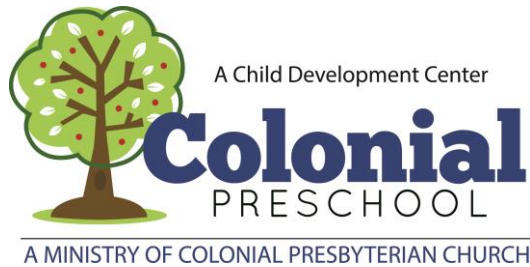


Parent Handbook

12501 W. 137th Street, Overland Park, KS 66221

816○501○3917 Administrative Assistant's Office, Upper Division
816○501○3961 Administrative Assistant's Office, Lower Division



Dear Parents,

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

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

Our dedicated and well-trained teachers are committed to providing a stimulating and creative educational environment for your child, all the while surrounding him or her with their love and the love of the Lord. We dedicate ourselves to a deep concern for the overall intellectual, physical, social and emotional development of each child, and do so within a Christian environment seeking to instill sound biblical values and virtues.

We also understand that you, as parent, are your child’s first and most important teacher, and we strive to support you in your efforts through opportunities for networking, fellowship and parenting classes.

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

Michele Isringhausen
Director

Angela Horton
Assistant Director

COLONIAL'S MISSION STATEMENT

To be the light of Christ in a hurting culture so that the lost are found, the broken are made whole, the fatherless find hope, and our city is blessed.

COLONIAL'S VALUES

Pray First – We rely upon the will and power of God's Holy Spirit to lead us.

Safe Harbor – We lead with grace in every relationship. We provide a safe environment for people in all walks of life and stages of faith to find rest, to consider the claims of the Gospel, and to experience healing from the storms of this life.

Better Together – We live out our faith in community. We are a multi-generational, multi-ethnic family that enjoys relationships in small groups; relationships with local and global partners in mission; relationships with our local schools and city officials; and relationships over a cup of coffee throughout the city.

Love Generously – We love because God first loved us. We love through tangible expressions of generosity that bless people and bring glory to God.

Student Strong – We equip students of all ages to lead. From preschool on, we invest deeply into the next generation, cultivating a personal relationship with Jesus and entrusting students to positions of leadership and influence.

Truth Matters – We study the scriptures to discover and be transformed by Truth. We believe Truth is a person, and His name is Jesus.

COLONIAL PRESCHOOL AND CDC MISSION STATEMENT

Jesus Loves Me

We are created and loved by God.

This is Church

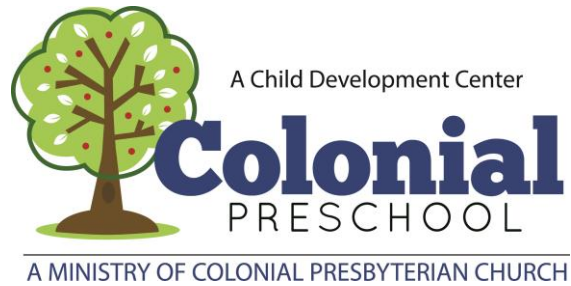
We build relationships with our children, families, and staff and seek to meet their needs.

Love One Another

We are mandated by Jesus to "Love One Another" and through Christ's love we forgive, serve, support, pray for and encourage others.

It's All About the Children

Every aspect of our program is decided by asking "what is best for the children?"



EDUCATIONAL PHILOSOPHY

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

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

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

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

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

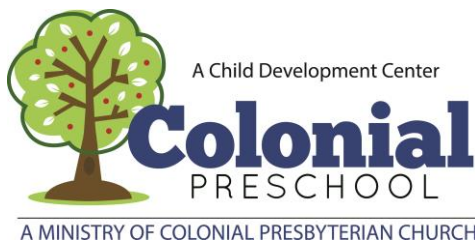
We believe young children need to move to learn. We provide a movement program designed by an occupational therapist to help develop and grow children's brains and create brain paths to aid them in becoming successful learners.

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

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

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

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



BIBLICAL CURRICULUM FOUNDATION & APPROACH

Luke 2:52

“And Jesus increased in wisdom... (Cognitive Development)

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

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

“And in stature... (Physical Development)

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

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

“And in favor with God... (Spiritual Development)

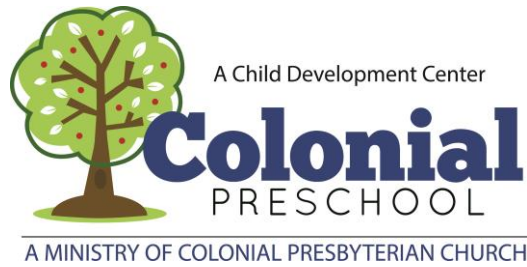
In our church-affiliated school, the children will be exposed to these basic spiritual concepts:

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

And man.” (Social / Emotional Development)

We will strive to help each child:

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



BEHAVIOR MANAGEMENT

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

It is our desire for children to learn how to make acceptable choices within reasonable limits, and to learn the skills and vocabulary necessary to interact in a socially positive fashion. Teaching children to become independent decision makers and problem solvers is an ongoing process which, with consistent and constant positive guidance, they gradually incorporate and build on from year to year as they mature developmentally. When problem behavior occurs, parents will be notified on that same day by the teacher personally or by a written documentation using a behavior management form, depending upon the specific situation. A meeting with the preschool director, assistant director, teacher, and parents may be set up if the behavior becomes persistent, is harmful to the other children in the class, or is indicative of more serious developmental issues.

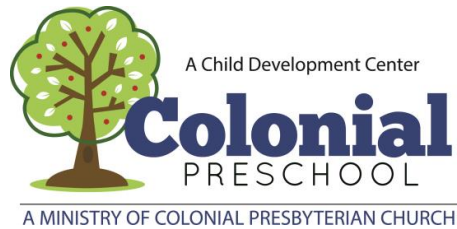
Discipline that is shaming, frightening, or physically harmful to the child is strictly prohibited.

Discipline Procedure for Lower Division

1. Positive Discipline which includes the following:
 - a. Communicate to children using positive statements
 - b. Encourage children, with adult support, to use their own words to resolve their conflicts
 - c. Communicate with children by getting down to their eye level and talking in a calm, quiet manner about what behavior is expected
2. Distraction:
 - a. Change the child's behavior to an acceptable activity without confronting the inappropriate behavior
 - b. Change the scenery around the child to create a diversion from the inappropriate behavior
3. Redirect:
 - a. Anticipate problems and intervene beforehand with an appropriate solution
 - b. Guide the child to a more appropriate or acceptable behavior

Discipline Procedure for Upper Division

1. Positive Discipline which includes the following:
 - a. Communicate to children using positive statements
 - b. Encourage children, with adult support, to use their own words to resolve their conflicts
 - c. Communicate with children by getting down to their eye level and talking in a calm, quiet manner about what behavior is expected
2. Distraction:
 - a. Change the child's behavior to an acceptable activity without confronting the inappropriate behavior
 - b. Change the scenery around the child to create a diversion from the inappropriate behavior
3. Redirect:
 - a. Anticipate problems and intervene beforehand with an appropriate solution
 - b. Guide the child to a more appropriate or acceptable behavior
4. Audience Chair
 - a. Allow the child to move to a "safe place" to observe the classroom activity until the child has had time to calm and reflect
 - b. Set aside this area to be used by the child for self-regulation when necessary
5. Removal to Director or Assistant Director's Office
 - a. This may be used when additional assistance is needed to help the child make more acceptable choices
 - b. This may also be used when the child just needs to take a break from the classroom environment to reset in a safe, quiet space



COVID GUIDELINES ADDENDUM: August 2022

Due to the fluidity of COVID Regulations and Requirements put forth by the CDC, KDHE and JCDHE, policies may change throughout the year ahead. We will strive to keep our parents informed of any changes in regulations or policy and we ask that our parents follow the suggested guidelines and policies set forth. Each child will be expected to have a current, completed 2022 Parental Health Agreement in their file and each staff member and family will be expected to follow those guidelines. Parents are responsible to notify the center if anyone in their household has been diagnosed with COVID. In turn, should a family member, staff person, or child test positive, we will notify Johnson County Department of Health and Environment when required and will comply with any direction that they may give us and ask that parents comply as well. In addition, for this time, we ask that our parents are aware of the following exceptions to our regular policies. These exceptions take precedence over our regular policies until further notice.

Pick Up and Drop Off:

- Parents will drop off and pick up their child at the inside classroom doors.
- Parents and siblings will be asked to not enter classrooms at drop off. This allows for teachers to devote their attention to the littles.
- We ask that parents stay at home if they are experiencing any sign of COVID or have recently been around anyone diagnosed with COVID. **Please contact the office if you have a sick child that needs to stay in the car while you drop off another child. We are happy to assist you.**

Tuition/Payment Policy

- Should a classroom, or our entire program need to close due to a COVID related event or should a child be asked to quarantine for a period, no tuition refunds will be given for the current month. Decisions concerning closure and forced quarantine will be based upon recommendations from JCDHE, KDHE, the CDC, and the church leadership.
- Withdrawal of a child from our program has a significant financial impact upon the center. We ask that you give us a 30-day notice if you must withdraw for any reason. Withdrawal must be in writing through email or our disenroll form.

