

St. Paul
Christian Early Learning Center



Preschool Family Handbook

**200 West Orange Street
Lititz, Pa 17543
627-0900**

**NAEYC Accredited
4 Star - Keystone Star Program**

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Welcome to St. Paul Christian Early Learning Center, an outreach program of the St. Paul Evangelical Lutheran Church.

St. Paul CELC is licensed by the State of Pennsylvania, accredited by NAEYC (National Association of the Education of Young Children) and a 4 Star Center through Keystone Stars. Our teachers hold Bachelor and Associate Degrees in Elementary and/or Early Childhood Education and Child Development Associate Certifications. Each teacher is dedicated to the field of early childhood education and to the children and families in our care.

St. Paul CELC provides an environment that is fun, loving and educational. The teachers create weekly lesson plans that revolve around all aspects of the curriculum such as art, music, science, language, reading, writing, small and large motor skills. We encourage each child to learn and grow at a pace that is right for him/her. Our teachers document learning through portfolios and observations and complete assessments on the children three times per year. St. Paul Christian Early Learning Center meets or exceeds all state guidelines and by providing high quality care and education to young children, our experienced educated staff received recognition through NAEYC and the Keystone Star Program.

We have an open door policy and welcome parents/guardians into our center. We strive to work with families in a partnership as we care for their children. Communication is extremely important and we are always available to talk with parents/guardians.

If you have any questions regarding St Paul CELC preschool, please feel free to contact us anytime through our e-mail address info@stpaulcelc.org or by calling 627-0900.

Karen Schaeffer – Director

Heidi Heim-Assistant Director

All About St. Paul CELC's Program

Mission Statement

Mission: Partnering with each family to develop character and instill a love of learning in every child.

Our Philosophy

St. Paul CELC philosophy of education is based on the individual needs of each child and his/her family. We believe in creating a hands-on, child centered environment where each child will learn and grow at a pace that is right for him/her. In doing this, we provide developmentally appropriate activities for all children in areas of intellectual, social, emotional and physical development. We offer a balanced variety of teacher-directed activities, child-directed discovery activities, quiet and active times. Each child's sense of security is supported by a stable classroom routine and a nurturing environment.

Family engagement is encouraged through communication of family beliefs and experiences, classroom and program activities and development of mutual goals for children's learning.

St. Paul CELC Values

Values: *To Honor God in All that We Do*

- 1. Positive Attitude-** towards job, children as individuals
- 2. Creativity-** engaging children in learning, foster in children and staff
- 3. Commitment-** longevity and commitment to program, perseverance through change, the commitment to the advancement of each child and each staff member
- 4. Teamwork-** committed to each other, work with family for the good of the child
- 5. Excellence-** creating a culture of best efforts in all we do, how we should treat co-workers, families and children
- 6. Passion-** what drives us to do our best, enthusiasm for our work
- 7. Compassion-** empathy and sympathy towards parents, children and co-workers
- 8. Integrity-** openness, stand by NAEYC Code of Ethics, highest ethical standards

We are licensed by the State of Pennsylvania, Accredited by the National Association for the Education of Young Children (NAEYC) and received “4” Stars from the Keystone Star Program. St. Paul Christian Early Learning Center meets or exceeds all state guidelines and by providing high quality care and education to young children, our experienced, educated

staff received recognition through NAEYC and the Keystone Star Program.

Curriculum

St. Paul Christian Early Learning Center develops a curriculum that encourages children to discover and explore the world around them with a hands-on, child centered environment.

The projects or units that the teachers incorporate are developmentally appropriate for the age group, build on children's interests, and provide hands-on activities that revolve around math, science, language, social studies, art, music and large and small motor skills in small and large group settings. The day is balanced with outside play and activities and indoor free-choice and centers. The children are encouraged to ask questions and to learn problem-solving skills. Each teacher works with children on these skills and is actively involved in each activity of the day.

