home until a doctor has determined that he/she has neither

conjunctivitis nor a severe cold. If the child has conjunctivitis, the child must remain at home until he/she has been on medication for 24 hours and symptoms have dissipated.

5. Has frequent, watery, bowel movements. If the child has continued bouts of diarrhea, the parent/guardian will be asked to take their child to the doctor to determine if the condition is contagious.
6. Your child is suffering from nausea and vomiting. The child should be kept home until he/she can tolerate a normal diet and has been symptom-free for 24 hours.
7. Has an undetermined rash or spots.
8. Has impetigo. The child should be kept at home until all lesions have scabbed and are dry, and he/she must have a doctor's note to return.
9. Has head lice. The child should be kept at home until he/she is nit-free.
10. Has any illness that your doctor considers contagious.
11. Has had a procedure (such as tubes placed in ears, etc.). Children should be kept at home for 24 hours after procedures.

Parents will be notified if any of the above symptoms occur during the day. CCP staff will not treat these symptoms unless it is an emergency. If it is decided that the child should be picked up, we asked that they be picked up as soon as possible.

19. Medicines

1. Medication will only be administered at lunch time unless the child is in the nursery.
2. All prescription medication must be in *original* container with *original* label.
 - Medication will be administered only to the child listed on the label.
 - No medication will be administered beyond the expiration date listed on the label.
3. Non-prescription medication must have:
 - Original label on bottle with dosage information and expiration date
 - Your child's age group listed on the label
4. Non-prescription fever reducers (Tylenol, Motrin, etc.) will **not** be given unless
 - You have written directions from a physician or
 - Your child is under 17 months old and is teething
5. Both prescription and non-prescription medication must be accompanied by a Completed CCP medication form filled out each time medication is to be given.

20. Medical Emergencies

In case of a medical emergency, CCP will:

1. Ensure that the child's medical needs are taken care of immediately.
2. If EMS needs to be contacted, we will call 9-1-1 first and then notify the parent/guardian. If the child is not in immediate danger, we will contact the parent/guardian first.

21. Hearing and Vision Screening

All four-year-old children must be screened for possible hearing and vision problems within 120 days of enrollment. Any 4-year old child who registers after the screening will also need to be screened with 120 days of enrollment.

22. Emergency Preparedness

CCP practices fire drills each month, and all fire escape routes are posted by the doorway inside each classroom, as required by state law. Disaster drills (including tornado or severe weather) are held four times a year. Should CCP buildings have to be evacuated for any reason, our emergency evacuation site is the YES Center, located behind our facility on the corner of Washington and North streets. We also have an off-campus emergency evacuation plan in place.

23. Curriculum and Objectives

CCP is committed to the complete development of each child. We believe preschool children learn through play in a variety of settings: creative art, science, literature, finger plays, music/ movement/rhythm, dramatic play, outdoor play, and a diverse application of gross and fine motor activities. It is the goal of CCP to provide developmentally appropriate learning opportunities for all ages. In addition to individual development, students learn problem solving through teamwork and sharing.

Preschool classes cover the “Essential Elements of Learning” as set forth by the Texas Education Code (House Bill 72). Moreover, CCP is committed to the academic, social, emotional and spiritual growth of each of its students. Currently CCP is using the “Strategic Learning” curriculum. The curriculum is available for review in the CCP office. All children two years of age and older attend a brief chapel service together once a week which incorporates music and singing, a simple Bible story and reinforcement of God’s love for each of them. Please know that we will give hugs at CCP and will comfort and nurture your child.

Our curriculum includes a wide variety of activities, including but not limited to:

- **Music** - Our goal is to give each child a positive experience with music. At CCP, children discover the fun of creating music in a group situation. Our program is designed to encourage active involvement in music in several ways. Children are exposed to a wide repertoire of songs, not only singing them, but also in using rhythm instruments and movement.
- **Art** - Arts and crafts at CCP are designed to give students an opportunity to enjoy as many creative experiences as possible. We follow the theory that art is about the process and not the product, encouraging each child to make their artwork their own. We proudly display children’s artwork in classrooms, hallways, and common areas.
- **Motor Development** - CCP pays special attention to the importance of developing a child’s various perceptual-motor elements (locomotion skills, eye-hand and eye-foot coordination, balance and body awareness).