Personal Belongings

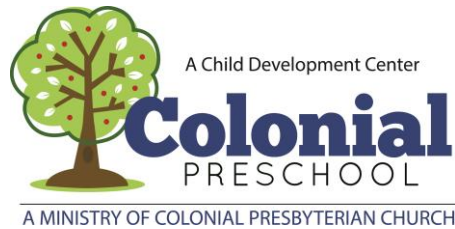
- Please launder all rest-time items each week
- Please remember to keep coats, jackets, gloves, etc. washed weekly if possible
- Please clearly mark all belongings so that everything gets home with the rightful owner

Snacks, Parties and Celebrations

- We love celebrating one another! When bringing birthday treats for your child, we ask that they be pre-packaged and still sealed upon arrival. No homemade treats and please, no cupcakes!
- All shared snacks and seasonal parties should consist of foods that are pre-packaged or can be peeled (banana, tangerine, orange) No Homemade treats please
- Please remember that all treats/snacks must be peanut free

Extra Hygiene Measures and Procedures

- ***Handwashing***
 - Each child will wash his/her hands upon entering the classroom each morning and when entering from the playground
 - Handwashing will be done throughout the day before and after eating, after play, after toileting, and as needed after play or table time
 - Hand sanitizer will be used as needed with our older classes when hand washing is not easily available
- ***Cleaning, Disinfecting, Sanitizing***
 - We will be using CDC N-List approved Hydrogen Peroxide cleaner to disinfect
 - We will be cleaning and disinfecting on a regular schedule. Each classroom, restroom and hallway space will be included in the schedule
 - Professional cleaning crew will clean each evening
 - Toys, art supplies, and cubbies will be sanitized daily
 - We may choose to eliminate or change some activities to ensure cleanliness and safety



GENERAL INFORMATION

About Our Program

Colonial Presbyterian Child Development Center provides programs for children ranging in age from 15 months through 5 years of age and is divided between the Lower Division and the Upper Division. The Lower Division includes children 15 months up to 3 years old and has four classrooms: Busy Bees, Lively Ladybugs, Bright Butterflies, and Friendly Frogs. The Upper Division includes children 3 through 5 years old and has eight classrooms: Red, Purple, Blue, Orange, Yellow, Rainbow, Gold, and Green. The Upper Division is divided into three levels – Preschool for our 3-year-olds, Prekindergarten for our 4-year-olds, and Transitional Kindergarten for 5-year-olds. Our Explorers and Jr. Explorer’s Classes are an optional one day a week class offered to our 3, 4 and 5-year-olds as a more hands-on approach in the areas of STEAM.

Advisory Committee

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

Scholarship Fund / Donations

As mentioned above, our Advisory Committee proudly awards scholarships for Upper Division children on an annual basis to qualifying families as funds are available. Please see your director for confidential application forms if you are interested in receiving a scholarship; note that scholarships deadlines are in April for the upcoming school year.

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

Insurance

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

Office Hours/Telephones

The preschool Upper Division office (main) hours are Monday-Thursday from 8am to 4pm. The preschool Lower Division office hours are Monday-Thursday from 8:30am to 2:30pm. If you try to contact us and do not get an immediate answer, please leave a voice mail. We may be in the classrooms, on the playground, or elsewhere attending to the needs of the children. Our administrative assistants check their messages immediately upon return to their desk and will get in touch with you right away.

School Calendar

You will receive a school calendar at the beginning of the year and can always access one at www.colonialpreschoolkc.org. Please note that the center is closed the week of Thanksgiving, just over 2 weeks at Christmas time, a week of Spring Break, and for President's and MLK, Jr. Days. We are also closed two days in October and April for Parent/Teacher Conferences and a few days where both BV and Olathe Schools are closed with no deduction in tuition for these days off.

Cancellation of School

In the case of inclement weather, the director will decide by 7:30am based upon several factors including, but not limited to, local school district decisions. Please note that in the event of school closing or delay, you will not be called. Colonial Preschool will be listed as an individual school on Fox 4 News channel and will update their Facebook page and emails may be sent when possible. You can also check your Seesaw account. Should Colonial need to close for any other emergency, you will be notified by phone.

Emergencies/Safety

Teachers will follow emergency procedures (outlined in the plan at the end of this book) in case of injury or illness to a child and parents will be notified immediately. Please ensure that the preschool office has all your pertinent current telephone numbers. We practice fire (flee) and tornado (shelter in place) drills regularly. These drills are kept light and your child will only hear us refer to them as "fire" or "tornado" drills. Your child's safety is very important to us and he/she will always be supervised.

