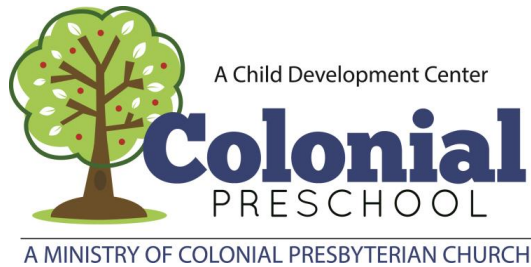


# Parent Handbook

12501 W. 137<sup>th</sup> 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 sixty 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.

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 a 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

*Debbie Anderson*  
Assistant Director

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## COLONIAL'S MISSION STATEMENT

### 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 Jesus and the Children**

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

### COLONIAL'S VALUES

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.

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

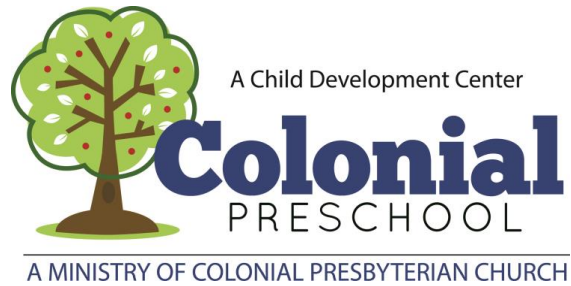
**Safe Harbor** – We lead with grace in every relationship. We provide a safe environment for people in all walks of life and stages of faith to find rest, to consider the claims of the Gospel, and to experience healing from the storms of this life.

**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.



## **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.

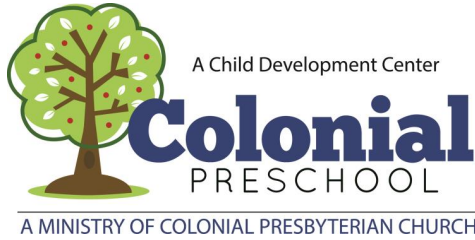
We believe young children need to move to learn. We provide a movement program designed by an occupational therapist to help develop and grow children's brains and create brain paths to aid them in becoming successful learners.

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)**

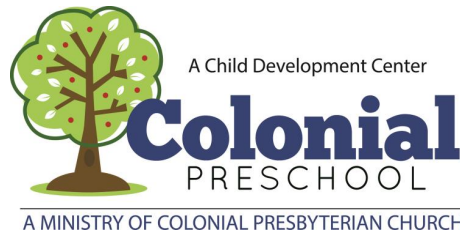
In our church-affiliated school, the children will be exposed to these basic spiritual concepts:

- 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 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 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. Understanding that all behavior has a meaning, when problem behavior occurs, parents will be personally notified on that same day by the teacher or director or by 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 potentially more serious developmental issues.

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

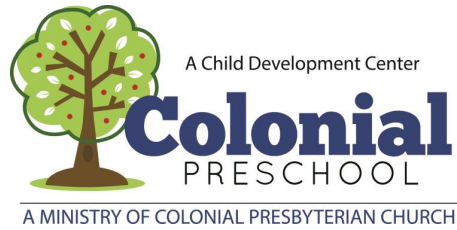
### **Discipline Procedure for Lower Division (*ages 15 months through 3 in Bees, Ladybugs, Butterflies and Frogs*)**

1. Positive Discipline which includes the following:
  - a. Communicate to children using positive statements
  - b. Encourage children, with adult support (co-regulation), to use their own words to resolve their conflicts and self-regulate
  - 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
- c. Give the child an opportunity to reset if needed by finding a calming spot in the classroom or by taking a walk outside of the classroom with a staff member or administrator.

### **Discipline Procedure for Upper Division (ages 3, 4, and 5)**

1. Positive Discipline which includes the following:
  - a. Communicate to children using positive statements and setting clear expectations
  - b. Act with consistency to reinforce expectations to ensure children understand those expectations
  - c. Encourage children, with adult support (co-regulation), to use their own words to resolve their conflicts and self-regulate
  - d. 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. Calm Down Area
  - a. Allow the child to move to a "safe place" or calming area to observe the classroom activity until the child has had time to calm, self-regulate and reflect
  - b. Ensure this area is equipped with the necessary tools to help a child self-regulate when needed
  - c. Allow the child to take a walk outside of the classroom with a staff member or director to calm and reset
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 different safe, quiet space



## **GENERAL INFORMATION**

### **Admission Policy**

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.

