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Program Philosophy

It is the program philosophy of BBS Preschool and Childcare that **all** children be encouraged to learn and grow by providing the developmentally appropriate experiences where children can succeed in a safe and nurturing environment.

We view children as individuals. We are dedicated to make everyone feel welcome. We are here to support, adapt, and make modifications to ensure children's individual learning needs are being met.

Our program facilitates Creative Curriculum, online Gold Assessment, and classroom centers to monitor children's progress through play and instruction. Using a researched based curriculum to guide learning in all areas of development, Social/Emotional, Physical, Intellectual, Cognitive, Language, Literacy, Mathematics, Social Studies, Science and the Arts.

We believe the best practice is collaborating with families to enhance their child's learning. We use information from parents as framework to ensure their child is understood, valued, and empowered.

We will use have supports in place to minimize behavior issues (if needed) make each child feel welcome and want to come to school.

Mission

Our mission is to provide families with access to an affordable, loving, and a nurturing preschool program that children will love and

Capacity

Our maximum capacity is 31 children. We enroll up to 20- 4 year old preschoolers and provide before/after school care for 30 children. Our need for childcare in our community is a huge demand. No matter what time of day, we maintain the required ratio.

Vision

Our mission is to help children of all abilities engage in a program where they can have fun, learn, and feel safe.

Admissions

The following standards apply to all children seeking admission to BBS Preschool and Childcare.

1. The child must be 4 years old by September 15th.
2. After October 1st children can be enrolled if they will be turning 4 before Jan. 1
3. **Registration is complete when all enrollment forms are filled out and signed in the appropriate sections.** Health Insurance coverage, CACFP Eligibility Application, Emergency Forms including Emergency Contacts, Dental and Health Emergency Consent, Registration form, Attendance agreement, Language Survey, and Preschool Initiative Registration Form, Liability Waiver, Photo and Field Trip Consent Forms.
4. A Copy of the Child's Birth Certificate
5. A wait list of interested applicants will be maintained and notification will be given when openings arise.
6. Current Physical signed by a Physician.
7. Current Immunizations Records or Notarized copy of Exemption Waiver

Fee Information

Prior to enrollment, a **Schedule of Attendance Contract** must be signed. Parents and Legal Guardians will be billed according to the individuals Attendance Contract. **Our Statewide Voluntary Preschool Program hours are 8:30 a.m.-12:30 p.m. all other operational hours are considered childcare, in which there is a fee.** All fees are due on or before the last day of the month. Hours of Operation: 7:15a.m.-5:30 p.m. Monday-Friday

Absences

It is the responsibility of the parent/guardian to call the program if the child will be absent. The attendance policy is monitored very closely. Children benefit most from the program if they attend on a regular basis and at a consistent time. Data shows that children who attended preschool regularly had a greater chance of accomplishing high school and moving on to a higher level of education than those children who had poor attendance in preschool.

Health

The program maintains current health records for each child:

1. All children must have a **current physical**
2. **Immunization Records** must be current according to Iowa Department of Public Health. Records must be signed by a Physician or administering Health Department official. Religious exemption Waivers must be notarized a
3. **All children with special health care needs will have an action plan** prepared by a health care professional with full instructions to properly care for the child if an

emergency shall arise. This includes food allergies, allergies to bee stings, or chronic illness that require assistive technology.

4. Parents are called and advised to pick the child up when they are not feeling well. The child will have a comfortable place to lay down until parents arrive.