These skills are practiced in age-appropriate activities in each classroom and on the playground.

- **Animals** - Some of the classrooms will have “pets” which provide additional learning experiences. If your child’s class has a pet, the child’s teacher will notify you in writing. The animals will be safe and kept in sanitary conditions. Children will not handle the animals, and all staff is required to practice good hygiene and hand-washing after handling the animals or items used by the animals.
- **Water Activities**
During the hot summer months, CCP students will participate in sprinkler play activities.
- **Pledge of Allegiance**
CCP will say the Pledge of Allegiance daily.

Naptime

A supervised sleep or rest period after lunch will be provided for all children 18 months of age or older. Children will be allowed to sleep no more than two and a half hours. After an hour of rest, any child who has not fallen asleep will be provided a quiet activity to do such as puzzles or books. Children between 12-17 months will transition to one nap a day after lunch time. Children younger than 12 months will not have a scheduled naptime as we follow the child’s sleep schedule.

24. Classroom Needs

Upon your child’s admission to school, their classroom teacher may give you a list of specific age-appropriate items for your child’s use in the classroom and while at school. Please remember to label all items that belong to your child.

Clothing and Personal Belongings

Please keep two changes of clothes in your child’s cubby. Please mark your child’s clothing with his/her name. Please do not send your child in clothing that may be too tight or loose, especially if toilet training. CCP is not responsible for clothing that is lost or damaged. Please send your child in clothing that can get dirty or stained. **Students should wear closed toe shoes, not flip flops or Crocs.** Sneakers provide the best support for running and jumping, where flip flops and Crocs may cause a child to trip.

Parents are expected to provide insect repellent and sunscreen for their children. In the event a child does not have their own sunscreen, CCP will provide Neutrogena Sunscreen which is hypoallergenic and PABA free. CCP will use Off Insect Repellent on an as need basis.

CCP does not assume responsibility for any items your child brings to school from home and would ask that they only be brought on Show and Share days your child’s teacher has set up.

25. Food Program

CCP is approved by the Texas Department of Agriculture to participate in the state administered child nutrition program. Healthy and nutritious monthly menus have been planned and are prominently posted so you can see what your child will be eating each day. This is not an optional program. All children who are 12 months of age or older eat the meals that are prepared and served here. If you have a child who is 12 months or younger, you have the option of either using the formula and baby food we provide or providing your own. You may stop by the office and pick up a list of guidelines for the infant feeding program. We will provide a refrigerator for breast milk and a quiet place to nurse.

Breakfast is served each morning from 8:15 – 9:00 a.m. If for any reason your child arrives later than 8:45 a.m. and you have not notified the office, they will not receive breakfast that day. Breakfast consists of milk, a fruit, and a whole grain food such as cereal, muffins, toast, etc. Lunch is served from 11:30 a.m.-12:30 p.m. Lunch consists of a meat or meat alternative, a whole grain, two servings of fruits and/or vegetables and milk. An afternoon snack is served from 2:30 – 3:15 p.m., consisting of a healthy choice from two of the required food groups.

The Food and Nutrition Program requirements mandate that we use whole milk for children 12-24 months and fat free milk for children 25 months- 5 years. Due to high sugar levels, we do not serve fruit juice.

If your child cannot have either of these foods or has any other food allergies, we will need a note from your child's doctor saying that they should not eat certain foods. All special diet requirements must be from the doctor and submitted with the enrollment packet for them to be honored.

The food is served family-style around tables in the individual classrooms, under the supervision of the teachers and aides. CCP is providing positive lessons in table manners and mealtime socialization, teaching children to wait their turn and to serve themselves.

Your child will not be permitted to bring outside food into the classroom. Please encourage them to eat the food that is served and that their friends are eating.

26. Special Parties

Birthdays are special at CCP. If you would like to recognize your child's birthday in a special way, we will be happy to have you bring cupcakes or cookies for each person in your child's class, to be served during afternoon snack time. Please make prior arrangements with the class teacher.

As a means of reinforcing appreciation of cultural heritages, our teachers incorporate into their lesson plans special focus on seasonal holidays. If you would like to provide a special seasonal treat or activity to celebrate a holiday, please check with your child's teacher.

