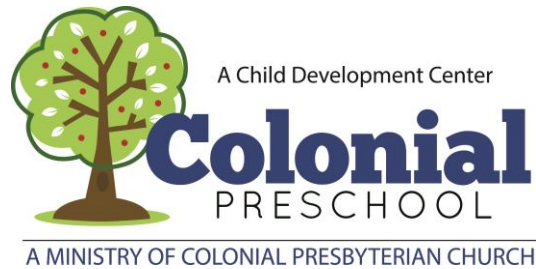


Parent Handbook 2019-2020

9500 Wornall Road • Kansas City, MO 64114

816•501•3052 Administrative Assistant's Office

colonialpreschoolkc.org



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.

Ilene was also the founder of the Christian Preschool Association of the Greater Kansas City Area, as she was dedicated to sharing knowledge and networking with other Christian educators. Now renamed the Christian Early Childhood Association, the CECA remains a vibrant organization, providing an invaluable source of training and support for its many members.

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, 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."



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

At Colonial Preschool, our dedicated and experienced teachers provide a stimulating and creative educational environment for our children while surrounding them with their love, and most importantly, the love of the Lord. We commit ourselves to a deep concern for the overall intellectual, physical, social and emotional development of each child. We promise to provide well-rounded preparation for their school years within our warm, Christian environment. We instill in our children a love for learning along with sound Biblical values and virtues.

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.

In His service and with the joy of Jesus,

Lindsey Belcher
Director

Barbara Leach
Program Coordinator

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

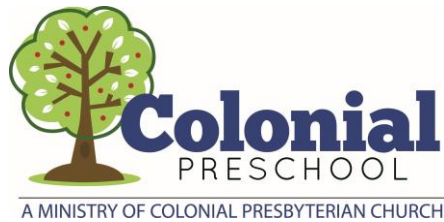
We build relationships with our children, families, and staff and seek to meet their needs.

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.

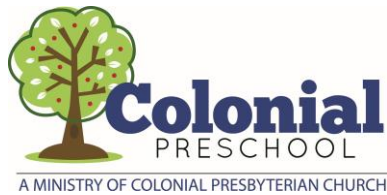
We believe young children need to move to learn. We provide a movement program designed by an occupational therapist to help develop and grow children's brains and create brain paths to aid them in becoming successful learners.

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: 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)

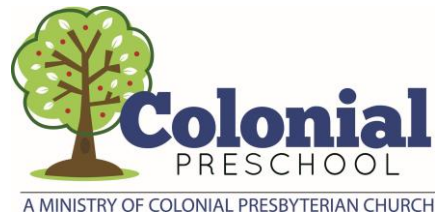
In our Christian school, your child will be exposed to these basic spiritual concepts:

- God is creator of the world who made each of us special, and who 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 Word 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 your child:

- Begin to understand his own feelings and to appreciate the feelings of others.
- Feel she is a very 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 classroom skills and behaviors.
- Learn to share and take turns.
- Learn to cope with frustrations and fears.



GENERAL INFORMATION

About Our Program

Colonial Preschool provides programs for children ranging in age from 2 through 5 years of age. We are located on the third floor and have six classrooms: Frogs (2's), Purple and Orange (Preschool 3's), Yellow and Blue (Prekindergarten 4's), Green (Transitional Kindergarten 5's). Our Explorers class is an optional one day a week class offered to 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 scholarships and provides valued input regarding the operation of the center and personnel policies of the preschool. The Committee consists of the Preschool Directors 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 awards scholarships from our M&M Scholarship Fund each year for 4 and 5-year-old children from qualifying families as funds are available. Our administrative staff and committee work very hard to raise new funds for each year, and we will be asking for your help as well for this worthy cause. We award these funds in the amount we have available in descending order, oldest to youngest children. Please see your director for confidential application forms if you are interested in receiving a scholarship; note that scholarships applications are due April 1 for the following academic 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.

Memberships

Colonial Preschool is a member of the Christian Early Childhood Association of Greater Kansas City. Colonial Preschool is also a member of the National Association for the Education of Young Children.

Insurance

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

Office Hours

The preschool office is open Monday-Thursday from 8:00am to 4:00pm. If you try to contact us and do not get an immediate answer, please leave a voicemail. We may be in the classrooms, on the playground or elsewhere attending to the needs of the children.