Portfolios

The St. Paul CELC teachers implement a portfolio for each child who attends our center. The purpose of the portfolios is to track the child's growth and development. This is done during the child's regular day, in the child's comfortable environment with his/her classroom teacher. Parents/guardians are always welcome to review portfolios. Please talk with either your

child's teacher, the Director or Assistant Director if you would like to review your child's portfolio.

The portfolios are for the teachers use and parents/guardians review only. Child portfolios are not shared with people outside of teachers and parents/guardians unless written permission is given by the parent/guardian. These portfolios are confidential and for the use of communicating development and assisting in creating goals for the child and the lesson plans for the classroom. At the end of the school year, it will be sent home for you to keep and to share with other early education programs, outside services, and elementary schools if you so choose.

Child Assessments

From the portfolios, the teachers will complete assessments on each child. These assessments will be done three times per year in October, February and May. We will be using the Ages and Stages Questionnaire for our two year olds and Teaching Strategies Gold for our preschoolers. These assessment tools have been issued to us by the State of Pennsylvania and are designed to document growth and development and to assess children's skills, knowledge and behavior. The assessments are on-going. The teachers have participated in trainings on how to use the Teaching Strategies Gold. The teachers will use the information from the portfolios (observations, and photographs) to help complete the assessment. We will use

the information found on the assessments to create our curriculum and provide activities that will encourage each individual child in his/her developmental needs. Upon the completion of the assessments, a copy will be sent home to you for your review. Conferences will then be available for anyone wanting to sit down with their child's teacher to talk about progress, goals you have for your child, or any address any concerns.

Assessment results will also be used to assist CELC in referring children and their families to other professionals who may be able to help the child with their social, emotional or cognitive development.

Every February, May and October, the results of the assessments will be reported to the State of Pennsylvania. Your child's name will not be used; he/she will be assigned a number for reporting purposes. The State will then be able to track how well the Early Childhood field is doing in preparing children for kindergarten and assisting children in their developmental growth.

For all new children starting at St Paul CELC preschool, an initial observation of your child will be done within 45 days of enrolling. This will give our teachers an understanding of your child's development and information on how we can best care for your child and encourage his/her growth. A copy of the

observation will be sent home to you. If you have any questions regarding assessments, please feel free to speak with the Director or Assistant Director.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year in February and May. A signup sheet will be posted outside your child's classroom at the time of the conferences. Conferences can also be held upon request by the teacher, parent/guardian, or the Director. We encourage you to make time regularly to speak with your child's teacher upon drop-off or pick up time. We do understand that it is very difficult to talk with children listening. If you ever would like to speak with your child's teacher privately, please let us know and we will set up a meeting. You also are free to call anytime to check on your child or talk with the teacher if you have concerns or questions.

If there are any changes in your child's routine, please inform the teachers of the change. Notify us of any major changes (moving, parental separation, death in the family etc.) that are happening in your child's life. This will enable us to better understand the needs of your child at that time. If you would like to sit down and talk about any of these issues, please feel free to request a conference.

Confidentiality

As a team of professionals, the St. Paul CELC preschool staff understands and respects your families' right to confidentiality. It is our goal to have open communication and work with you and your family to assist your child in his/her growth and development. For us to reach this goal, we need to learn about your child and your family. The Director, Assistant Director and administrative staff will have access to all information in your child's file, health information, assessment results and family situations. The lead teacher and assistant teacher for each class will assess the children in their group, keeping observations on the children and developing each child's portfolio. Therefore, they will have access to each child's assessment results and developmental progress in their group. All teachers employed at St. Paul Christian Early Learning Center have access to the health status of each child attending the program. With this information the teachers will then have the knowledge needed to care for your child. The children's files are securely kept in the office.

All information of your child and family is highly confidential. St. Paul CELC will not release any information to any other party without your knowledge or consent. If we receive a request for release of confidential information about your child, or when release of confidential information is necessary for participation in regulatory agencies such as NAEYC, OCDEL, STARS, and ELN. These agencies will access files to verify

documentation of requirements needed for maintaining our status with each agency. St. Paul CELC will obtain informed written authorization from the parent or legal guardian and child prior to releasing the information requested. A copy of the signed authorization form will be given to the parent or legal guardian and the original will be kept in the child's permanent file.