5. **BBS Preschool follows the current COVID policies of the CDC.**

Safety Policies

1. All staff are required to have current certifications in **Pediatric/Adult CPR with AED, and Universal Precautions.**
2. At least one staff member must have **Certified in Medication Administration.** All medication is in a locked box or refrigerator, labeled with the child's name, date, Physician Name, route, dose, and expiration date. No over the counter medications will be administered. Administering staff must fill out the medication form and this form must be retained for future documentation.
3. **All materials must be free of hazards.** If a toy or material including furnishings that are broken or defective, they must be discarded immediately.
4. **All Staff are Certified Mandatory Reporters.** If a staff person suspects child abuse, child neglect, or any other concerns of the child's well-being, the staff person is required by law to call the local DHS representative. The staff member is protected under the laws.
5. **Emergency contacts** must be listed as well as persons authorized to pick the child up. Persons other than parents/guardians picking the child up must have provide a photo ID to access the child.
6. Staff will ensure children are dressed appropriately for the weather. In extreme weather, the staff will not take the children outside but will offer physical activities indoors. (15 degrees or higher with windchill the children will go outside for a few minutes)
7. **Permission slips** must be on file for administering Insect Repellant as well as Sunscreen. The staff will apply the Repellant/sunscreen when needed.
8. Parents are informed of **all communicable disease exposures.** The Nurse consultant is contacted of exposures. The staff will follow the advice of the Physician/Nurse. Documentation is kept of all communicable exposures.
9. **Written form of exposure to communicable diseases are posted on the door** to inform parents when an exposure has occurred. All questions regarding exposures will be directed to the Nurse Consultant or Health Department.
10. **Children, teaching staff and visitors will wash their hands** upon arrival, after using the restroom, before/after mealtimes, and before/after playing in the communal water/sand play. Children with open wounds to their hands may not participate in the communal play until wounds have healed.

11. Sinks that are used for handwashing and food preparations are sanitized/disinfected between uses, with bleach solution of 1 tbs bleach:1 gallon water.
12. **All tables are sanitized and disinfected between activities.**
13. **Toys and materials will be sanitized and disinfected weekly or when soiled.**
14. All staff, volunteers, substitutes, or other visitors will pass a mandatory criminal background check before they are able to interact with the children.
15. A detailed **emergency preparedness manual** has been written for the safety of the staff and children. The manual covers authorized persons to pick up the child, disasters, evacuation plans, lock down/ shelter in place, active shooter, fire/flood, relocating, how and when parents will be notified and how to retrieve their child. The manual is available for parents to read per their request.

Medication Administration

The staff cannot administer medications without a signed statement form provided to parents. Forms must specify medication, route, dosage, child's name, time of administration, physicians name, and expiration date. All medications must be in the original container. At least one staff member must have current Medication Administration Certification.

Diapering Policies

In rare occasions some children may not be able to use the toilet consistently. The child will have privacy and will be respected. The child will be checked hourly for soiled clothing.

The staff will ensure the child has opportunities throughout the day to use the restroom with assistance or ensure the child does not have soiled clothing or pull up. A staff member will be available to assist children in changing into a pull up at naptime if needed.

DHS diapering/pull up procedure poster is posted in the restroom. If there are any questions about policies, please refer to the DHS website for complete details on diapering procedures including proper handwashing procedures.

Meals and Snacks

BBS Preschool participates in CACFP. Application for Eligibility are distributed with enrollment paperwork. All meals and snacks are prepared on site. Yearly audits are performed by a CACFP representative to ensure the program is operating in compliance. Safe food handling, proper meal/snack menus meet requirements, applications are complete, food production forms are completed, and CACFP funds/reimbursements are used appropriately. Menus are revised yearly to and are posted on the parent board.

Parents are required to fill out emergency forms, this includes allergies or special nutrition needs that must be followed. The information from parents is gathered and used before meals are added to the menu. Documentation of the meals/snacks are prepared for children with special nutrition needs.

A Health care professional prepares a care plan to ensure staff are aware of procedures to properly care for the child with food allergies, special health care needs or other food restrictions. Food allergies and/or restrictions, special preparation of foods are posted in the area where meals are prepared.

Leadership and Management

1. The program effectively implements policies, procedures, and program management to ensure children and families have high-quality experiences.
2. BBS Preschool was developed in 2003 by Brenda Barto, Director. The program became a non-profit 501(c)(3) in 2008. Brenda has over 30 years of experience, CDA, some college, and many years of extended training. The teacher must have her BA in Early Childhood, and all other staff must have a CDA or a plan to complete the para education classes per AEA. BBS Preschool collaborates with Sioux City Community School Preschool Initiative, DHS, and Board of Directors made up of professionals and Parents.
3. **Staff Handbook** outlines staff roles, responsibilities, qualifications, hiring procedures, training requirements, and evaluation process.
4. **Capacity:** State Licensed, maximum capacity is 31. All hours of operation must be within the ratio guidelines set by DHS, this includes outdoor time as well. During preschool hours 1:10 ratio is maintained.
5. Children are spaced 3 feet apart at rest time. The sheets and blankets are provided and laundered every week. Blankets are stored in individual containers after each use and placed in the child's locker until the next use.
6. Professional Health Care Referrals are provided for staff to the resources they need to prevent or manage depression, burn out, or stress. Weekly staff meetings help manage work related stress and provide support where needed.
7. **No smoking** signs are posted on the entrance door. No firearms are allowed on the premises.
8. **Emergency and evacuation procedures** are posted by the two exits in the classroom. In the event the director is unavailable or out of the program, the lead teacher will assume the responsibility of the program. A detailed emergency/or disaster preparedness manual has been implemented and approved by the board. The manual covers procedures and policies regarding shelter in place, relocation, missing child, fire/storm procedures, evacuation, security threats, utilities failure, and emergency transporting children. Monthly practices for fire/storm are documented.
9. **Parents/guardians must accompany the child at arrival/departure:**