### **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. These four classrooms are grouped into six-month age brackets.

The Upper Division includes children 3 through 5 years old and has eight classrooms: Red, Purple and Rainbow for Preschool 3's, Orange, Yellow, Blue and Gold for Prekindergarten 4's, and Green for Transitional Kindergarten 5's.

The Upper Division is divided into three levels – Preschool for our 3-year-olds, Prekindergarten (PreK) for our 4-year-olds, and Transitional Kindergarten (TK) for 5-year-olds. Our Explorers and Jr. Explorer's Classes are optional one day a week classes 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 both our Overland Park and our South Kansas City centers and personnel policies of both preschools. The Committee consists of the Preschool Directors and a group of general members including former teachers, parents, and representatives with financial and business expertise.

### **Insurance**

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

## Office Hours/Contact Information

The preschool Upper Division (main) office 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 by phone 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.

You can also reach our administrative team through email or through the Procure Engagement app.

Your child's teacher will inform you of their preferred method of contact. Our teachers are in the classroom, engaging with the children during the day and once they leave the building, they are on their own family time, so we ask that you please be considerate of their time outside of school hours. We are happy to find time during the day to allow them to visit with you if you feel a need to do so. Please contact the director to help set up the time.

Our office is closed for two weeks at Christmas, the week of Thanksgiving and the week of Spring Break and for Federal Holidays

## School Calendar

You will receive a school calendar at the beginning of the year and can always access one at [www.colonialkc.org/preschool](http://www.colonialkc.org/preschool)... Please note that the center is closed the week of Thanksgiving, just over two weeks at Christmas time, a week of Spring Break, and for Labor Day, Presidents Day and MLK, Jr. Day. We are also closed for two days in October and April for Parent/Teacher Conferences and a few additional days where at least two of the three bigger surrounding districts (Blue Valley, Olathe and Spring Hill) are closed. There is no deduction in tuition for these days off.

## School Cancellation

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 but may be contacted via email or text. Colonial Preschool will be listed as **Colonial Preschool- Quivira Campus** on Fox 4 News channel. We will update our Facebook page and emails or messages will be sent through parent engagement apps.

Should Colonial need to close for any other emergency, you will be notified by email and/or text.

## Enrollment

Children must be at least 15 months old by August 31 to enroll in our program. We use the Kansas school age cut-off date of August 31 to determine the correct class age for your child.

We register for the upcoming school year in late January and early February of each year. Current families are given priority over new families during the Current Family enrollment week, so we encourage all families to be sure to register during the given Current Family Week. Check the calendar and look for emails, messages on the Procure Engagement app and a take-home letter for more information.

## **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 \$150 registration fee is not refundable.** No disenrollments will be accepted after April 1, 2026, for the 25-26 school year.

The Preschool Administration may choose to disenroll a child for one of the following reasons:

- The child is not benefiting from the program including but not limited to:
  - The child is consistently absent or tardy
  - The child is unable to follow directions and keep in step with the other children
  - The child is at risk of causing serious injury to other children or to himself/herself.
  - We are not seeing any growth in the abilities of the child
- The child is not allowing other children to benefit from the program
- Tuition payments are not being made
- A child in our upper division 3's, 4's, or 5's is not fully potty trained
- There is ongoing physical or verbal abuse towards staff or other children

## **ATTENDANCE**

### **Attendance Policy**

We request that you make every effort to arrive promptly at the beginning of class time. This allows your child to be off to a good start for the day and to be 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.

If your child is absent, we ask that you notify the office via phone or email. If your child is sick with a communicable virus or disease such as pink eye, strep or the flu, please let us know as we are required to report cases of certain illnesses to the state and so that we can notify other parents if needed. Please see the Health and Safety section for more information on our exclusion policy.