Parent/ Family Involvement

**Parents/guardians are welcome at the center at any time to visit with their child. We have an open door policy and encourage parents to be involved! We also have many opportunities for families to get to know each other. The preschool program offers Meet the Teacher Days, Family Nights, and an end of the year Family Picnic. Look for these family events and come join the fun!

Guidance Committee

The St. Paul CELC Guidance Committee exists to oversee and guide the center and also to create and review policies set forth in our Family and Staff Handbooks. The committee consists of 12 voting members including church representatives, parent representatives and professionals from the community in the areas of education, psychology, law and medical practices. We are always searching for input and advice from those within an area of expertise. Please speak to the Director if you have access to these resources and would be interested in serving on

the Guidance Committee. The Committee meetings are held on the fourth Tuesday of every other month in the evening.

Committee member will abstain from voting if there is a conflict of interest. Examples to this are, but are not limited to:

- a) If a committee member is a relative of an employee of St. Paul Christian Early Learning Center, that voting member will abstain from all votes regarding that employee (e.g. yearly evaluation, raises etc.).
- b) If St. Paul Christian Early Learning Center does renovations or repairs of the center, three estimates must be obtained/secured for major equipment or repairs over \$3,000. Voting members will abstain from the vote if they are one of the bidders.

Grievance Procedure

During your child's enrollment at St. Paul CELC there may be occasions when you have a disagreement with the way a center policy or procedure is carried out. While part of the Center's mission is to be supportive of families through meeting the needs of the individual children, it must do so in a way that is feasible in a group care setting. The center is also under legal obligation to follow our state's health and safety, fire and licensing regulations that pertain to the operation of a child care facility. Your child's teachers are responsible for following these policies and regulations within their own classroom. The Director and Assistant Director are responsible for the day to

day operation of the program and the supervision of all staff members; the Director reports to the Guidance Committee.

If you or your child has a disagreement about a policy, procedure or a question about the application of a center policy or state regulation, please speak to the classroom teacher, so that she/he has the opportunity to work the problem out with you or clarify the policy or regulation. Please follow these steps when addressing a question or concern.

- If the problem cannot be resolved with the teacher, speak to the Director.
- The last avenue for a grievance is to meet with the Guidance Committee.

Of course, any time you feel uncomfortable speaking to the teacher involved, you can come directly to the Director or Assistant Director to voice your concerns.

PTO

The PTO organizes fundraisers and Teacher Appreciation week for the program. The PTO will send out notices throughout the year asking for volunteers and donations.

How Parents/Guardians Can Volunteer

In addition to becoming a member of our Guidance Committee, parents/guardians can volunteer with CELC by:

- Serving as a member of our Parent Teacher Organization
- Becoming a classroom reader
- Being a career day visitor
- Supplying their child's classroom with items needed for special events or parties
- Assisting teachers during seasonal parties
- Assisting the office with fundraisers
- Joining your child's class on walking field trips
- Or by sharing any talents, resources or ideas you may have. We encourage input from our families!

CELC does have regular volunteers that come into the center. These volunteers must submit two written references, a health assessment and criminal, child abuse and FBI background checks. The volunteers are always supervised by a St. Paul CELC teacher and are under the direction of the Director.

Parenting Resources

A variety of resources are available for families. There are books and videos on various parenting topics, which families may borrow from the office. In addition to parenting topics, there are pamphlets and information on special services for children. This includes, but may not be limited to, IU13

Services, S. June Smith Services and CHIP availability. Also available for parents is the United Way's Link book which includes information on health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention and child care subsidies. Please feel free to speak with the Director if you are interested in any of this information or would like to inquire about available community services.