- A. Parent/guardian must park in the parking lot and escort the child to the crosswalk and walk them up to the door.
- B. The parent/guardian must be greeted, as well as the child.
- C. The parent/guardian must sign the child in and out at the end of the day.
- D. Children with disabilities will have access to the classroom 5 minutes prior to the start of the day.

Release of a Child from the Program

For the protection of the child, staff members will not release the child to anyone other than those **Specifically Designated by the Legal Guardian**. In an emergency, the parent or guardian must call the program before time of dismissal to ensure the child's safety. A staff member will ask for the name of the child, look at the person's drivers license, and confirm the person has been authorized to take the child. In the event of a separation, custody dispute, a copy of the court order must be on file in the child's file. The staff cannot withhold a child from a parent or legal guardian without legal documentation.

Staff will not release a child if the parent/guardian is under the influence of any drug including alcohol. Your child is our primary concern.

Discipline

Our program supports children in learning and Social Emotional Development. When a behavior causes a child to be in distress; we use adjusted schedules, print schedules, breathing techniques, exercises, redirection, and problem solving. We use PBIS to teach children expectations for appropriate behavior. Occasionally we may have to meet with parents to get permission to have AEA do assessments and help problem solve. AEA staff are encouraged to help teaching staff with data- based, problem solving decision making.

Suspension/Exclusion

BBS Preschool teaching staff so not suspend or exclude children form school or activities. Rather than excluding children we have supports in place to help the children appropriately support them socially/emotionally. If a child needs a moment to calm down a staff member is available to help him/her with many of the PBIS techniques. We have a tiered program support system in place if we need additional expertise in behavior management.

Chapter 103 Restraint

All staff have been trained in Chapter 103 however, this would be the last resort used to help calm a child and only used if he/she was a danger to himself/herself or others. Any restraints must be documented and Program Administrator must be informed.

Child Abuse and Neglect

It is the law that anyone who works with children must be certified in Child Abuse training. **Our staff are Mandatory Reporters, this means the staff have a legal obligation to report cases of child abuse or neglect to the appropriate authorities.** A written policy is posted in the classroom on the parent board. You may obtain a copy of the policy enforced by the Department of Human Services upon request.

Sick Children

To Protect the child and others, parents/guardians should keep their child home and notify the staff whenever the child has the following signs:

1. A temperature of 100 degrees or above. If your child has a fever, they will be sent home.
2. An upset stomach within the last 24 hours
3. An intestinal disturbance with diarrhea or vomiting
4. Sore or discharging eyes, ears, or profuse nasal discharge
5. An undiagnosed rash with lesions
6. The child is not well enough to participate in the activities
7. Any signs of COVID

When an accident or sudden illness occurs, the staff will administer first aid but they are not responsible for subsequent treatment. Any further care is left to the family physician. In case of severe emergency, the child may be taken to the hospital for further treatment. Parent/guardian will be notified of any situation requiring medical attention.

Emergency health cards for each child will be kept at the program as well as a medical/dental treatment consent form. If illness occurs during the day, parent/guardian will be notified. In isolated but supervised area will be maintained for children who become ill. Parent/guardians are required to pick the child when they have been notified.

Returning to the program policy: A child must be free from fever, diarrhea, vomiting, rash, eye secretions and any communicable disease for a full 24 hours before they can return to the program. This policy is enforced to protect other children and staff members.