School Calendar

You will receive a school calendar at the beginning of the year and can always access one at www.coloniapreschoolkc.org. Please note that the center is closed the week of Thanksgiving, two weeks at Christmas time, a week of Spring Break, and for President's and Martin Luther King, Jr. Days. We are also closed two days in October and the beginning of April for Parent/Teacher Conferences. There is no deduction in tuition for these days.

Cancellation of School

In the case of inclement weather, the director will make a decision by 7am 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 if possible. Should Colonial need to close for any other emergency, you will be notified by phone.

Emergencies/Safety

Teachers will follow emergency procedures in case of injury or illness to a child and parents will be notified immediately. Please be certain that the preschool office has all pertinent current telephone numbers. We practice fire and tornado drills regularly, as well as Intruder drills. Your child's safety is very important to us and he/she will be supervised at all times.

Tuition

Tuition for September is due by August 15. After that, tuition is due the 15th of each month, October through May. A late fee of 10% of the total tuition amount will be charged after the 30th of the month. Please let the director know if you need to make special arrangements for a later payment based on a personal or financial situation. Our monthly tuition fees are based on our costs for the year and divided evenly by the nine months the children attend, there is no deduction in tuition for Christmas and Spring Break, Labor Day, Martin Luther King and President's Day, Inclement Weather or Conference Days. We are a nonprofit school and all tuition helps cover teacher salaries and preschool expenses.

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 or at a date requested by you.

If you prefer, you will be able to make online payments through our Procure System using MyProcure on your smart phone or computer. Through MyProcure, you will also be able to access your child's ledger. 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

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 will 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 office doors near the playground or the sanctuary doors on the west side of the building. All other entrances are locked. **DO NOT PARK CURBSIDE BY THE SANCTUARY AS IT IS A FIRE LANE.**

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 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 contacting 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 a 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 remaining activities for the day.

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. It is not acceptable, for example, to enroll in a three-day class and attend only two of the three days. Your child, in that case, would be missing out on a significant portion of the curriculum activities and learning concepts that overlap from one day to the next.

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. 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. Newsletters will not be sent home in backpacks. If you prefer a hard copy, please let your administrative assistant know and she will provide one for you each month.
- 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.
- Fall and spring conferences will be held for all children.

Because email is an important and convenient means of communication, it is imperative that you contact us immediately if you change your email address.

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.

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 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.

Illness Reminders

- 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 will be excluded from participating in the program during any outbreaks of vaccine preventable illnesses.
- As a courtesy, always contact the office if your child will be absent.
- Please refer to the following State's Illness Exclusion Policy for more information.

Illness Exclusion Policy

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 child care 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:

Symptom:	Re-Admit:
An acute change in behavior including: <ul style="list-style-type: none"> • lethargy/lack of responsiveness • irritability • persistent crying • difficulty breathing • uncontrolled coughing • noticeable (spreading) rash • or other signs or symptoms of illness that might pose a risk of spreading harmful diseases to others 	After medical evaluation indicates inclusion in the facility
Temperature of 100 orally, or 101 auxiliary or higher	Free of fever for 24 hours
Purulent Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	24 hours passed after treatment was initiated
Drainage from the ear	All drainage from the ear has ceased
Untreated Lice, Scabies or other infestation	After treatment
Vomiting illness	Free of vomiting for 24 hours and child is not in danger of dehydration
Uncontrolled Diarrhea Blood/mucus in stools not explained by dietary changes, medication or hard stools	Free of symptoms for 24 hours
Mouth Sores or Blisters	Sores are healed or health provider determines symptoms do not indicate a communicable disease
Rash with fever or behavior change	Until gone or a health care provider determines that the symptoms do not indicate a communicable disease
Abdominal pain that lasts more than two hours or intermittent pain associated with fever or other signs or symptoms of illness	Free of symptoms
Communicable Diseases (chicken pox, strep throat, pertussis, mumps, measles, hepatitis A)	Free of symptoms; Chicken pox—when blisters have become scabs

Immunizations

The state of Missouri has specific requirements regarding your child's immunizations. They have increased their emphasis on compliance by performing an annual review of each child's medical records through preschools via onsite visits. Please assure that you have had your doctor's office complete your child's records and have returned them to us prior to the start of the school year. We also ask that you submit an updated immunization form if your child receives immunizations during the school year. **Please note that parents are required to provide an immunization exemption form or in progress form if your child has not received any recommended immunizations for any reason. Non-immunized children must be excluded for 2 weeks from our program if a vaccine preventable illness occurs.**

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.