Tuition

******Please see the Tuition Section in the Covid Addendum******

Tuition for September is due by August 15th. After that, tuition is due the first day of each month, October through May. A late fee of 10% of the total tuition amount will be charged after the eighth of the month. Please let the preschool director know if you need to make special arrangements for a later payment based on a personal or financial situation. Because our monthly tuition fees are based upon our costs for the year and are then divided evenly by the nine months the children attend, there is no additional deduction in tuition for Thanksgiving, Christmas and Spring Break, Labor Day, Martin Luther King, Jr.

Day, President's Day, Inclement Weather Days, or Conference Days. We are a nonprofit school and all tuition helps to cover teacher salaries and preschool expenses.

For a year-end tuition summary for tax purposes, please contact Lisa or Deb.

Automatic Withdrawal and On-Line Bill Pay Information:

By completing and signing our Tuition Express Automatic Withdrawal form, you can give us permission to automatically withdraw your tuition funds from your checking account or bank card each month. All payments will be made on or immediately after the 1st of each month. To request a later withdrawal, please see the director.

If you prefer, you will be able to make online payments through MyProcure.com on your phone or computer. Through MyProcure.com, you will also be able to access your child's ledger, by setting up an account using the email we have on file. For more information, please see one of the Administrative Assistants.

Personal checks and cash are always accepted methods of payments as well.

Entrance, Parking, and Pickup

******Please see the Pickup and Drop off Section in the Covid Addendum******

Each child is to be escorted by the parents to his/her classroom. Do not, under any circumstances, let your child out in the parking lot to come into school unescorted. **Never leave siblings in the car or outside the center unattended. If this is observed, the Department of Social Services may be called.** For the safety of all our families, please drive slowly as you are coming in and out of the parking lot. You may enter through the main doors near the flagpole or the double doors on the east side of the building. Please note that the double doors on the east side of the building are only open from 8:30am to 9:30am and again from 1:30pm to 2:30pm. All other entrances are locked from the outside.

All children are to be picked up at their classroom at the close of each school day. If your child has not been picked up within 10 minutes of the close of school, he/she will be taken to the office and you will be called. A late fee of \$1.00 per minute will be charged after the first 10 minutes. Late fees are charged at the discretion of the preschool director, in order that extenuating circumstances may be considered.

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

Attendance and Pick Up Policy

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

We also ask that you maintain regular attendance for all the days you are enrolled to give your child the full benefit of the curriculum.

Parent Communication

Communication between parents and staff is very important, and parents should feel free to consult with the lead teacher at any time regarding their child's development or school activities. You can contact your child's teacher by sending a note or by leaving a message with the office or through the Seesaw app. We ask our teachers not to discuss your child with you in the presence of the child. Please help our teachers adhere to that policy by requesting a time before or after school to go over any questions or concerns. Our staff will then help ensure that your child is kept safe in another area.

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

- Monthly newsletters and calendars from each classroom and an administrative information newsletter will be posted on the preschool's website at www.colonialpreschoolkc.org.
- Personal emails will be sent regarding individual situations and/or requests.
- "Ask Me About My Day" information sheets listing the classes' activities will be posted outside the classroom door each day.
- Updates or reminders of activities will be posted on signs in the center, added to our Facebook page, and communicated via email or text.
- Fall and spring conferences will be held for all children.
- Teachers will use Seesaw classroom accounts to share information and classroom activities with you.

Allergies

Many children today have allergies to a variety of substances and materials, and therefore we strive to ensure that every child in our school is in the safest possible environment. Because we have children in our care with life threatening allergies to peanuts, we are a peanut-free school. We ask that you please do not bring peanuts, or anything that may contain peanuts or peanut butter. Tree nut butters and tree nuts are allowed if there are no tree nut allergies in that particular classroom on any day. Your child's teacher will let you know if your child's class is Tree Nut-free as well as peanut-free.

If your child has a Food Allergy or other allergy that may require restrictions or immediate care, we ask that you complete an Allergy Action Plan Form for our office.

Illness Reminders

*****Please see the Illness/Exclusion Section in the Covid Addendum*****

***Per COVID-19 Guidelines through KDHE:**

- *A child will be required to quarantine according to the CDC guidelines if they or a family member is diagnosed with COVID-19.*
- *Should a staff member or class member be diagnosed with COVID-19, all children in that class or in the facility, may be required to quarantine at home for a period recommended in the latest CDC guidelines.*
- *If diagnosed with COVID-19, a child must be past the required quarantine period and be fever free without medication for 24 hours before being allowed to return to school.*

Illness Exclusion Policy

- If your child is diagnosed with a communicable disease, please notify the office so that parents of exposed children can be alerted.
- Please note that children not immunized per State requirements will be excluded from participating in the program during any outbreaks of vaccine preventable illnesses per State Guidelines.
- Please contact the office to report any absences whether health related or not.
- A parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility as described below:
 1. The illness prevents the child from participating comfortably in facility activities.
 2. The illness results in greater care than the childcare staff can provide without compromising the health and safety of other children; or
 3. The child has any of the following conditions and poses a risk of spread of harmful diseases to others.
- Please see the following updated Exclusion Recommendations from KDHE:

Covid -19 (See CDC Recommendations)	Exclude for 5 days following onset of symptoms or test date if asymptomatic, take precautions through day 10; susceptible contacts should quarantine from date of last exposure. Layering mitigation strategies should be utilized.
Diarrhea/Vomiting/Rash	Diarrhea-free for 24 hours without the aid of medication/ No vomiting for 24 hours/ Rash: consider exclusion pending a physician evaluation
E. Coli	Daycare Only: Exclude until two negative stool cultures are obtained (must be 24 hours apart and 48 hours after discontinuation of antibiotics)
Eyes inflamed with purulent discharge	No exclusion. If bacterial conjunctivitis, allowed to remain in school once any prescribed therapy is implemented
Fever with or without other symptoms	Fever-free for 24 hours without the aid of medication
Fifth Disease	Exclude until fever-free for 24 hours without the aid of medication, no longer considered contagious once rash has appeared
Hand, Foot, and Mouth Disease	Exclude until fever-free for 24 hours without the aid of medication and no open lesions
Impetigo	Exclude until treated for 24 hours with antibiotic or physician note
Influenza	Physician Diagnosed: Exclude for 5 days following onset of illness. If fever persists for more than 5 days, continue exclusion until 24 hours fever free
MRSA	If lesions can be covered, then no exclusion; if lesions cannot be covered, exclude until lesions have crusted over
Mononucleosis	Fever-free for 24 hours without the aid of medication
Pertussis (Whooping Cough)	Exclude until the completion of appropriate antibiotic therapy (susceptible contacts no longer need to be excluded, only monitored)
Streptococcal disease (scarlet fever and streptococcal sore throat)	Exclude for 24 hours following initiation of antimicrobial therapy; if not receiving therapy exclude for 10 days following onset of symptoms
Varicella (Chickenpox)	Exclude until all lesions have formed scabs or crusted over; each susceptible contact not age-appropriately vaccinated within 72 hours of first exposure shall be excluded for 21 days from last exposure to an infectious case

Medication

- In the event medication must be administered to your child during school hours, an authorization and release form must be completed and signed by a parent. These forms are available in the administrative assistant's office and must be on file prior to the dispensing of any medication.
- **Medications must be in their original containers and labeled with your child's name and dosage required and must be kept in the administrative office.**
- All medication will be administered to your child by a staff member that has completed the Kansas State Training for Administering Medication.
- OTC Diaper creams can be administered, but the parent must fill out a consent form in the office prior to usage.
- The State does not allow us to have any lotions, lip balm, hand sanitizer or sunscreen within the reach of children, including in a child's backpack or bag.

What to Bring

While no school supplies are required, we do ask that each child bring a roll of paper towels, a box of Kleenex, a container of non-scented wipes, or a container of Clorox wipes to Meet the Teacher or the first day of school.

Each child will be given a large blue bag in which to carry their bedding, extra clothing, lunch bag, and water bottle. If your child brings a backpack, please make sure it will fit into the bag as well. Please remember to label all your child's belongings – backpack, coat, hat, mittens, extra clothes, water bottle, lunch bag, etc.

The State of Kansas requires that all children bring an extra set of clothing each day. Please place this change of clothes in a baggie in your child's Blue Bag. Children are encouraged to wear comfortable clothing that can be easily managed for bathroom needs. All children play outdoors every day (except in extreme weather conditions) and warm outer clothing is a must.

Each child will need to bring two small blankets or a beach towel and a blanket for nap or recharge time, a lunch, and a water bottle each day. For children in the lower division classrooms who are not potty trained, please send 3-4 diapers in your child's bag each day. The preschool will have non-scented wipes.

Lunch

You will need to send a lunch and water bottle marked with your child's name each day. Please remember not to send peanut butter in your child's lunch. Substitute Tree Nut Butters are acceptable if no one in the class has a tree nut allergy. **Please consult your classroom teacher before sending Almond or any other tree nut butter.** If you do send a sandwich substitute butter, we ask that you label it as such to avoid any confusion. Please note that due to the large number of children in our school, we are unable to refrigerate lunches or heat any meals.

Snacks

Snacks are to be kept simple, and are intended as a small energy boost, not a meal. If the children have too large a snack, they often will not eat their lunches. Parents may sign up on the bulletin board outside the classroom to volunteer to provide the snack for the class. The State of Kansas requires the snack to be from two food groups. If you choose to provide juice, it must be 100% juice. We serve water with all other snacks. Please refer to the snack guideline list for suggestions. In the Lower Division, parents will need to provide a morning snack and cup with a drink each day for your child only. For all snacks brought to the center, please remember that we are a peanut-free school, as described in the section regarding allergies.