Accident Reporting

It is the responsibility of the staff to inform parents/guardians of falls, bruises, scrapes, and cuts sustained by the child during the school day. Accident reports are efficiently filled out and copied. One copy for the parent and one copy for the child's file. Incidents involving more than one child must be discrete and confidential. No names will be shared by the staff.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

Persons who do not have unrestricted access will be under the direct "supervision" and "monitoring" of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If the staff is unsure about the reason to be on site they will contact the supervisor or director to get approval for the person to be on site. If the situation becomes dangerous the staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the premise.

A sex offender who had been convicted of a sex offense against a minor {even if the offender is a parent, guardian, or custodian} who is required to register with the Iowa sex offender registry {Iowa Code 692A}.

1. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
2. Not be on the property of the center without written permission of the center director, except in the transportation of the offender's own child.

A. The center director is not obligated to provide written permission and must consult with DHS licensing consultant first.

B. If written permission is not granted it shall include the conditions under which the sex offender may be present, including:

1. The precise location in the center where the sex offender may be present.
2. The reason for the sex offender's presence in the facility.
3. The duration of the sex offender's presence.
4. Description of how the center staff will supervise the sex offender to ensure that the children are not left alone with the offender.
5. The written permission shall be signed and dated by the director and the sex offender and kept on file for review by the center licensing consultant.

Unrestricted access- means that a person has contact with a child alone or is directly responsible for child care.

Supervision- means to be in charge of an individual engaged with children in and activity or task and ensure that they perform it correctly.

Monitoring- means to be in charge of ensuring proper conduct of others.

Non Operating Days

The program will operate with the Sioux City Community School District schedule omitting the In-service days. An operating schedule will be provided at the time of enrollment. Our staff are required to attend training to meet requirements, the trainings are mostly in the evenings but there may be a rare occasion that this may affect the school day. In the event that this occurs, parents will be notified two weeks in advance to plan for alternative care for their child.

Operation of this classroom requires many health and safety regulations. Therefore, the director cannot operate in the event that staff are sick. **Parents will be notified by phone as early as 6:00 a.m. or even the night before.** We do not have substitute teachers for your child's safety. **The parents are required to pay the same rate as it we were open.** We allowed two days per year.. This may be an inconvenience, however, **this is a professional business that will enforce the sick day policy.** The policy was created to protect your child as well as other staff.

The best way to avoid using these sick days are to Keep Your Child Home when He/She is Sick.

Weather Related Closings or Early Dismissal

The program will follow the Sioux City Community School District's Policy on early dismissal and closings. However, we will **close at 3:00 p.m.** on early dismissals due to weather. In the event there is a late start we **open at 9:00 a.m.** All parents/guardians will be notified by telephone of any weather related closings, late starts, or early dismissals either by SCCSD or by the director.

If the program is in operation and parents choose to keep the child home the parents are still responsible to pay the tuition for the day. NO changing of days will be allowed.

Fire and Storm Procedures

The program's fire and storm procedures are posted at each exit of the classroom. The program staff are required to practice and document these procedures once a month per Department of Human Services policy manual.

Intruder Procedure

We practice a Intruder Invasion procedure once a year. This is to ensure the safety of all children, staff and personnel of the school. All classroom teachers as well as the Director have a key to lock our classroom doors, we then are out of sight. We try to keep this practice low key to keep the children from being afraid.

Nap Time

Due to our hours of operation the children are required to rest for the allotted amount of time. We are aware that some children do not nap but are still required to have rest time. For health reasons each child will have his/her own nap mat.

Health Procedures

Before a child can attend the program, a signed immunization card and a physical examination report must be on file in the child's file at the program. The signature of health officials must be present on both forms.

Curriculum

BBS Preschool uses *Creative Curriculum for Preschool* as the foundation for teaching young children. Creative Curriculum is a research based, developmentally appropriate, online educational program. The Creative Curriculum is formulated to teach children of all abilities and monitor progress through an online system. Creative Curriculum can be modified for children of all abilities to support their individual learning styles.

Creative Curriculum for preschool children is based on five fundamental principles.

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of learning interactions.
5. Teacher-family partnerships promote development and learning.