## Dropoff and Pickup

Classroom doors open between 8:55am and 9am each morning and again between 1:55pm and 2pm each afternoon. Our Upper Division hallway doors close at 9:15am and reopen at 1:50pm each day. Our Lower Division pod doors open at 8:55am, close at 9:15am and reopen at 1:55pm each day.

Each child is to be escorted by an adult 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 and the West 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.

If someone other than the usual person is picking up your child for a day, please call or email the office to let us know and to ensure we have that person on your approved list.

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 or picture 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.

## Signing Children In and Out

We will be using digital sign-in and sign-out this year. The teachers will be using their phones to sign your child in and out each day. If you have any question or concerns, please see the director.

## What to Bring

While no school supplies are required, we do ask that each child bring at least two of the following items to Meet the Teacher or the first day of school:

- non-scented Baby wipes
- a roll of paper towels,
- a box of Kleenex
- a can of Lysol or other disinfectant spray **OR**
- a container of (non-bleach) Clorox wipes or other disinfecting wipes

Items needed each day:

- Lunch (see section on Lunch and Snack)
- A filled leak proof Water Bottle
- 2 changes of clothing
- Nap or Recharge items
- Lovie if needed
- Blue Bag and folder
- Coat or jacket in seasonal weather

Each child will be given a large blue bag in which to carry their bedding, extra clothing, lunch bag, and water bottle. Backpacks are not recommended, but if you do need to send a backpack, please make sure it will fit into the blue bag as well. Please remember to label all your child's belongings – lovie, coat, hat, mittens, extra clothes, water bottle, lunch bag, etc.

The State of Kansas requires that all children bring TWO extra sets of clothing each day. Please place these changes of clothes in one or two baggies 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 Upper Division child will need to bring

- a small, padded blanket or cloth nap mat that is at least a ½ inch thick for Recharge Time each day.
- Children in the Lower Division will need to bring a fitted crib sheet and a small blanket or a cloth nap mat each day for rest time. These items are sent back home each day.
- All children will also need to bring a peanut-free lunch, and a water bottle each day.
- For children in the Lower Division who are not potty trained, please send 3-4 labeled diapers in your child's bag each day. The center will supply non-scented wipes.

Please do not allow your child to bring toys from home unless it is their share day. Toys that represent weapons are not allowed in the center.

Because we believe the best learning comes through play, we ask that you send your little one to school in clothing that is play-ready, comfortable, and washable. Please send your child in comfortable shoes each day that allow them to run and play both inside and outside.

## **TUITION**

### **Tuition**

Tuition for September is due by August 15th. After the initial payment, tuition is due on the first day of each month, October through May. A late fee of 10% of the total tuition fee 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.

Tuition can be paid by automatic withdrawal through Tuition Express, through the Procure Engagement App, or by check or cash brought into the office. Due to the processing fees put upon us by credit card companies, we ask that if all possible, you use a debit card or a bank or savings account (ACH) to pay for your tuition. To set up a Tuition Express automatic withdrawal, or to stop an automatic withdrawal, please see Lisa in the main preschool office.

For a year-end tuition summary for tax purposes, please contact Lisa or Tara or watch your emails for a copy in late December.

### **Automatic Withdrawal (Tuition Express) and On-Line Bill Pay Information (Procure Engagement App and MyProcure)**

For automatic withdrawal, please see Lisa or Tara for Tuition Express Authorization Form. 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 1<sup>st</sup> of each month. To request a later withdrawal, please see the director.

When using Tuition Express for automatic withdrawal, please keep us updated if you cancel or update the card on file. If the card will not process due to a canceled or overlimit card, we are charged a bank fee and will charge your account a \$5 fee to cover part of that charge. Due to the processing fees put upon us by credit card companies, we ask that if all possible, you use a debit card or a bank or savings account (ACH) to pay for your tuition.

If you prefer, you will be able to make online payments through the Procure Engagement App or 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 for tuition as well.

