

## *Table of Contents*

Admission Requirements.....	6
Anti-Harassment Policy.....	10
Arrival and Departure.....	8
Car Seats.....	9
Checking In & Out Procedures.....	8
Core Values.....	4
Clothing.....	9
Cognitive Outcomes.....	5
Conciliation Agreement.....	11
Contagious Diseases.....	12
Discipline Policy.....	13
Domains & Outcomes.....	4
Emergency Procedures.....	11
Family Priority.....	4
Field Trips.....	9
Illness.....	12
Inclement Weather.....	9
Immunization Requirements for Preschool Entry.....	7
Lost and Found.....	9
Medications for Life-Threatening Allergies.....	12
Mission Statement.....	3
Organization.....	3
Our Program.....	4-6
Parent/Guardian/Teacher Conferences.....	9
Parent/Guardian Involvement.....	10
Parking.....	9
Permission to Publish.....	13
Philosophy and Purpose.....	3
Physical Outcomes.....	5
Preschool is a Place for Learning.....	14
Reminders.....	14
Reporting Child Abuse.....	13
Siblings.....	10
Snacks.....	9
Social & Emotional Outcomes.....	5
Spiritual Outcomes.....	6
Staff.....	11
Statement of Faith.....	3
Student Accidents.....	11
The First Few Weeks.....	7
Termination of Enrollment.....	10
Tuition.....	8
Welcome Letter.....	2

# **WELCOME TO FAITH COMMUNITY PRESCHOOL**

*Teaching Foundations of Faith*

*Dear Parents/Guardians,*

*We welcome you and your child to Faith Community Preschool! We are excited to offer our newly formed preschool to you and your family. We look forward to working with you and your child and trust the Lord will provide all our needs as we look to please Him in our program.*

*We strongly believe that open communication between parents/guardians and our staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you. Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old.*

*Faith Community Preschool is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child's physical, cognitive, social, emotional, and spiritual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning.*

*Excellent learning resources and our dedicated staff combine to enhance the learning process and help each child grow and develop. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image. Our philosophy and staff make Faith Community Preschool uniquely qualified to help support you as you raise your child.*

*The purpose of the handbook is to share information and ideas with parents/guardians, to promote understanding of our program and to foster a spirit of cooperation between parents/guardians and our staff. We hope you will find it useful as an orientation to both our policies and services.*

*"I have no greater joy than to hear that my children are walking in the truth" 3 John 1:4*

## **Mission Statement**

The mission of Faith Community Preschool is to provide a biblical based, Christ-centered education encouraging the development of a personal relationship with God that seeks to instill excellence in academics, character and service to God and others.

## **Organization**

Faith Community Preschool is a Christian preschool that was organized in 2021 and is a ministry of Faith Community Church in Lynden, Washington. The preschool is a non-profit community service and is a member of the Association of Christian Schools International (ACSI).

## **Philosophy and Purpose**

We believe the Bible is the inspired and only infallible Word of God and the cornerstone to everything we do. The Bible is the integrating factor around which all activities and subject matter are correlated. We will introduce to your child the things of God, so they might discover Him as a real and vitally personal part of their young lives.

Behind all the planning for the preschool is the philosophy that these early years are the foundation upon which future learning depends. Our aim is to provide an environment where your child will experience their happiest times.

## **Statement of Faith**

We believe that there is one living and true God, eternally existing in three Persons, the Father, the Son and the Holy Spirit, equal in power and glory; that this triune God created all and governs all.

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

We believe in Jesus Christ, God's only begotten Son, God incarnate, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify and empower for ministry all who believe in Jesus Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide.

We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and that they alone are the infallible rule of faith and practice.

We believe that all men are sinners by nature and choice, and therefore, under condemnation and that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord.

We believe in the universal Church, the living spiritual body, of which Christ is the Head and all regenerated persons are members.

We believe that the Lord Jesus Christ committed two sacraments to the Church; (1) Baptism, according to individual spiritual conviction; and (2) the Lord's Supper, open to all believers.