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 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, water bottle, lunch bag, etc.

The state of Missouri requires all children to bring an extra set of clothing each day. Children are encouraged to wear comfortable clothing that can be easily managed for bathroom needs. For modesty's sake, we encourage our little girls to wear shorts under dresses. 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 rest time, a lunch, and a water bottle each day.

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 with soy or another 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. Please bring one snack item. Water will be served with snack. Please refer to the snack guideline list in this handbook for suggestions. Parents of our two-year-old children are requested to daily bring a snack of your choice for your own child.

Snack Guidelines and Suggestions

- **Parents note that we wish to emphasize healthy eating for the children. Please refrain from offering sugary treats with no nutritional value.**
- Please use the list below as a guide for the snack item that you send for the class.
- **BECAUSE OF SEVERE ALLERGIES, PLEASE DO NOT BRING NUTS or ANY PRODUCT WITH NUTS IN IT. THANK YOU.**
- Feel free to bring special treats on your child's birthday. Please notify your child's teacher that you will be doing so. We ask that you avoid bringing cupcakes or a large cake, as they are especially messy for our preschool children (and our carpets).

Healthy Snack Suggestions:

Graham crackers
Animal crackers
Vanilla wafers
Ritz crackers with cheese
String cheese
American cheese slices
Fruit smoothies (mini bottles)
Fruit/cereal bars
Mini bagels with cream cheese
Whole grain crackers
Goldfish crackers
Veggie Straws
Pita bread slices with hummus, all fruit jam, or cream cheese
Yogurt
Fruit or dried fruit
Mini rice cakes with all fruit jam
Vegetables and dip
Applesauce

Please remember that serving sizes should be small. For example, the children do not need a whole banana or a whole fruit/cereal bar if they are the large size. This snack is intended as a quick and light "pick me up" to re-hydrate and re-energize the children to get them through the morning until lunch time.

**THANK YOU SO MUCH FOR VOLUNTEERING TO PROVIDE
SNACKS FOR YOUR CHILD'S CLASS!**

Birthdays

Cookies and decorative napkins may be brought for snack time 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 no birthday invitations or thank you notes be sent to school for distribution by the teacher unless all classmates are invited. If a parent wishes to provide something extra for the class in honor of their child's birthday, we suggest a book or CD be given to the school for the enjoyment of all the children.

Holiday Parties

Your classroom teacher will inform you of any classroom celebrations in conjunction with all holidays, and of her procedures for those parties.

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: two-year-olds 1:5, three-year-olds 1:7, four- and five-year-olds 1:8.

Curriculum

Colonial Preschool has used the expertise of professionals and our own staff over the course of its 54-year history 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 considering 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.

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, and for some of our two-year olds depending on their day of attendance and the MIF schedule. It incorporates music and specifically designed movement sequences and activities to enhance motor and cognitive skills. Please avoid sending girls in dresses 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 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.

Screenings

Children in our threes, fours, and Transitional Kindergarten classes will be evaluated for hearing and Colonial will pay any cost involved. 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 program coordinator 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!

Observation Policy

Colonial Preschool 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 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.

Please remember that your visit to the classroom is a time for you to get a glimpse into the activities of a particular class as an observer. We ask that 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.

Potty Training Policy

All children in our three-year-old through TK classes must be fully and reliably potty trained. This requires that they are wearing cotton underpants, not pull-ups. Our preschool classrooms, except for our two-year-old room, 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 are an indication that the child is not sufficiently potty trained, and we reserve the right to request that the child be removed from our program. Children in our two-year-old classroom do not need to be potty trained.

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 \$100 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.

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-control 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, program 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.

Punishment which is humiliating, frightening, or physically harmful to the child is strictly prohibited.

Discipline Procedure for (Toddlers/Twos)

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 (Threes, Fours, Fives)

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. Removal from the classroom should occur only in a more serious instance where safety of the child or others is a concern.
 - b. This may be used when additional assistance is needed to help the child make more acceptable choices or when the child needs to take a break from the classroom environment.



Philosophy on Bullying / Harmful Behavior

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.



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