Snack Guidelines and Suggestions

- Parents, please note that we wish to emphasize healthy eating for the children. Please refrain from offering too-sugary treats with no nutritional value.
- The State of Kansas requires that each snack consist of two food groups. The list below provides some great examples for you. If you would like to send juice as one of the choices, please be certain that it is 100% juice.
- No Homemade treats – All treats must be individually wrapped or sealed
- **BECAUSE OF SEVERE ALLERGIES, PLEASE DO NOT BRING NUTS OR ANY PRODUCT WITH NUTS IN IT**

Healthy Snack Suggestions:

100% fruit juice
Graham crackers
Animal crackers
Vanilla wafers
Ritz crackers with cheese
Cheese sticks
American cheese slices
Fruit smoothies (mini bottles) or Yogurt
Fruit/cereal bars
Whole grain crackers
Goldfish crackers/Veggie Straws/Pirate's Booty
Carrot sticks
Fruit (prepacked or peelable) or dried fruit
Applesauce
Popcorn (Upper Division only)

THANK YOU SO MUCH, UPPER DIVISION PARENTS, FOR
VOLUNTEERING TO PROVIDE SNACK FOR YOUR CHILD'S CLASS!

The State of Kansas recommends that you visit ChooseMyPlate.gov for ideas and menus for your child's lunch and snacks.

Milk/Formula

The State of Kansas requires that we offer milk to each child at lunch, unless they already have milk in their lunch or are on our "No Milk" list. Our Parent Consent/Authorization Form gives you the chance to opt your child out if you do not want us to serve milk to him/her. We will be serving Sam's Club or Wal-Mart Brand skim milk or 1% milk. To ensure that the children do not fill up on milk, our servings are small. If you would like for your Lower Division child to be given a small amount of milk at school, please send a second sippy cup for that purpose.

In the Lower Division, if your child is still on formula, please send premeasured containers and a sippy cup with a clearly marked water fill line. For safety reasons we do not let the children walk around with sippy cups or sleep with them at rest time.

Birthdays and Holiday Parties

******Please see the Snack and Parties Section in the Covid Addendum******

Cookies and decorative napkins may be brought for an end of the day treat on your child's birthday. Please do not bring cupcakes or cake as these are very messy. To alleviate any child feeling excluded, we ask that Birthday Party invitations or thank you notes not be sent to school for distribution by the teacher unless all classmates are invited.

Each classroom will celebrate our seasons with the following classroom parties: Fall, Christmas, Valentine's Day, and Easter. Your child's teacher will post a sign up for treats and party supplies.

Parent Involvement

We welcome and encourage parents to participate and/or volunteer their time and talents at our school. Due to State Regulations, advance notice is required, so please let the office or lead teacher know ahead of time if you plan to spend time in your child's classroom. We will follow any current Covid guidelines for anyone visiting within the classroom.

There are also several events throughout the year where we ask parents to volunteer to assist or to plan. Volunteer sign-up sheets will be available during Parent's Night and opportunities will be emailed out throughout the year.

Classroom Ratios

There are two teachers in each classroom – a lead teacher and an assistant teacher. The following are our ratios for each age group: Bees 1:4; Ladybugs 1:5; Butterflies and Frogs 1:6; three-year-olds 1:8, four- and five-year-olds 1:9 or 1:12.

To help your child at home with their teacher's names: In the Lower Division we address staff as Miss (First Name) and in the Upper Division we address staff as Mrs. (Last Name). Our administrative staff goes by Miss (First Name) as well.

Curriculum

Colonial preschool has used the expertise of professionals and our own staff over the past 50+ years to develop its own unique, developmentally appropriate curriculum. Our lead teachers use this curriculum as a foundation to design their classes' monthly lesson plans, incorporating their own professional knowledge and experience, and taking into account the individual needs of the children in their class each year. Although all teachers work toward the same educational goals and use Colonial's extensive curriculum, they are allowed the autonomy under the supervision of the directors to be creative in providing a tailor-made experience for their own class, since we know every group of children is different.

In addition, we use many parts of the Learning Without Tears curriculum to enhance our lessons and as a baseline screening for our Upper Division children.

Enrichment Classes

Movement Is Fun (MIF)

This sensory motor integration program designed to introduce the children to physical education is conducted on a weekly basis for all children 3-5. It incorporates music and specifically designed movement sequences and activities to enhance motor and cognitive skills. Please avoid sending girls in dresses and/or tights on these days and have your child wear shoes and socks that are easy for them to take off and put on by themselves.