We believe in the personal, visible return of Christ to earth, in the resurrection of the body, the final judgment, and eternal blessing of the righteous and endless suffering of the wicked.

## Core Values

As a ministry of Faith Community Church, the preschool's core values align with the church's vision. They represent scriptural ideals that guide all areas of school life. Faith Community Preschool is devoted to:

### **Loving God by...**

- \* Pursuing God-honoring excellence and creativity in all aspects of the school
- \* Cultivating spiritual growth and discipleship
- \* Igniting a lifestyle of worship

### **Loving Each Other by...**

- \* Viewing everyone as important –staff, parents/guardians and students
- \* Identifying and celebrating the unique giftedness and heritage of every child
- \* Valuing relationships and adhering to principles that promote respect and unity
- \* Providing a safe, positive learning environment

### **Loving Our World by...**

- \* Nurturing the vision and habits of lifelong service to others
- \* Exercising responsible stewardship

## Family Priority

The Bible has given parents/guardians the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set forth in Ephesians 6:4. Our school understands the biblical role of parents and family and is committed to supporting the growth and development of this God-ordained institution.

We recognize the Godly standards of parenthood as:

- \*Being in authority over their children,

*"Children, obey your parents in the Lord, for this is right. Honor your father and mother-which is the first commandment with a promise-that you may enjoy a long life on the earth". Eph. 6:1-3*

- \*Providing leadership for their children, and

*"...teach them to your children and to their children after them." Deut. 4:9*

- \*Being the primary trainers of their children.

*"Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Eph. 6:4*

We believe in the importance of the family/home and support the family institution.

*"Let the children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these." Matt. 19:14*

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we **"train and educate" alongside the parents/guardians, not in place of them**, and view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

## *Our Program*

### Domains & Outcomes

Because children learn and develop by experiencing the world, Faith Community Preschool Outcomes and Benchmarks cover four major domains – or areas – of development. These four domains represent a commonly held, and research-based, organization of the dimensions of children's overall development. Though presented separately, the four domains of children's development are, in fact, inextricably interrelated. Children develop holistically; growth and development in one area often influences and/or depends upon development in other areas. It is, therefore, imperative to recognize the interconnectedness of children's early development and learning. For that reason, no single domain is more important than another.

The domains used to organize the Faith Community Preschool Outcomes are:

The aim of Faith Community Preschool is to partner with parents/guardians to prepare children physically, socially/emotionally, cognitively, and spiritually for school readiness and the plan God has for their life, as well as to support parents/guardians in their role to raise their children as God desires. The following outcomes represent overarching goals of the preschool program as it relates to children's growth.

## **Physical Well-Being, Health, and Motor Development**

This domain encompasses children's physical health and ability to engage in daily activities.

The goal we have for our children is to:

- Acquire and refine the fundamental movements of balance, movement, touch, and coordination
- Acquire and develop fine motor skills
- Develop sensory motor skills
- Recognize that their body is created by God, and they will take special responsibility to care for it
- Demonstrate knowledge about and avoid harmful objects and situations

## **Social and Emotional Development**

This domain addresses the emotional competence and ability to form positive relationships that give meaning to children's experiences in the home and school.

The goal we have for our children is to:

- Trust and interact comfortably with familiar adults
- Develop positive interactions and friendships with peers
- Begin to learn the art of sharing
- Begin showing empathy and kindness
- Use language to express self, developing positive conflict resolution
- Develop self-confidence in self-initiated activities
- Begin to exhibit self-control
- Participate positively in group activities

## **Cognitive and General Knowledge**

This domain includes children's ability to understand and think about the physical and social worlds. This domain focuses on children's knowledge of objects in the world around them, their logic and mathematical knowledge, their knowledge of agreed-upon social conventions such as numbers and colors, language and their understanding and appreciation of the arts in their lives.