Enrollment

The entire St Paul Christian Early Learning Center is open to all children ages six weeks through 6th grade, serving the community of Lititz and the surrounding areas. Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available in accordance with all applicable Federal and State civil rights laws and regulatory requirements and guidelines.

Children's Files

Before enrollment to CELC each family receives a handbook and children's registration papers. Each child enrolled in the preschool has a file, which must be kept current. You must immediately notify us of any changes that may occur at different times of the year in emergency contact information. The Administrative staff and your child's teacher will have

access to your child's file. OCDEL, our regulatory agency will also have access to these files to verify that we are appropriately maintaining our records. Parents/guardians may review their child's file at any time.

Included in this file are:

- Registration Form
- "Getting to Know You" enrollment form
- Emergency contact information form
- Financial agreement
- Copy of child's birth certificate
- Signed parental consent for:
 - Administration of minor first aid
 - Emergency medical care
 - Walking excursions
 - Transportation by the facility (Emergency only)
 - Release of child to anyone other than parent
 - Administration of medication (as described in the medication policy)
 - Photo/video permission
 - Facebook permission
- Signed physician's consent for prescription medication
- Initial and subsequent health assessments
- All developmental assessments made by the teachers
- All reports of accidents, bumps or bruises which occur at the center

Transfer of Records Policy

- All requests to transfer records must be done in writing and handed into the office.

Drop Off and Pick Up Procedure

Please use the entrance at the back of the building. You will turn onto Walnut Street from W. Orange Street and enter the parking lot.

The Church building is locked. The families will each have an access card for entering the building. There is a one- time key card deposit. (See Key Card User Agreement) Please do not give your access card to anyone else.

Your child's teacher must receive written notification of anyone other than a parent is to pick up a child. Children will be released only to persons authorized by the parents and whose names are on file in the office and only after the proper identification has been made. Photo identification will be required.

Parents may pick up or visit with their child at any time. In the case of divorce, separated or unmarried parents, either parent is welcome and can pick up his or her child at any time. The exception to this is if there is a court order in the child's file

stating when a parent can or cannot pickup or visit the child. If your family is experiencing one of these situations, please submit a copy of your court order to the office. If there is not a court order on file, please understand that St. Paul CELC cannot prevent a parent from visiting or picking up his/her child.

*******Parents must personally accompany all children to and from the classroom. Children of any age must not be out of teacher or parent supervision at any time.**

Your Child's Adjustment

All children experience some anxiety about being away from family and home. The adjustment period will be much more positive as you talk to your child about his/her new school, friends, teachers and activities. As you show excitement and enjoyment for the day's activities, your child will have the same enthusiasm. **We suggest and welcome you attend the Meet the Teacher Days before classes begin.** Together you can explore the classroom, meet new friends and get to know the teachers. Also, conferences with your child's new teacher can be arranged. This may help you feel more comfortable as you get to know your child's teacher and the routine of the classroom.

Drop off times are best eased by a cheerful smile and a goodbye kiss. Reassure your child that you will return at the end of the day. Please do not leave when your child is not

looking. He/she will feel more secure saying goodbye and finding comfort with a teacher.

We hope you and your child enjoy being a part of our early learning family. Feel free to ask any questions that you may have. Never hesitate to call during the day to check on your child. You are always welcome to stop in anytime to visit with your child or to just spend some time in the classroom playing with your child and his/her friends.

Calendar

The preschool will send out a calendar at the beginning of the school year informing all of the families of events and days the program is closed.

Closing Due to Weather

Our closing or delay information will be aired on WGAL Channel 8 TV.

If the Warwick School District is closed due to inclement weather, the preschool WILL be closed. If the Warwick School District is on a two-hour delay, the preschool WILL remain open and begin classes at the regular time.

Financial Arrangements

There is a \$75.00 (non-refundable) registration fee for one child and \$25.00 for each additional child. Registration will not be

accepted without the registration fee. The registration fee reserves a space for your child. Registrations will be accepted in February for the following school year.