Joyful Noise (Music)

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

Masterpieces (Art)

Our Masterpieces class, also attended every other week, allows the children to explore artworks by the masters, and to experiment with the techniques used by these artists. The children's creativity is encouraged, and we are always amazed by the beautiful work they enjoy creating. ***(This class will not meet during Covid)***

Screenings

Children in our threes, fours, and Transitional Kindergarten classes will be evaluated by PossAbilities for hearing and Colonial will pay the cost per child. Free Vision tests will also be offered for all our children through the generosity of the Lion's Club.

In addition, our Administration conducts assessment screenings offered through the Learning Without Tears program. These assessments are used for our PreK and TK children and the results are available at conferences.

Kindergarten Readiness

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

Potty Training Policy

All children in our Preschool three’s through TK classes must be fully and reliably potty trained. This requires that they are wearing cotton underpants, not pull-ups. Our preschool classrooms, with the exception of our lower division rooms, are not licensed nor equipped for diapering. Children will be accepted into these classrooms on a four-week trial basis. Several accidents in the first two weeks to one month might be an indication that the child is not sufficiently potty trained, and we reserve the right to request that the child be given more time before attending.

We ask that parents that have concerns about their child's abilities or behaviors surrounding potty issues, reach out to the director. We never want shaming or discouragement for our littles and want to work together to ensure that each little one feels confident, supported, and successful while at school each day. As we have seen some developmental delays due to the stress and anxiety behind the Covid pandemic, we want to be sure we are giving grace where needed and doing what is best for each child when potty training becomes a struggle.

Children in our lower division classrooms do not need to be potty trained. However, when you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness and must be able to verbalize his/her need to go, wipe himself and be able to pull up and down her own pants. Please keep in mind that the activity level here in our classrooms can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we ask you continue to send your child in training pants or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder/bowels for a few minutes beyond that announcement.

During toilet training, parents need to supply **training pants with plastic pants or pull-ups**, plus a couple of extra changes of clothing each day (don't forget the socks and an extra set of shoes!) We ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Please avoid overly tight clothing, pants with snaps and zippers, overalls and other clothing that may be difficult to remove when your child is in a hurry.

Biting Policy

At Colonial we know that biting is not an unusual occurrence and there are many reasons why a child may bite another child. Some of these reasons can include teething, frustration, over-stimulation, hunger and testing cause and effect. The safety of all our students is our primary concern.

When a biting incident occurs, our staff will:

- Say to the child, “No, we do not bite.” It will be said firmly, but kindly.
- The bitten child will be comforted. The biter will be redirected to another activity.
- The bite will be assessed, cleaned with soap and water and bandaged if necessary.
- If the bitten child calms and returns to playing, then both parents will be notified at the end of the day. The identity of each child will remain anonymous.
- If the bitten child’s skin is broken, then Colonial will notify the parents immediately.
- A Behavior Report will be filled out for the biter and a Boo-Boo Report will be filled out for the bitten child.

If biting incidents continue to occur:

- If there are recurring biting incidents, then Colonial Administration staff will meet with the parents. The purpose of the meeting will be to discuss possible reasons for biting. We will work with you to find possible solutions.
- Colonial staff may suggest follow up with a medical professional, occupational therapist or early childhood specialist.
- If the biting persists, the child may be asked to stay home for a month to work on the problem.
- If upon returning, the biting continues, the child may be asked to leave for a longer period or to not return for the remainder of the school year.

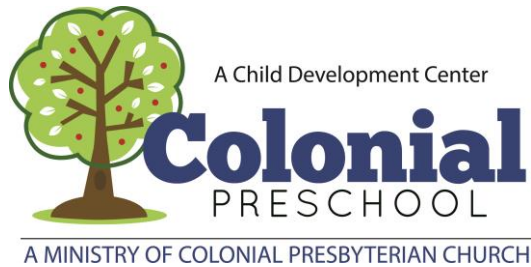
Disenrollment Policy

If you wish for any reason to disenroll your child from the school, you must fill out and sign a disenrollment form in the Preschool office, giving at least a 30-day notice. **Your \$125 registration fee is not refundable.**

The Preschool Administration may choose to disenroll a child for one of the following reasons: the child is not benefiting from the program, the child is not allowing other children to benefit from the program, tuition payments are not being made, or a child in our upper division 3’s, 4’s, or 5’s is not fully potty trained.

Observation Policy

Colonial Preschool and Child Development Center has an open-door policy and welcomes parents to visit their child’s classroom to observe the day’s activities. We do request, however, that due to State Regulations, you contact the office in advance to schedule this at a time of day which will give you the best picture of your child’s learning activities. We also ask that you please limit your time in the classroom to no more than one hour, since these visits are often somewhat distracting to the children and the class and that during your time in the classroom, you refrain from offering to help the teachers or the children, and that you do not interject yourself into any activities or situations during that time.