The goal we have for our children is to:

*General:*

- Be able to engage in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question
- Enjoy creative expression

*Numeracy:*

- Understand math vocabulary, concepts, and directed activities

*Language and Literacy:*

- Understand the importance and use of language in the environment
- Have cultivated prewriting skills in the context of emergent literacy
- Be aware of different letter sounds

*Science:*

- Scientific Knowledge and Thinking

## Spiritual

This domain encompasses children's awareness that there is a loving God who created all things and desires a personal relationship with us. It focuses on key concepts such as who God is (The Father, the Son and the Holy Spirit), the Holy Bible as God's word to us, how to best live our lives (moral development), the gift of salvation through Jesus Christ and the promise of heaven/eternal life in Him as a sinner saved by His Grace.

Children will learn that God sent His Son, Jesus to die on the cross for our sins. Children will learn that God has a special plan for their life as they place their hope, trust, and faith in Jesus as their Savior. They will learn to hide God's word in their heart and seek His kingdom as they strive to live a life that glorifies Jesus.

The goal we have for our children is to:

- Understand that God is a loving and just God
- Understand that the Bible is a special book inspired by God
- Use prayer to express their thoughts and needs to God
- Freely share about God, Jesus, and the Bible with others
- Have a positive perspective of corporate worship
- Know God created the world
- Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work

## Our Program Includes:

Our preschool has a well-written, researched based and comprehensive curriculum. Each classroom has planned activities geared to the interest and level of that age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self-worth is strengthened, and opportunities are given to promote independence and success. Your child will be exposed to the following areas:

- **BIBLE**
- **CIRCLE TIME**
- **BLOCKS**
- **PLAYGROUND**
- **CREATIVE ART**
- **DRAMATIC PLAY**
- **MUSIC, MOVEMENT AND DRAMATICS**
- **SCIENCE**
- **FREE CHOICE CENTERS**
- **BOOK CENTER**
- **LANGUAGE & LITERACY**
- **MATH**
- **CONCEPT SKILLS**

## *Policies & Procedures*

### Admission Requirements

Faith Community Preschool is here to serve children ages three to five. Children must be three years of age before September 1 before they can start the three-year old program and four years old for the Pre-K program. Children five years of age may attend if they have not attended Kindergarten.

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin, or ancestry.

If interested in the program, please call 360 354-0536 to set up a tour. We will explain the preschool program, policies of the school and answer any questions you may have. Once the tour is complete if there are openings you may register or if no openings are available your child will be placed on our waiting list. Registration is held each February and as spaces become available. A registration fee and enrollment papers are due at the time of placement. Admission to the school is given on a first come/first serve basis. Children already enrolled in our school have first priority. Next will be siblings of currently enrolled students, then children on our waiting list and then children from the community at large.

Our incoming students must be fully toilet trained. Disposable pull-ups are not considered an acceptable substitution for "toilet trained". Children need to be able to drink from a regular cup, no bottles and independent of pacifiers while at school.

We encourage incoming children to have a physical examination by a doctor, to be certain that the child is in good physical health and free from any communicable diseases. Also, a complete report of the child's medical history must be submitted prior to admission. We adhere to state regulations regarding immunization records for your child. Immunization records must be current. We require a birth certificate and validated proof of immunization for enrollment.

An annual, non-refundable registration fee is required for each child. (See Admissions and Financial Rate Sheet for current rate.)

We offer a "Parent Information Night" for new families inquiring about our school prior to the start of the school year. This is a great opportunity to meet staff and see classrooms. It is an ideal time to learn about our policies, procedures, curriculum, a typical day at our school, and to tour our campus and interact with our staff. New families can also register at this time.

Parents/guardians are responsible for keeping the school informed as to changes of address and other emergency information, i.e., employment change, new cell phone number, etc.

Children with special needs, such as emotionally, developmentally, or physically challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff can meet the individual needs of the child. 3) There will be no adverse effect on other children through direct behavior. 4) The child does not require extra staff time needed for other children.

Before the first day of school there will be a meet the teacher time for you and your child and there will be parent/guardian conferences during the year. More information will be coming.