Families can make payments once per school year, bi-yearly or over 8 monthly payments beginning in August. Each family can choose which method of payment is best for their family.

One-time payment is due – August 15th

Bi-yearly payments are due – August 15th and January 1st

8 time payments are due – the 15th of each month beginning August 15th and ending March 15th.

There is a \$15 fee for checks returned due to non-sufficient funds.

The late pick up fee will be applied after the first 15 minutes at a fee of \$7.00 per half hour.

A late tuition payment fee is at a rate of \$10.00 per week.

Automatic Payments

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign up-just ask us.

If you choose not to enroll in Tuition Express, we will be charging a \$10.00 monthly “handling fee,” as we will be forced to continue to process your payments by hand and make trips to the bank.

Vacation/Holiday Payments and Sick Day Policy:

There is no adjustment to the tuition fee due to vacation or illness.

Tuition Credit

A \$20.00 tuition credit will be given to any parent with a child enrolled in the program when he/she refers another child to St. Paul CELC. The referred child must enroll and remain at the preschool for at least four weeks for this credit to apply. Only one tuition credit can be given for each newly enrolled child no matter how many parents recommend the center. This policy applies only when the referred child is not the child of the referring parent. The tuition credit will be applied to the referring parent’s account following the referred child’s fourth week of attendance.

United Way Donations

Many of our parents have the opportunity to contribute through payroll deductions to the United Way. St. Paul Christian Early Learning Center is a recipient of those funds from the United Way, you need to specifically designate to “St. Paul Christian Early Learning Center”.

Your donations will help us purchase new toys and equipment for the classrooms and help us provide our teachers with worthy wages. Thank you! Your help is greatly appreciated.

Health and Safety Policies

Health Assessment Policy

All children must have current health assessments and immunization records on file. Children shall have health assessments completed upon enrollment and annually thereafter. The dates of service must be present on the form and it needs to show that the child is current for routine screenings and immunizations according to the American Academy of Pediatrics. Documentation from the child's pediatrician is needed if the child is under immunized due to a medical condition or family beliefs. If a vaccine-preventable disease occurs in the program the under immunized child's parents will be called and the child will be excluded. In addition, instructions for the special needs of any child need to be documented on the health assessment form. This includes allergies, chronic illness, hearing or visual impairment, feeding needs, seizures, medications. Etc. In the case of a child with special needs, the Director and the child's family will meet to discuss the child's needs and develop a plan to assist the child. St. Paul CELC will make reasonable accommodations to assist your child if he/she has any allergies or special needs. You will

be reminded of when forms are due, however, we understand that sometimes when scheduling an appointment; it may come past the due date. When a child is overdue, the parent will need to provide evidence of an appointment. If a health assessment is not returned within two weeks of the child's appointment, St. Paul CELC has the right to terminate service until the current health assessment is submitted.

Please inform CELC if your child has special health care needs. This includes allergies or any other special environmental health needs. We will need an individualized care plan for your child from your child's doctor. St Paul CELC staff will then maintain the classroom based on the needs provided by your child's doctor.

All teachers employed at St. Paul Christian Early Learning Center have access to the health status of each child attending the center. This important health information will allow each staff member to properly care for the children of CELC.

Enrolling your child at St. Paul Christian Early Learning Center gives us the authorization to share health issues with all teachers at St. Paul CELC. All health information is kept confidential from other families, volunteers and visitors.

Child Abuse

All the teachers at St. Paul Christian Early Learning Center are mandated reporters of Child Abuse. If it is suspected that a

child is being abused, we are required to report our observations to the proper authorities.

Illness Policy

Any child having the following symptoms:

- Fever of 100 degrees or greater
- Vomiting
- Diarrhea
- Upper respiratory symptoms
- Nits found due to head lice

must be taken home when the parent/guardian is called by the preschool.

If the parent/guardian is unable to come, the parent/guardian is responsible for making alternate arrangements for pick up. Arrangements should be made so the child is removed from the program within an hour of the phone call. The child will be waiting in the office, where he or she can rest comfortably until picked up.