Creative Curriculum guides teacher interactions, intentional teaching moments, and studies to allow the children to learn subjects at a slower and meaningful ways. Studies start with what do the children know, what do they want to investigate, what have they learned, and celebration of all the accomplishments in the 4-6 weeks of one study. Each study supports Language, Literacy, Mathematics, Social/Emotional, Science-Technology, Cognitive, as well as Physical development through guided intentional teaching. English Language Acquisition is to monitor progress in listening and understanding English language for children that are Second Language Learners. Children with special learning needs have set goals in their IEP for assistive learning techniques.

Assessment

The Creative Curriculum GOLD assessment is used to monitor the children's progress through observations, interactions, and teaching moments. The teaching staff observe the children during various times in the preschool day and write anecdotal notes, videos, photos, or recordings of the child being assessed and then upload the information to Teaching Strategies GOLD. Once the information is uploaded into GOLD, the teacher will need to score the note according to the age-appropriate color band. Teaching Strategies GOLD stores the data throughout the season being assessed. The children are assessed Fall, Winter, and Spring.

Teaching Strategies GOLD offers parents an opportunity to see their child's progress throughout the assessing schedule by accepting the teacher's invitation and creating a log in.

The children are also assessed with the **ASQ-3. (Ages and Stages Questionnaire)**. The ASQ-3 is an assessment that is used to collaborate information about the child between the teaching staff and parents/guardians. The ASQ-3 is a quick assessment that provides a quick overview of what the child's abilities are and help determine if the child needs extra time and assistance.

The assessment is completed each Fall and Spring.

Parents are encouraged to participate in the assessment process and documentation of what their child can do at home. Sharing their observations supports collaboration of parent/teacher interactions and builds healthy relationships.

IDGIS is another assessment used to assess the children's Language and Literacy knowledge. This is an interactive, online assessment that is completed in the Fall, Winter, and Spring.

The data collected in the mentioned assessments are used for Parent/Teacher conferences in the Fall and Spring. Using various assessments help the teaching staff develop individual goals for the children and support their learning.

Parent Involvement

BBS Preschool believes parent/teacher relationship are the foundation to an effective program. Therefore, parents are encouraged to be involved in their child's education by actively participating in activities whenever possible.

Home Visits:

In accordance with preschool legislation, a home visit will be provided to each family. Home visits are designed to help teaching staff get acquainted with your family and your goals for your preschooler. During the home visit policies, procedures, and curriculum are discussed. Parents may obtain the Handbook via BBS preschool website. A hard copy of the Handbook is present during Home Visits for parents who may need assistance in obtaining a copy.

Parent/Teacher Conferences:

Parent/teacher conferences are held twice per year. The teaching staff find it beneficial to conduct conferences after the first and third checkpoint of GOLD Assessment. The reason for these chosen times is to show where the child began and the progress the child has made. During the second conference the teacher will give the parents/guardians a copy of activities to do during summer months to keep their child engaged in learning.

Newsletters:

Monthly newsletters are sent home to inform parents/guardians of special events, visitors, closings, reminders, book orders, and curriculum activities that we are working on at that time. The newsletter will suggest educational or social emotional activities for parents to do at home.

Family Nights:

BBS Preschool will host two family nights for our current students and their families. One is the Fall we have pumpkin painting and literacy engagements. The second is a year end celebration potluck picnic either at the school or the park.

Meetings:

Teachers are available for private meetings to discuss the child's progress with parents/guardians. The meeting can be scheduled by teachers or parents/guardians and can be in person or Zoom meeting, whichever works best for both parties. We want families to know any concerns, comments, or suggestions are very important in building our relationship and we value their opinions.

Special circumstances the program will host meetings to share information with parents/guardians as well as provide time for families to share their input about the program. It can serve as a time for special visitors or speakers to share information on a host of topics such as latest child development, school readiness, parenting, and resources available in our community.

Parent Surveys:

Each year we collect parent surveys from our new families to help us better understand their vision and goals for their child. What their child likes and dislikes. What they expect from our program and any questions they may have.

Advisory Board:

Our board members are made up of parents who support our program, policies, and teaching staff unless concerns arise. Functions of the board is to have a voice in the process of implementing policies, procedures, financials, fundraisers, upcoming events, and recruiting new families to the program. Advisory meetings are held quarterly.

Daily Schedule

7:15-8:30 Arrival (Childcare)

The parents drop the child off at the door, the staff on duty signs the child in. The child puts their belongings in their locker and then go to the restroom to wash their hands. They are free to play wherever they desire.