### **Scholarship Fund / Donations**

Our Advisory Committee proudly awards scholarships for Upper Division children (ages 3,4, or 5) on an annual basis to qualifying families as scholarship funds are available. Please see your director for confidential application forms if you are interested in receiving a scholarship. Scholarship application deadlines are in April for the upcoming school year.

The Advisory Committee also gratefully accepts any charitable 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.

### **DHS Subsidized Care**

Our Overland Park Campus is registered with DHS in the State of Kansas to accept subsidized payments.

## **COMMUNICATION**

### **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 Procure Family Engagement 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.

We may use any or all of the following methods to communicate with you concerning classroom, program and general information:

- A link for a monthly newsletter and calendar from each classroom and an administrative information newsletter will be emailed to 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, outside classroom doors, added to our Facebook page, and/or communicated via email or text.
- Fall and spring conferences will be held for all children.
- Teachers will use the Procure Engagement App to share information, pictures and classroom activities with you.

### **Procure Parent Engagement App**

Once your child has been entered into our database system, you will receive an invite through your email to sign into the Procure Parent Engagement App. The email will walk you through creating a Procure account and then downloading and setting up the Procure Engagement app. The email will also contain a pin that is unique to your email address. Each parent will have a separate invite and we highly recommend both parents signing up. The link and pin will expire after a week or so. If you need support or a new pin, please contact Lisa or Michele.

The Procure Engagement App will allow you to send messages and to see messages from your child's teachers and from the administration staff. You can also make payments on both the app and the website, and you can download your ledger on the website.

### **Communication outside of School Hours**

As a reminder, our staff are contracted for set daily hours and once they leave the building, they are on personal time to be with their families. While our teachers are here to serve and to come alongside you during these young years, please try to keep any after-hours communication to a minimum and, if possible, use email to contact the director if there are pressing concerns or needs.

### **Parent/Teacher Conferences**

We offer parent/teacher conferences twice a year in October and April. We encourage parents to sign up for a time to visit one-on-one with our teachers. During the conference, you will be able to see examples of your child's progress, hear details about their day, hear the goals your child's teacher has set for her class and for your child, and have time to share any questions or concerns you might have about your child's development. Our fall conferences will focus on getting to know one another and on your child's approach to learning and social/emotional growth. Our spring conferences will give you a clear snapshot of where they are in their developmental growth, including academics. We look forward to this time with our parents each year.

Childcare is provided during the conference time, but school is closed on conference days.

### **Open Door Policy**

Our administration is always available to sit down with you and talk about any questions or concerns that you may have about our center, our policies, about parenting or life in general. We are here to come alongside you during these all-important preschool years.

### **Parent Involvement/Observation Policy**

We welcome 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 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.

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.

# **HEALTH AND SAFETY**

## **Building Entrance and Security**

Our East and West Lobby doors are open at drop-off and pickup each day. These doors lock at 9:30am and reopen at 1:30pm. If you arrive after 9:30 or before 1:30, you will need to use the Preschool button located at the West Entrance to gain access to the building.

Our Upper Division preschool hallway doors lock at 9:15 each morning and reopen at 1:50 each day. You will need to check into the preschool office to have an admin team member give you access during locked times of the day.

Our Lower Division Pod locks at 9:15 each morning and reopens at 1:55 each afternoon. To gain access to the pod during the day, please use the doorbell located on the door frame or see the main preschool office.

## **Security Cameras**

Colonial Church does have security cameras that are capable of recording in the parking lots, overseeing the playgrounds, and in the hallways and entrances of the building.

## **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.

## **Child Accident/Medical Emergency**

While our children are all developing those fine and gross motor skills which often lead to lots of falls and bumps and bruises, we strive to ensure all children are safe while in our care. We work each day to provide safe, developmentally appropriate spaces and ensure our staff is always using active supervision. Our staff are all current in their First Aid and CPR training and certification and know how to administer proper first aid if needed. If a child does become injured, our staff will take immediate action to assess the situation, calm and nurture the child and apply first aid as needed. For small scrapes, bumps and bruises, where the child is immediately able to return to activities, you will receive a Boo-Boo Report to sign at the end of the day.