A child who has three bouts of diarrhea will be sent home. The center may request a doctor's note confirming that the child does not have a contagious illness.

If a child is too ill to go outside or participate in regular activities, he is too ill to be at the center. We will not be able to keep a child inside while the group goes outside. The children are taken outside daily, weather permitting.

A child may return to the St. Paul CELC when ONE of the following conditions is met:

- ❖ Child is symptom free for 24 hours and fever free for 24 hours without a fever reducing medication.
- ❖ Child has received antibiotic medication for a minimum 24 hours
- ❖ Child has obtained a physician's note stating that the child **does not have a contagious illness** and is well enough to be at the center.
- ❖ The has been treated for lice and is nit free

St. Paul CELC will provide information to the families when any contagious illness is at the center. The information will be posted in the office and preschool file folders. It will inform you of what classroom the illness occurred and when the last day of attendance was for that child. The fact sheet on the illness that will be posted will inform you of signs and symptoms, mode of transmission and the period of communicability.

Medication

In order for medications to be administered at CELC, very specific guidelines must be met. A medication request form must be signed and completed each day that the child requires a dosage while in our care. Medication must be in the original container and clearly labeled with the name of the medication, your child's first and last name, physician's name (for

prescriptions), amount of dosage, time to be given and the expiration date of the medication. **It is our policy that the first dosage of any medication is given at home by the parent/guardian.** All prescriptions and over-the-counter medications are stored in a locked medicine cabinet in the childcare office. This includes cough drops, Chap Stick and any other over-the-counter lotions to be applied. Please do not send any medications into the center in your child's backpack.

Please read the label of all over-the-counter medication which is sent to CELC. We cannot administer medication to children less than two years of age without written permission from a doctor. Also, there are many medications (such as cough syrup) which require a doctor's prescription to administer to children under six years of age. Please check all labels.

Because of possible side effects, please do not ask us to administer your child's first dose of a new medication.
Parents/guardians need to administer a first dose at home.

****Please note that we do not apply insect repellent to the children.

Sun-Smart Policy

St. Paul Christian Early Learning Center is committed to practicing sun-safe behavior and protecting children and staff from the harmful effects of ultraviolet radiation (UV). All children will be required to have sunscreen applied when playing outdoors. **Parents will need to apply the sunscreen to their children before coming to preschool.** It is recommended that sunscreen be applied 30 minutes before going outside. St. Paul CELC will encourage children to seek shade when outside and limit the time spent in the direct sun between the hours of 10:00am -12:00pm. However, please be aware that the children will be going outside daily during these hours; we will ensure that the children have shade to play in, are well protected and are provided plenty of water to keep hydrated. Before going outside daily, St. Paul CELC will check the local UV Index from the United States Environmental Protection Agency website or by watching the local news broadcast for the UV Index rating. The staff of St. Paul Christian Early Learning Center will review our sun safety policy each year.

If your child has any sensitivity to sunscreens or lotions, please let us.

Nutrition

We will provide a morning snack for all of the children in CELC. A list of snacks that we serve is posted in the classrooms. It is

very important that you inform the staff of CELC if your child is allergic or unable to have certain foods.

Fire Drill and Emergency Evacuation Plans

Fire Drill and emergency plans are performed monthly throughout the year. All children and teachers are involved. We also conduct annual tornado/severe weather drills. In the event that an emergency evacuation becomes necessary we will immediately escort our children to Children's Corner at Moravian Manor Retirement Community at 300 West Lemon Street, Lititz, 626-0214. From that location, we will use your child's emergency contact information to contact all parents. For this reason, it is VERY important for all families to keep Emergency Contact information up to date. If there are any changes, please contact the office staff.

Clothing

Children should be dressed comfortably for play while at CELC. Please wear clothing on your child that is appropriate for the weather. The children will go outside daily. However, the children will not go outside on "ozone action alert days" or any other air pollution alerts.