Philosophy on Bullying / Harmful Behavior

September 2012

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

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

1. **WE LOVE AND CARE FOR ALL GOD'S CHILDREN.**

We love all our friends with the love of Jesus, and we will work to help our friends learn the right behaviors and how to treat each other with that love. We understand that this is harder for some of our friends than others, but we will love them as children of God while working to help them act as He would have us act.

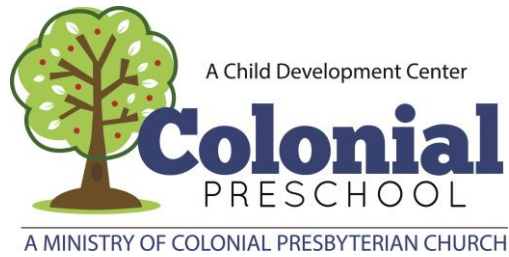
2. **HURTING OTHERS IS NOT OKAY.**

It is not acceptable for any of our classmates to hurt others. We encourage the children to "report" this behavior to the teachers immediately. This is not the same as "tattling" about something unimportant.

3. **SAYING UNKIND THINGS OR HURTING OTHERS' FEELINGS IS NOT OKAY.**

It is not okay for any of our classmates to say unkind, hurtful or "bad" things. Again, we encourage the children to report this to the teachers. In both instances, the teachers will help the children to talk through these situations and will model the words for them to use to defend themselves.

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



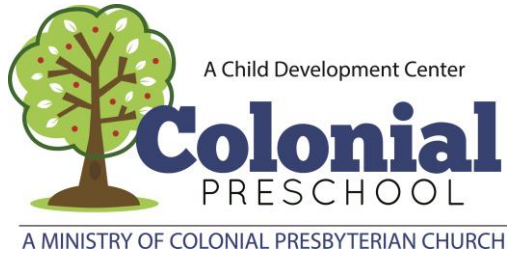
OUR PROUD HISTORY

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

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

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

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



Contribution Information Form

Name of Donating Person/s: _____

Address: _____

Please include full address with zip code.

In honor of / memoriam for / or commemorating what event: _____

Please check one:

We wish for our contribution to remain anonymous.

We wish for our contribution to be mentioned in conjunction with the above event in the monthly newsletter. (No dollar amount will be noted.)

An acknowledgement of this donation will be sent to the party above. Thank you so much for your gift to Colonial Preschool's M&M Scholarship Fund. Deserving families and our Preschool Advisory Committee extend their sincere gratitude.

EMERGENCY	NOTIFICATION PLAN	EVACUATION SITES	ADDITIONAL
<ul style="list-style-type: none"> • Gas Leak • Fire • Building Structural Damage • Chemical/Hazardous Spill within Building • Suspicious Person/Intruder Alert with Evacuation Recommended 	<ul style="list-style-type: none"> • The classroom teachers will notify parents by phone once the children are safely evacuated and secured • Children will only be released to someone that is on their Approved Pick Up Authorization list • Parents will be instructed where to go to pick up their child by the teacher • No one will be allowed back into the building until the building is cleared by the local authorities or church administration • If necessary, the Director will utilize local media and/or media sites to notify parents 	<ul style="list-style-type: none"> • If evacuation from our building to our grounds or to an off-site area is necessary, all classes should travel together for safety 	<ul style="list-style-type: none"> • Colonial staff members will assist in escorting children out of the building to their evacuation sites • Parents should ensure that their phone numbers are always up to date
EMERGENCY	NOTIFICATION PLAN	SHELTER IN PLACE GUIDELINES	ADDITIONAL
<p>Shelter in Place due to:</p> <ul style="list-style-type: none"> • Severe Storm/Tornado • Chemical/Hazardous Spill Outside • Suspicious Person/Intruder Alert 	<ul style="list-style-type: none"> • If necessary, the classroom teachers will notify parents by phone once the perceived threat has ended and the children are secured • Children will only be released to someone that is on their Approved Pick Up Authorization list • Parents will be instructed where to go to pick up their child by the teacher • If necessary, the Director will utilize local media and/or media sites to notify parents 	<ul style="list-style-type: none"> • Teachers and Colonial personnel will gather children to the designated Shelter in Place area quickly and calmly in the event of an emergency • Children are to remain with their classroom teacher and assigned Colonial personnel until they are collected by a parent or authorized family member or friend. 	<ul style="list-style-type: none"> • Teachers will be working to ensure that all children are safe, calm, and comfortable during any Shelter in Place • Children will return to the classroom for pick up if possible once the perceived threat has ended