If the injury is a bit more visible or serious, but does not appear to need medical treatment, a director will contact you by phone or text. You will receive a Boo-Boo or Accident Report to sign at the end of the day.

Should the injury or medical emergency be severe enough that medical treatment is needed, you will be called immediately. If we deem it necessary, we will also make a call to emergency services.

### **Safe Sleep/Recharge Time**

Our staff have all been trained in the foundations of Safe Sleep. Our Lower Division children will nap on cots for 45 minutes to an hour. During that time, our staff will adhere to the Safe Sleep guidelines which include not allowing your child to lie down with a bottle or cup, no weighted blankets, enough light to visibly see the child breathing, ample space between cots, and visual checks every 15 minutes. Our Upper Division children do not nap but rest for 15- 20 minutes during our Recharge Time. During this time your child might be laying down, sitting on their cloth nap mat, or watching a video that compliments their lesson for the day.

All families in our Lower Division will be required to sign a Safe Sleep Contract to be kept in your child's file.

### **Confidentiality**

The confidentiality of our students, our families and our staff is of the utmost importance to us at Colonial. Our staff will not share any confidential or sensitive information about your child or your family with any other parent or anyone outside of the center without your written permission. Within the center, confidential and sensitive information will only be shared with other staff members on a "need to know" basis in order to provide your child with the most appropriate and proper care if needed.

If a parent has a concern or question concerning their child's development, progress or safety, or about another student's development, progress, or safety, or about a staff member, we ask that they contact the director in order to respect everyone's right to privacy.

### **Mandated Reporting Requirements**

It is our mission to ensure that every child is safe and well cared for not only while they are in our building, but at all times. The Child Protective Services Act requires that our staff report any suspicion or evidence of abuse or neglect to the appropriate authorities. Under this law, our staff are considered mandated reporters and as such are trained to recognize signs of possible abuse or neglect.

### **Sick Child Policy**

If your child becomes ill during the day, the teacher will notify a director. The director will take the child's temperature and assess the child's symptoms and ability to continue in the classroom. If the child meets the criteria listed in the Exclusion Policy, parents will be called and/or texted to come and pick up their child. We ask that a child is picked up as quickly as possible, but within an hour of being notified. Until a parent arrives, the child will be isolated from other students in the administrative office.

If the child does not meet the criteria for Exclusion, we will allow the child to rest in the administrative office until they feel well enough to return to class or until their symptoms worsen and meet the exclusion criteria.

## **Child Medical Records**

The State of Kansas requires each child to have the following forms on file: Medical Record/Medical History Form, an Authorization for Emergency Medical Care, and an Immunization Form, or a Form B if your child is on a delayed immunization schedule or has not received all their immunizations. These forms are to be kept in the child's file as long as they are enrolled in our center. The Medical Record/Medical History Form must be completed new every year.

Please contact your administrative assistant with any updates to your child's immunization history as we are required by the State of Kansas to keep these records up to date.

## **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. Please be sure to communicate restrictions with your child's teacher concerning snacks, lunches, birthday treats, or other times food might be served.

## **Medications**

- 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 required dosage 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 sanitizers or sunscreen within the reach of children, including in a child's blue bag or cubbies.

## **Handwashing**

Handwashing is the first line of defense against spreading germs. Our children wash their hands with soap and water after arrival, before and after eating, after returning to the room from recess, after using the restroom and/or changing diapers, and other times as deemed necessary such as after sneezing into hands or having fingers in mouth (or other not-so-clean places!)

We ask our parents to encourage handwashing at home, using the ABC or Birthday song to teach the children the importance of washing long enough to get hands clean. If your child is in the Rainbow Room or the Gold Room, please stop and wash their hands before bringing them into the classroom.