### **Immunization Requirements for Preschool Entry**

By law, the state requires that your child may not be admitted to school unless all immunizations are up to date. The following are the state requirements for childcare entry for children two years through five years:

Hepatitis B:	2 doses
Polio:	3 shots
RV	3 shots
DTAP/PCV13:	4 shots
HIB:	4 doses
Hepatitis A:	1 dose – Must be given on or after 1 <sup>st</sup> birthday
MMR:	1 dose – Must be given on or after 1 <sup>st</sup> birthday
Varicella:	1 dose – Must be given on or after 1 <sup>st</sup> birthday

A child may be exempt from the immunization requirements when their physician recommends against the immunization based on medical grounds or the parents/guardians sign a waiver based on their religious or personal beliefs. If your child is exempt and there is a disease outbreak, the Health Department may order us to temporarily exclude your child for their own protection.

### **The First Few Weeks**

A new environment can cause anxiety in some children and our staff is trained, sensitive and eager to alleviate these feelings. Here are some ways you can help foster a positive feeling in your child.

- Talk about "their" school during the summer
- Visit the playground and walk around the facility as a family some weekend

- Join us for Sunday worship service or AWANA program where they can feel more comfortable on our campus
- Keep the tone in your voice upbeat and cheery when talking about school and when dropping them off
- Convey positive good-byes at the door and leave with a smile
- Leave notes in their snack bag to offer love and comfort
- Avoid sneaking away vs. a hug, smile and a wave and avoid lingering at the door

Teachers of the very young are acquainted with such emotions and our staff is equipped and prepared to offer comfort, reassurance and a fun filled day.

## **Tuition**

A non-refundable registration fee per child is payable each year at registration time. This registration fee covers the application process, insurance, classroom supplies and ACSI membership. Tuition fees are based on the days your child is registered to attend and are due the first school day of each month and considered delinquent after the 10<sup>th</sup> day of each month. A \$35.00 charge will be assessed to your account if not paid by that time. Please refer to our Admissions and Financial Rate Sheet for current tuition and enrollment fees. If tuition is not paid by the 20<sup>th</sup> of the current month, the parent may be asked to withdraw their child from school. All tuition and late charges must be paid even if the child is withdrawn. A return check fee will be charged to your account for all insufficient fund's checks. (Refer to financial agreement for current prices). Tuition is payable whether the child is in attendance or not.

We do not send bills or invoices unless you have a balance due. It is your responsibility to pay on time. Place your tuition payment in the designated box in the classroom. If you choose to pay by mail, please allow yourself plenty of time to have your payment in our office by the 1<sup>st</sup> of the month. If you would like a receipt, please indicate on your check. When writing a check please make payable to FCC and include the student's name and preschool in the memo line.

## **Arrival and Departure**

You must accompany your child into the classroom every day. Classroom doors will be open at 8:55 am. It is also very distracting to the teacher and other children when you walk in late so, please be on time. Parent/guardian are required to pick their child up from their classroom promptly at noon.

**Note:** Children must be picked up by noon. You may be charged \$1.00 for each minute after 12:10 PM. If late on a consistent basis, you may be asked to withdraw.

## **Checking In & Out Procedures**

**Parents/guardians are required to check their child in and out each day.** We use Planning Center to help check your student in and out each day. At the parent/guardian information night, we will give you information on signing into Planning Center. We have a computer check in system in the Education Building. If someone other than the child's custodial parents or guardian will be picking up the child from the classroom, prior authorization, in writing, must be made. The parent or guardian is the only person who can authorize the teacher to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. This authorization is given on the enrollment form and should be periodically updated in writing. The preschool closes promptly at 12:05 PM. If your child is not picked up by 12:10 PM we will start calling your home, work and the people listed on your registration form. Because your children are our responsibility while here at school, the staff is instructed not to release a child to anyone who appears intoxicated. In such a case, the State requires parents/guardians to make other arrangements for transporting the child. Should a problem arise, police will be contacted.



## *Parking*

The driveways must always remain clear. Do not leave your car engine running when you leave the car and do not leave small children unattended inside the car. Do not leave your car unlocked with your purse or valuables inside, even if you are only gone for a few minutes. Handicapped parking spaces are clearly marked and are available for use by handicapped only.