8:30-9:30 Centers

The children play and explore the classroom centers. New materials are added weekly/monthly to some areas of interest to support the Study. The children clean up before the next activity in our schedule. We give a 5 minute warning and then we ring the bell to clean up.

9:30-9:45 Large Group

The children have assigned places on the large rug. The teacher goes over the question of the day or introduces the new study. The children pick jobs, look at the weather, answer the daily question, and dismissed for handwashing.

9:45-10:00 Snack

All snacks and meals are prepared on site. We participate in CACFP and have guided policies to ensure the proper nutrition is followed.

10:00-10:10 Children's book choice

10:10-10:20 Large Group

The teacher will provide the children with music and movement for at least 10 minutes. They will discuss the study and enjoy their first read aloud. At this time the teacher will also address the daily board, discuss problem solving, PBIS, Social/Emotional Skills, and fine motor skills.

10:20-10:40 Small Groups

The children are divided into small groups and be teacher instructed on concepts of literature, mathematics, problem solving, using the Creative Curriculum Intentional Teaching Cards are used to plan these activities.

10:40-11:15 Outdoor Play or Inside Recess

The teacher will guide the children in physical activities such as games or exercise to enhance their large motor skills. The children wash their hands and sit in assigned seats for lunch.

11:15-11:45 Lunch

Teachers and staff interact with the children during mealtimes not only to supervise but to gain knowledge about the children. It's a great way to build language skills. The children throw away their lunch trays and cups after each snack/meal.

11:45-12:15 Limited activities

Children help select 3 activities (manipulatives or math toys) to play with during lunch clean up.

12:15-12:30 Nap Story-2nd Read Aloud

12:30-2:30 Nap or rest time

2:30-2:45 Snack

The children wash their hands and sit at the tables for snack.

2:45-3:00 Children's Book Choice/Individualized Learning

Each day 3 children are chosen to work with the teacher on individual goals

3:00-3:20 Afternoon Large Group/Circle Time

The para will meet the children for the 3rd read aloud, music, and recap on the day and discuss important information.

3:20-5:30 Unlimited Choices or Outside Recess

Children have various schedules. Some children leave directly after school and others stay for childcare.

Staff Discipline Policy

1. Corporal punishment, including spanking, slapping, and shaking shall not be used.
2. Punishment that is humiliating and frightening shall not be used.
3. Punishment shall not be administered because the child is ill, lack of progress in potty training, nor shall the threat of punishment be associated with food or rest.
4. No child shall be subjected to verbal abuse, threats, or derogatory remarks because of their family.
5. Teachers shall remain from calling or referring to a child by any name other than the child's given name.

Our staff are professionals that will guide your child in learning manners and acceptable ways to express feelings and behaviors. Our staff will provide your child with alternate activities for less desirable behaviors without humiliation and degrading the child. Our staff will be a support system for families to help your child succeed and become the best he/she can be.

WE BELIEVE IN AN OPEN DOOR POLICY. YOU MAY VISIT THE CLASSROOM AT ANY GIVEN TIME. WE WELCOME YOU TO OFFER SUGGESTIONS, COMMENTS, OR ASK QUESTIONS ABOUT OUR PROGRAM. WE BELIEVE PARENTS ARE OUR PARTNERS AND WELCOME YOU TO THE PROGRAM.

All Policies in this manual are backed by our Board Members.

Clarification

After reading the policy manual you are asked to sign the form on the back page of this book. If you need assistance in reading or clarification on any of these policies prepared by the Director, Brenda Barto. Please do not hesitate to set up an appointment or ask for assistance. To ensure your privacy any assistance will be confidential as will all family matters or discussions.

PLEASE KEEP THIS POLICY MANUAL IN A HANDY PLACE TO USE AS A GUIDE FOR ANY CONCERNS YOU MAY HAVE.

Policy Form to Return

I have read and understand the policies outlined in this policy manual. I will follow these policies to the best of my abilities. If I have questions, concerns, or comments regarding these policies I will address them to the appropriate staff or Director.

PLEASE SIGN AND RETURN TO PROGRAM DIRECTOR. THIS FORM IS PART OF THE ENROLLMENT PROCESS.

Signature

Date