## **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 and an additional (more detailed) Exclusion Recommendation from JCDHE:

## KDHE Recommended Exclusion Policy

An acute Change in Behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness	Exclude until medical evaluation indicates inclusion in the facility or until illness dissipates and child returns to usual behavior
Diarrhea	Excluded until uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools
Vomiting illness (2 or more episodes in the past 24 hours)	Excluded until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
Abdominal Pain	Pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Excluded until 24 hours after treatment has been initiated.
Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea)	Fever free for 24 hours without the aid of medication and the child feels well enough to actively participate in activities
Mouth Sores	Exclude with drooling, unless a health care provider or health official determines the condition is noninfectious.
Rash	Exclude with a fever or behavior change until a health care provider determines that these symptoms do not indicate a communicable disease.
Known contagious Diseases (such as chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A)	Exclude while still in the communicable stage
Scabies, lice, other infestation	Exclude until treated for 24 hours with antibiotic or physician note

# Johnson County Department of Health and Environment

## Disease and Symptom Exclusion Recommendations/Regulations



### 2024 Disease and Symptom Exclusion Recommendations/Regulations

	Disease and/or Symptom	Exclusion/Readmit in accordance to <a href="#">K.A.R.28-1-2,28-1-6</a> and <a href="#">Kansas Statute 65-122</a>
Symptom	Diarrhea/Vomiting	Diarrhea-free for 24 hours without the aid of medication. No vomiting for 24 hours.
	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.
	Rash	Consider exclusion pending a physician evaluation for explanation of rash.
Disease	Fifth Disease	Exclude until fever-free for 24 hours without aid of medication, no longer considered contagious once rash has appeared.
	Hand, Foot, and Mouth Disease (HFMD)	Exclude until fever-free for 24 hours without the aid of medication and no open lesions.
	Hepatitis A*	Exclude for 14 days after onset of illness/7 days following onset of jaundice.
	Impetigo	Exclude until treated for 24 hours with antibiotic or physician note.
	Influenza	<u>Physician diagnosed</u> : Exclude for 5 days following onset of illness. If fever persists for more than 5 days, continue exclusion until 24 hours fever free.
	Measles*	Exclude for 4 days after onset of rash; susceptible contacts that are not age-appropriately vaccinated within 72 hours of first exposure shall be excluded for 21 days following the last exposure to an infectious case.
	MRSA ( <i>Methicillin-resistant Staphylococcus aureus</i> )	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.
	Mumps*	Exclude for 5 days from onset of parotitis; susceptible contacts shall be excluded from day 12 to day 25 after exposure to an infectious case.
	Norovirus	Laboratory confirmed cases shall be excluded until 48 hours symptom free.
	Pertussis (Whooping Cough)	Exclude until completion of appropriate antibiotic therapy. Susceptible contacts not excluded, only monitored.
	Respiratory Virus Illness (COVID-19, RSV) <a href="#">See CDC Recommendations</a>	Exclude until both are true: symptoms are getting better and no fever for 24 hours without aid of medication. Upon return to normal activities, take <a href="#">additional precautions</a> over the next 5 days.
	Ringworm (Tinea)	No exclusion if receiving treatment; no activities involving skin-to-skin contact until lesions are completely healed.
	Rubella (German measles) *	Exclude for 7 days following onset of rash; susceptible contacts shall be excluded for 21 days following last exposure to a case.
	Scabies	Exclude until treated for 24 hours with anti-parasitic.
	Shiga-toxin producing <i>Escherichia coli</i> (STEC)*	<i>Childcare Only</i> : Exclude until two negative stool cultures are obtained (must be 24 hours apart and 48 hours after discontinuation of antibiotics). <i>School</i> : Diarrhea-free for 24 hours without the aid of medication.
	Shigellosis*	<i>Childcare Only</i> : Exclude until one negative stool culture is obtained (collected 48 hours after discontinuation of antibiotics). <i>School</i> : Diarrhea-free for 24 hours without the aid of medication.
	Shingles	If lesions can be covered, then no exclusion; if lesions cannot be covered, exclude until lesions have crusted over.
	Streptococcal disease (strep throat and scarlet fever)	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 the last exposure to an infectious case.
*Please call JCDHE Disease Containment Hotline at 913-826-1303 for further guidance. JCDHE Child Care Licensing Hotline, 913-477-8361		

Rv. 3/24

# LUNCHES, SNACKS AND SPECIAL TREATS

## Lunch

You will need to send a lunch and a filled water bottle marked with your child's name each day. Please remember we do not allow peanut butter or peanut butter products in your child's lunch. Labeled, 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.** Please note that due to the large number of children in our school, we are unable to refrigerate lunches or heat any meals or drinks. If your child comes to school without a lunch, we will assemble a substitute lunch for them.