## *Car Seats*

By law, every preschooler needs to be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat.

## *Inclement Weather*

Our preschool is comprised from the various school districts in Whatcom County, but all program activities will follow the same schedule as the **Lynden** Public Schools with inclement weather situations.

- If school is delayed in the morning, all morning activities will be canceled
- If schools are closed for the day, all activities will be canceled for the day

## *Clothing*

It is recommended that the boys and girls wear washable play clothes. Painting, clay, mud play, etc. are usually available to your child and some colors of paint just do not wash out well. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred. All children are required to keep a complete change of clothing in their backpack in case of an accident. Label each item with your child's name.

All jackets, sweaters, coats, hats, and boots must be **clearly marked** with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an aide or teacher to identify to whom it belongs. The school will not be responsible for any lost clothing. Clothing with emblems or sayings that do not align with our biblical values or are a disruption to the preschool environment are not permitted.

## *Lost and Found*

If your child is missing anything, please notify the staff as soon as possible. **Please remember to label everything!** It is much easier to return a lost item if it is labeled with the owner's name. The school is not responsible for lost items. Unclaimed items are given to charity after a reasonable period of time.

## *Snacks*

Parents/Guardians are responsible to send a snack (preferably nutritious) with their child each day. Please keep the preschool staff informed of any food allergies that your child may have or develop.

## *Parent/Guardian Teacher Conferences*

We will have parent/guardian teacher conferences during the year. Information about the conferences will be shared at the parent information night or when your child begins.

## *Field Trips*

We may offer occasional field trips. When we do, parent notification and permission slips will be required.

## **Parent/Guardian Involvement**

We always encourage parents/guardians to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child you care. Your involvement is part of what makes our school a wonderful place for children. Our teachers will have opportunities for you to sign up at various times throughout the year and/or through a parent involvement form. We encourage parents/guardians to come and share their talents, careers, and culture with the children that you can let your teacher know about if you are interested.

## **Siblings**

We understand that many of the children in our preschool have siblings, both younger and older. We want them to feel comfortable in our school and yet we need parents/guardians to understand that the role of our staff is to supervise and prepare an exciting environment for the child who is enrolled. Siblings must always be supervised by their parent/guardians.

## **Withdrawal**

Our policy requires that all withdrawals, whether before the school year begins or during the year must be made in writing with at least a two week notice and shall be effective when such notice is delivered to the preschool office. Tuition is due for that two-week period. If a child should withdraw from the program without a two-week notice, tuition will be charged continuously until a letter of termination, in writing is received. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing. If a student leaves for any reason or enters after the school year has begun the tuition fees are pro-rated on a weekly basis.

## **Termination of Enrollment**

The preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

\*Tuition payment has not been received by the 20<sup>th</sup> of the current month.

\*Behavior causing a significant risk of harm to the health and safety of the other students or faculty.

\*Late too often. We begin promptly at 9 a.m. and close at 12:00 p.m.

**Note:** Children must be picked up by noon. You may be charged \$1.00 for each minute after 12:10 PM. If late on a consistent basis, you may be asked to withdraw.

## **Anti-Harassment Policy**

Faith Community Preschool's desire is that students look forward to coming to school. It is the policy that all students are entitled to attend school in an environment that is free from harassment and intimidation. Our preschool is committed to creating an environment that represents the respect and dignity that we all want and deserve. The following statements are not meant to alarm parents/guardians, but they are required by State law to be included in our handbook.

Harassment based on sex is a violation of federal law. Title IX of the Education Amendments of 1972 protects students from unlawful sexual harassment in all a school's programs or activities, regardless of who the harasser is.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school.