27. School Pictures

A professional photographer will take your child's photograph at least annually. You will be notified in advance of the date when your child's class will be having pictures taken. This service, and the purchase of pictures, is optional.

28. Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. CCP will provide responsible adult supervision and will carefully comply with all Texas seat belt/car seat regulations. Parents are always welcome to join us. You will receive notice in advance of any planned field trip and Written permission slips will be required.

CCP will transport children only during field trips. Please note there have been recent changes to the Texas Department of Transportation seatbelt laws. CCP cannot provide car seats during field trips and will not transport children who do not bring a car seat.

Should you choose not to have your child participate in a field trip, your child will temporarily be placed in another classroom as vacancies allow. Please be aware that classroom activities in such a situation may not be age-appropriate.

29. Toilet Training

To be toilet trained, a child must be ready, not only physically, but also emotionally. Therefore, there is no "magic age" for toilet training. Transition times, such as giving up a bottle or pacifier, moving, or the arrival of a new sibling, are not good times to begin training. Staying dry for longer periods of time, especially at night and nap time, and showing an interest in using the bathroom are indicators that a child is ready for toilet training. Toilet training should begin at home, and we will do our best to follow the routines you have established here at school.

30. Donations

CCP gratefully accepts gifts and donations, including gifts as memorials to or in honor of family members or friends. Please contact the Director about donations to our program. All equipment/toy purchases for your child's classroom or the school need to be approved by the Director. CCP appreciates all the support we receive every year from our families and from the community.

31. Volunteering

Parent/family volunteers are extremely valuable and over the years have made many important contributions to CCP. If you wish to volunteer to work in a classroom, please see the Director. Classroom volunteers can contribute in any number of ways, working collegially with teachers and aides to advance the learning experiences of our students.

It is important to note that volunteers who regularly come in direct contact with our students must pass a state mandated background check.

32. Communication

Please check your child's folder daily for notes and any papers they need to take home. Every class has a system set up to communicate with you. Important notices and school reminders are distributed through the folders. We also post general notices on the doors and on the parent information board.

33. Conferences

Family-teacher conferences are encouraged and may be scheduled by the teacher or the parent/guardian as needed throughout the year. The teachers will be happy to provide parents/guardians with a progress report to make them aware of their child's development.

Drop-off and pick-up times are not appropriate for conversations involving concerns for your child or the classroom. It is our policy not to discuss sensitive information in front of children or other parents. The teacher will be more than glad to set aside a conference time which is mutually convenient for these types of conversations.

34. Concerns

If you have a concern regarding your child or your child's teacher(s), we ask that you address the concern with the teacher(s) first. If you feel that the issue has not been resolved by the teacher(s), please feel free to come to the Director. Calling first to make an appointment with either the teacher(s) or Director will assure that they have adequate time to address your concerns. Should you still have concerns after taking this step, we invite you to contact the chairman of the CCP board. We all share the same goal when it comes to the interest of your child.

35. Gang Free Zone

In accordance with House Bill 2086 passed by the 81st State Legislature, all Child Care Centers and the area within 1,000 feet of the center are Gang-Free Zones. Engaging in gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of CCP is a violation of this law and is subject to increased penalty

under state law.

36. Gun Free Zone

Fire arms of any type are not permitted on the school grounds.

37. Parent /Guardian Acknowledgement

Parents will be asked to sign an acknowledgement page located in the parent registration packet that verifies you have received a copy of the family handbook.

38. Infant Safe Sleep Policy

See attached.

39. Infant Safe Sleep Exception

See Attached.

40. On-site Breast Feeding

Accommodations will be made for mothers who are breast feeding. Breast feeding can be done in the nursery or a private area will be provided.

Thank you for choosing to send your child to Children's Corner Preschool. Our staff strives to provide the best early childhood education for each child here. Please feel free to ask questions or make suggestions as we work together to make this a happy experience for you and your child.

FAMILY HANDBOOK ADDENDUMS

A. Section 504 Coordinator

In the event your child qualifies for services and support as defined by Section 504 of the Rehabilitation Act of 1973, you may direct questions and concerns to the Director of Children's Corner Preschool, Scott Russell. He serves as the Section 504 Coordinator for the school.

Revised July 2019