The State of Kansas recommends that you visit [ChooseMyPlate.gov](http://ChooseMyPlate.gov) for ideas and menus for your child's lunch and snacks to help provide healthy options.

## Snacks

Snacks are to be kept simple, and are intended as a small energy boost, not a meal. Lunches are often only a short time away! Parents may sign up each month 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. Please refer to the snack guideline list for suggestions. For all snacks brought to the center, please remember that we are a peanut-free school, as described in the section regarding allergies. Also ensure that those snacks are in a sealed container.

### Snack Guidelines and Suggestions

- Parents, please note that we wish to emphasize healthy eating for 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 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 PEANUTS OR ANY PRODUCT WITH PEANUTS IN IT**

#### Healthy Snack Suggestions:

Graham crackers, Animal Crackers, Vanilla Wafers

Ritz crackers with cheese

Cheese sticks or American cheese slices

Fruit smoothies (mini bottles) or yogurt tubes

Fruit/cereal bars

Whole grain crackers

Goldfish crackers/Veggie Straws/Pirate's Booty

Carrot sticks

Prepackaged or peelable fruit (please cut large grapes in half) or dried fruit

Fruit or veggie pouches

Popcorn (Upper Division only)

**A big thanks to our Upper Division Parents for participating in providing snacks for our children.**

## **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 2% milk. To ensure that the children do not fill up on milk, our servings are small. If you would like your Lower Division child to be given a small amount of milk at school, please send a second labeled 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**

Cookies and decorative napkins may be brought for an end of the day treat on your child's birthday. Please do not bring full-size cupcakes or a whole cake as these are very messy. Suggested items would be cookies, Little Debbie treats, donuts, fruit, or Rice Krispie treats.

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.

## **Thanksgiving Feast**

One of our fun traditions at Colonial is to gather all PreK 4's and TK 5's into our hallways the week before Thanksgiving and dine together at our Thanksgiving Feast. Each child brings their own lunch as usual that day and we eat together in the hallway instead of in the classroom.

## **Academics and Enrichment**

### **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.

## **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 1:10.

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.

## **Enrichment Classes (Upper Division Classes only)**

### Movement Is Fun (MIF)

This sensory motor integration program designed to introduce children to physical education is conducted on a weekly basis for all Upper Division people. 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.

The children will perform a Christmas Program in December singing songs that they have learned in music class. The program will be followed by a cookie reception. Our PreK 4's and TK children will have a graduation program at the end of the year, also followed by a cookie reception.

### Masterpieces (Art)

Our Masterpieces class, also attended every other week, allows the children to explore artwork 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.

## **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 April through August, you will want to attend!

## **Screenings**

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.

## **Potty Training Policy**

All children in our Preschool threes through TK classes must be fully and reliably potty trained. This requires that they wear 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. While we realize that potty training can be an emotional challenge, 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 when possible. 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 communicate verbally his/her need to use the potty. Some signs that your child might be ready include:

- She is staying dry for long periods of time
- He is staying dry overnight
- She is interested in staying dry and wants her diaper changed immediately if wet
- He wants to sit on or use the potty like Mommy or Daddy
- She can pull her pants up and down by herself
- He is verbalizing a desire to use the potty by himself

Signs that your child is not quite ready:

- You must set consistent timers or alarms to have them potty on the toilet as she will not ask to go on her own.
- He cannot or will not pull his underwear and pants up and down on his own.
- She will refuse to go poop on a potty or hold her poop
- She is unable to stay dry for 2 hours at a time
- He will not use words or signs to tell you that he needs to go potty.

We have put the following requirements in place to help ensure that your child can be successful in Potty Training at school, as well as at home.