Harassment in any form, by an employee or another student, will not be tolerated and will be the basis for discipline up to and including dismissal from school. Outlined below is a complaint reporting procedure:

- A student should tell his or her teacher, parent, other school employee or Director; someone who is not the offending party
- Complaints will be promptly investigated and documented
- Students shall not suffer retaliation for filing a complaint
- All reasonable efforts will be made to assure confidentiality of complaints

## **Conciliation Agreement**

Your applying to the program indicates that you agree to the following: The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

## **Staff**

We are fortunate to have a professional, caring staff that is dedicated to helping each child develop to their full potential. Each member of our staff has been employed as a qualified and competent person in Early Childhood Education to provide loving, caring direction and guidance to all the children. Each staff member is aware of unique differences and will provide appropriate care for each child according to their needs.

Every staff member is a professing believer in the Lord Jesus Christ and is active in a Christ-centered church. Each employee interacts well with children and embraces an attitude of service.

## **Emergency Procedures**

Be assured that the staff will be giving your child any emergency care they may need. Our school is equipped with first aid supplies, flashlights, radios, cell phones, walkie-talkies, water, and supplies. We periodically conduct and document emergency drills such as fire and earthquake drills. The children are taught safety and exit procedures. Staff members are trained in First Aid and CPR. Those names listed on the emergency form will be allowed to pick up your child. If at any time your emergency contact information changes, notify the office immediately.

We encourage parents/guardians to discuss and practice safety drills with your family at home.

## **Student Accidents**

If your child is injured while at school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. If attempts to contact a parent or guardian, or the child's doctor are not successful, we will call emergency medical services. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. If there is a need to transport the child, a staff member will always accompany your child. Any expense incurred will be the responsibility of the child's family. The school will not be responsible for anything that may occur because of false or misleading information given at the time of enrollment. Please keep your child's file current by keeping us up to date on phone numbers, and other pertinent information.

The persons who are listed on the registration form to be called in an emergency when the parents/guardians cannot be reached, should live in the local area, be available during school sessions, and should know your wishes for your child.

## **Illness**

We are very concerned about the health of your child as well as that of other children in our care. Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. Each day our staff will ensure that each child is healthy enough to stay at school by doing a quick health inspection. Additional attention will be given to those children who have been absent because of an illness or have been exposed to a contagious disease. If your child has been ill during the night, you will save time and stress by keeping him/her home. Do not expose other children to colds and contagious diseases. If your child is not well enough to go outside, he/she is not well enough to be at school. A child who becomes ill during the day will be isolated and the parents/guardians will be notified and expected to come or arrange for someone else to come **immediately** for their child. If a parent cannot be reached, another adult on the child's Emergency Form will be contacted. Children who do not feel well become apprehensive if they must wait too long. If your child is absent due to illness for more than one day, please call the office (360) 354-0536 to inform us. For one day absences we do not require a phone call. Following any serious illness, a doctor's statement will be required. This is for the protection of all children.

The director or designee will determine if a child is too ill to remain at the preschool. Any child experiencing the following symptoms should not come to school and if they are at school will be sent home:

- A fever of 99.7°F or higher
- Contagious skin or eye infection
- Diarrhea (at least two incidents), increase in stool water and/or form that cannot be contained
- Vomiting-one incident
- A colored green or yellow discharge from nose indicating an infection
- Difficulty breathing
- Contagious Diseases (some listed below)

If your child is sent home with a fever, he or she must be free of the fever for at least 24 hours before returning to the preschool. There is no credit given to absences due to illness.

## **Prescription Medication**

We are not set up to administer daily medication. If your child needs medication, a parent/guardian must administer to their child.

## **Medication for Life-Threatening Allergies**

If your child requires medication for life-threatening conditions such as allergies, bee sting, etc., the prescription can be kept at the preschool and administered, when necessary, for as long as the child is enrolled. The child's parent and physician must sign an authorization form. Expired medication will be returned to the parent.

## **Contagious Diseases**

Children are not allowed to attend school when they show sign of a communicable disease. Parents/guardians are required to notify the teacher if your child has been exposed to any communicable disease or if they have been diagnosed as having one, or incubation dates can be verified, and parent can be notified of possible exposure. State law requires that we notify parents/guardians of children who become exposed to certain contagious diseases. This will be done through a notice posted at the preschool.