Flip-flops, clogs, sandals or other dangerous footwear are not permitted. They are not safe for walking or play.

Discipline Policy

It is the policy of St. Paul Christian Early Learning Center to work with individual children to teach management of anger, problem solving skills, social skills and strategies for negotiating differences with peers. Children learn appropriate behavior through modeling, positive reinforcement and redirection. As children hear consistent, positive responses such as praise and approval for accomplished tasks, they develop healthy feelings of self. Teachers are expected to get down on the child's eye level, talk to him/her about the problem, guide the child to discover alternate ways of handling situations and encourage the child to talk with peers regarding the situation. Time-out can be used as a last resort, after the positive measures have been tried. Teachers will never use any form of physical punishment, including spanking. Disciplinary methods shall never shame, humiliate or frighten the child. Teachers will not withhold food as a form of discipline.

Teachers will make every effort to have open, constant communication with parents regarding their children. Because it is difficult to openly discuss concerns with children present, we will always be available to meet with parents to discuss their child, the classroom routine and structure and how the center may best meet the needs of the family. When there are challenging behavioral issues in the classroom, the teachers will make regular observations to assist in determining events, activities and interactions that may contribute to the

challenging behaviors. The teachers will work together with the families to create an action plan to assist the child and the classroom in working towards a resolution for the problems.

The center will do all possible to provide consistent discipline between home and school. We can only do this through good communication. In the case that we are not able to adequately help a child manage his/her behavior through our combined efforts, the center reserves the right to refer a child to his/her family physician, the IU or S. June Smith Center for evaluation. The family, teachers and other professionals will work together to create an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) for the child. The family and the center would then be expected to follow the physician/evaluator's guidance in proper behavior management for this particular child.

We provide a secure environment for all of our children. We care very much for the children in our preschool and wish to meet each child's needs. We do reserve the right to terminate care with two weeks' notice in the event that we are unable to sufficiently meet the needs of any child.

Parking

Parents will turn off of West Orange Street onto Walnut Street and park in the back parking lot. **Please do not park in the**

front row where the fence lines the grass. We will keep that area open so that the children are easily visible when walking to and from their cars. There is a sidewalk that will take you to the entrance of the preschool. Please do not leave your car running while in the building.

Pet Policy

Any pet entering our building for a visit must have up to date immunizations and a recent veterinarian check-up.

Babysitting

If your family seeks the service of a St. Paul CELC staff member to baby sit after work hours, note that St. Paul CELC is not liable for actions or quality of care. The agreement and arrangement is between the family and the person babysitting NOT St. Paul Christian Early Learning Center.

Smoking

Smoking is not prohibited on the grounds of the St. Paul Evangelical Lutheran Church and St. Paul Christian Early Learning Center.

Summary of Parent's Rights and Responsibilities

Your Rights are to:

- Be involved in your child's education and care

- Receive information regarding your child' progress and development
- Share in decisions about the care of your child
- Have frequent contact with teachers about your child
- Have access to the classroom through visitation
- Be recognized as the "expert" when it comes to your child
- Be informed when a communicable disease or traumatic situation has arisen at the program
- Be informed by the teacher when your child has a problem
- Be informed about changes in fees, teachers or programming

Your Responsibilities are:

- Be involved in your child' education and learning
- Share information about the child and home that may affect behavior
- Check mailboxes daily. Each family has a file folder. Read all messages and newsletters distributed by the staff.
- Label everything! Backpacks, coats etc.
- Dress your child appropriately for the weather
- Keep payments up to date at all times.
- Inform the center in writing if someone other than a parent will be picking up the child.
- Be available (or designate someone) to pick up your child if you are called by the center in case of illness. Keep your child home if they are sick.

- Keep your child's file complete and current. Submit required health assessment forms. Update all forms whenever a change has been made (such as job, address and phone number).
- Read and abide by all the policies in the handbook.
- Follow the grievance procedure if you are having a problem or concern.

Updated February 2016