- Your child must be able to communicate verbally to the teacher that he/she needs to use the potty.
- Your child must be in simple clothing that he/she can pull up or down by themselves. "I can do it myself" is a big part of Potty-Training success. Please ensure that your child is wearing elastic waist pants/shorts, leggings or a skirt or dress. Please no tights or overalls as they are difficult to pull up and down.
- Please bring pull-ups that are designed for potty training and that have Velcro sides that easily come apart and reattach or plastic pants to go over the underwear. For sanitary reasons and State guidelines, we cannot allow a child to wear regular underwear until they are successful in their training for pee and poop and are no longer having consistent accidents. If your child can stay dry during the day, but needs a pull-up for nap, just let the teacher know. (State Regulations do not allow the teachers to dump or rinse soiled clothing - they will be placed in a blue bag and sent home.)
- Please bring 2 extra sets of clothing including socks, underwear and/or pull-ups, while the child is training.

We are happy to work with your child on potty training when he or she is ready. We will take your child to potty at our set scheduled times and whenever they communicate verbally that they need to go. Please remember that while you may be able to take your child to the potty every half hour, sit with them, run water to help them relax, or even read to them while they try, the teachers at school cannot do that for one child and stay in compliance with the other children. Please remember that there are 9-12 children in each of our older toddler classes and those classes share two toilets.

While at school, if your child does not communicate his or her needs, is not dressed appropriately for self-help, or refuses to get on the potty, we will need to put them back in diapers or pull-ups and discontinue the training at school. When the child once again begins to show readiness, we will continue working with them to reach their goal of successfully pottying on the toilet. Some helpful hints include:

- Let the teachers know if your son sits or stands.
- Encourage your son or daughter to use the hallway restrooms before entering the classroom.
- Talk about how school potties might be different from home.
- Stay positive and focus on each success.

## **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.

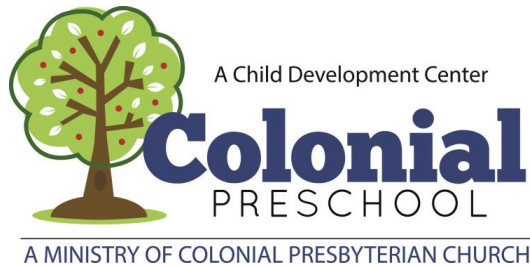
When a biting incident occurs, our staff will:

- Immediately comfort the bitten child and assure them that they are safe. The biter will be redirected to another activity.
- The bite will be assessed, cleaned with soap and water and bandaged if necessary.

- The biter will be addressed and will be told in a calm voice, “Biting hurts. We don’t bite our friends.” If possible, the biter will help comfort the bitten child by offering a cool towel or ice pack for the bite.
- 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 the Director or Assistant Director 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, regardless of the severity of the bite.
- Our staff will use the Behavior Report to help us identify possible triggers for the biter and will develop a plan to help the teachers and the little one change to undesired behavior.

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 following 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 period of up to a month to allow for growth and development.
- 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.



## 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 providing our children with 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 regarding 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.

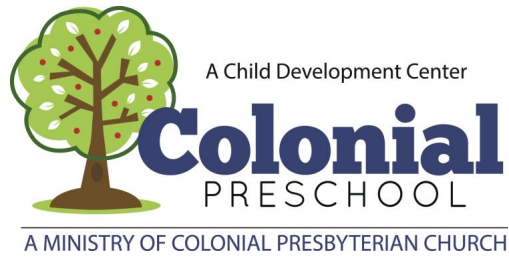
2. **HURTING OTHERS IS NOT OKAY.**

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.



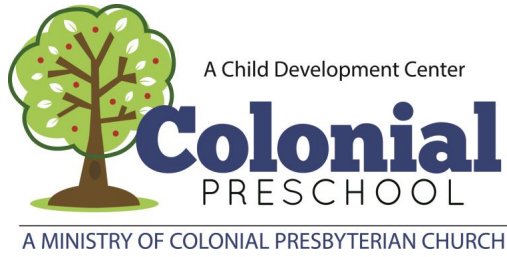
## OUR PROUD HISTORY

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