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE TEACHER WITH A DOCTOR'S NOTE, SO THE PARENTS/GUARDIANS OF OTHER CHILDREN CAN BE NOTIFIED.

The following are guidelines to be followed when sending your child back to school after an illness:

*Infectious Conjunctivitis (pink dye)	24-Hours after treatment has started
*Head Lice	24-Hours after treatment and free of all nits
*Strep Throat or Scarlet Fever	24-Hours after treatment and the child is free from fever
*Chicken Pox	Till all sores have crusted over.
*Ringworm	24-Hours after sore is treated and kept covered
*Fifth Disease	24-Hours after free of fever. Face can look as though it was slapped on cheeks. Rash is heat sensitive and may disappear and re-appear
*Impetigo	24-Hours after sore is treated and kept covered
*Scabies	24-Hours after treatment has started
*Mumps	Until nine days after the onset of gland swelling
*Measles	24-Hours and treatment of antibiotics is started
*Rubella	Until six days after onset
*Hand, Foot & Mouth	Until clearance from doctor
*COVID	Until negative test

Since enrollment is limited by State regulations and the expenses continue regardless of attendance there is no credit given for absences due to illness.

## **Discipline Policy**

The following are examples of behavior guidance and discipline techniques we will use. Specific classroom rules and discipline will be addressed at the parent/guardian information night.

- Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child.
- Know the age characteristics of children; behavior may be typical of a stage that children are going through.
- Communicate respectfully with children by listening to their feelings and talking with them as valued individuals.
- Praise desirable behavior. Effective praise must be immediate, sincere, specific, and related to the event, not the character of the child.
- Extinguish unacceptable behavior by stating your expectations (keeping in mind the developmental age of each child) beforehand. Remind the child of the acceptable behavior without focus on the negative.
- Remind children of consequences of undesirable behavior. Consequences such as time out, loss of privileges, redirecting or a note or a phone call to home.
- When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home will be sent explaining the problem or a phone call will be made to the parent.
- If a child becomes a frequent discipline problem a parent-teacher-director conference will be arranged. If behavior does not improve, family counseling, suspension, or withdrawal may be considered.

## **Permission to Publish**

As part of your child's educational experience at Faith Community Preschool, their photo might be published in conjunction with a school activity or craft, event, brochures, newsletters such as our electronic newsletter, local newspaper, or web site, etc. There is a "permission to publish" section in the registration form. If you prefer, we not take your child's picture please be sure to indicate that on the registration form.

## **Reporting Child Abuse**

All preschool employees are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents/guardians of the report. Please understand that we are legally obligated to comply with these guidelines.

## *Preschool Is A Place For Learning*

### *A Child Learns When:*

- They have a great variety of experiences--stimulation and contact with people and objects. These experiences have meaning and are suitable to their age.
- They have opportunities to satisfy his curiosity and learn through discovery.
- They work and play in a pleasant place where there is more chances for success, than failure.
- They have opportunities for free play to practice what is learned.

Our preschool program is based upon the understanding that children are individuals. To provide for the needs of all children, we provide:

- A wide variety of play equipment, playmates, and helpful adults in surroundings with enough space.
- Periods of activity and rest, with both free play and more organized quiet activities.
- Small and large group experiences with storytelling, opportunities for discussion and vocabulary building, science, music, finger plays, songs, Bible stories, activities involving numbers, colors, and shapes.

REMEMBER. . .

- Growth is continuous and UNEVEN.
- And no two children grow in the same way.

## *Reminders for a Successful Preschool Experience*

- Make going to school a pleasurable experience.
- Tell the teacher anything about your child that will help her understand your child better.
- Be interested in what your child brings home from school.
- Read all notices sent home from the teacher or office staff.
- Have complete confidence in your child's teacher and let your child feel this strongly.
- Never discuss the teacher, playmates, or the school negatively in the presence of your child.
- **Label everything.**
- Please let the office know ASAP if there are changes on the emergency form i.e., phone numbers, change of employment, etc.
- Please be sure to call the office if your child will not be in school for more than one day.
- Pray regularly **with** your child and **for** your child, their teacher, and our school.