



Parent Handbook

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Note: Springfield Christian Preschool will be referred to as SCP throughout this handbook

After receiving your Parent Handbook upon initial enrollment, modifications may be made to the policies and procedures outlined in this handbook. Any modified versions of the handbook will be available on the SCP website. SCP reserves the right to make changes to its policies and procedures at any time. If a significant change in policy takes place, parents will be made aware.

STATEMENT OF FAITH

SCP's parent church, West Side Christian Church, is affiliated with the Independent Christian Churches, a loosely-associated group of churches numbering nearly 6000 congregations in the United States. These churches emerged in the 1800s as part of the Restoration Movement, a rapidly growing unity movement that invited believers to practice simple, New Testament Christianity without denominational add-ons.

Because of this heritage, West Side Christian Church and SCP attempt to restore the teachings and priorities of the original church. Rather than blending or negotiating viewpoints based on our varied denominational experiences, we unite around the goal of being as much like the New Testament church as possible. We desire to connect everyone to Jesus and His mission so that what was said of the Jerusalem church in Acts 6:7 will also be said of us: *So the word of God spread and the number of disciples increased rapidly!*

SCP believes that The Bible itself is the only fully adequate statement of faith. Below are a few foundational truths on which we base our teaching and ministry.

- The Bible is the completely reliable and authoritative Word of God (2 Timothy 3:16).
- There is only one God, who is revealed in Scripture as three persons: God the Father, God the Son, and God the Holy Spirit.
- God created us to experience a vibrant relationship with Him, but our sinful tendencies and behavior interfere (Genesis 1:26-27; Romans 3:23).
- God sent Jesus into the world to offer us forgiveness and eternal life (John 3:16; Colossians 1:19-20).
- Those who have found new life through Jesus Christ should verbally express their faith and be baptized into Him (Ephesians 2:8-9; Romans 10:9; Acts 2:38; Acts 22:16).
- Jesus Christ is both fully divine and fully human. He was born to a virgin and lived a sinless life. He was crucified, resurrected, and then ascended to Heaven where he reigns with God the Father. History will culminate in the return of Jesus when all of Christ's followers will be taken to live with God. Those who have not been saved through Christ will be separated from Him forever. (Philippians 2:6-11; Matthew 25:31-33; Matthew 25:41; 1 Thessalonians 4:13-18)
- The Holy Spirit is God's presence in the world today (Ephesians 1:13).

PHILOSOPHY OF CHRISTIAN EDUCATION

We are committed to providing a Christ-centered education for preschool children whose parents desire such an experience for them. A Christ-centered education calls for an educational process that puts the Bible at the center and asks the student, parent and teacher to evaluate all they see in the world through the eyes of God - because God is Truth (John 14:6, 17:17). SCP considers the Word of God clear in making parents responsible for the education of their children - education not limited to the counsels of God revealed in His *World*, but also the counsels of God revealed in His *Word* (Deuteronomy 6:7; Romans 1:20). Understanding this, the preschool does not exist to relieve parents of this responsibility. Rather, we seek to partner with parents to help meet the child care and education needs of each child and to supplement home teaching with high quality teaching in a safe, joyful environment. SCP is more than a preschool; we are a ministry of the Church of Christ.

MISSION STATEMENT

SCP exists to prepare young children for a lifetime of learning about God and His World.

VISION STATEMENT

SCP strives to offer a Christ-centered, joyful, and purposeful learning environment where students are uniquely known and loved.

CORE VALUES

- Right Focus: It is our goal to make all decisions from a Christ-centered perspective. We believe that when we focus on Christ and children we can serve our families well. "I am the true vine, and my Father is the gardener... Remain in me, as I also remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in me". John 15:1-4

- Right Relationships: After a right relationship with Christ, SCP counts four other relationships as vital and works to build and maintain these relationships: Staff Members → Children; Staff Members → Families; Children → Children; Staff Member → Staff Member. “This is love: not that we loved God, but that He loved us and sent His Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another”. 1 John 4:10-11.
- Right Approach: It is our goal to have a GREAT team using GREAT strategies in a GREAT environment to have a GREAT impact on the lives of children. “Whatever you do work at it with all your heart as working for the Lord not for human masters”. Colossians 3:23.

DAILY PROGRAM

SCP is open from 7:00 AM-5:30 PM. Between 7:00 AM and 8:00 AM, students may be in one of our opening rooms. This is a time of exploration, reading, and eating (if packaged breakfast was brought from home). Between 8:00 AM and 4:00 PM your child will be following his/her classroom’s daily schedule (these are posted in the room). Between 4:00 PM and 5:30 PM is our “end of day” time during which your child might be in one of our closing classrooms, outside or in the gross motor room.

PROGRAM GOALS

Our program is designed to develop social and intellectual skills and qualities in a Christ-centered, Biblical context. All classrooms have a daily schedule that is posted and is made available to parents. All classrooms create lesson plans that are monitored by the Director. SCP recognizes the importance of the home and the preschool working together to obtain spiritual and academic growth for the child. Therefore, scheduled times may be set aside for parent(s) and staff to meet in order to discuss the needs of a child. The following is an outline of our program’s goals:

A. Interaction Between Staff and Children: It is always our goal that interactions between children and staff provide opportunities for children to develop an understanding of self and others and are characterized by the disposition of personal respect and positive support. Staff members facilitate interactions among children to provide opportunities for age-appropriate development of language and social skills, cognitive skills and behavior reflective of Christ.

B. Curriculum: Our goal is to provide students with classroom instruction and exploration that are developmentally appropriate, engaging, effective, and provide opportunities for learning every day. Our administration and teachers make decisions about instructional goals, strategies, and daily activities based on the Illinois State Board of Education’s Early Learning and Development Standards as well as specific learning goals based on early childhood research. We do this primarily to ensure that we begin with the end in mind—we want all students to not only be as ready as possible for the next class in our program but also for all future learning. Along with ISBE Early Learning and Development Standards and our program learning goals, we utilize the *Creative Curriculum*® philosophy of classroom environments, engagement, and learning through play. We further utilize a number of resources to serve as guideposts for our spiritual development goals including research by Dr. Myers of the University of North Texas and Dr. Deborah Carter, who formerly served through the Association for Christian Schools International.

C. Staff-Parent Interaction: SCP’s goal is that parents be well informed about and welcome as observers and contributors to the program. Parents are encouraged to participate in special class activities, field trips, and special programs. All parents will receive monthly newsletters and other information via email. *Visitors: We love when parents want to visit! We encourage these visits to be participatory in nature (be a guest reader, pop in during center time to engage with your child and others, etc.). We do request that these visits last between 10 and 15 minutes and before students prepare for rest time (prior to 12:00 and after 2:30 is best). This is simply in the best interest of the classroom routine and all students in the room. If you would like to visit, let your child’s teacher know!

D. Professional Development: All staff members have regular opportunities to engage in continuing education and are expected to participate in, at the minimum, 15 hours annually. More than just accumulating hours, professional development is seen as an ongoing process of learning from administration, other teachers, seminars, articles and books, as well as seeking assistance when necessary to take learning in the classroom to the next level. A commitment to lifelong learning and growth is fostered at SCP.

E. Administration and Staff: The program is efficiently and effectively administered with attention to the needs of children, parents and staff. The program is designed to promote the physical, social, spiritual, emotional and cognitive development of children. The Director and Assistant Director, in partnership with the Leadership Team, are responsible for making wise decisions related to program development, personnel, schedules, and day to day operations. These administrators strive to make decisions that are best for the program as a whole and always try to communicate those decisions effectively and as necessary. Parents are welcome to bring any questions, concerns, or thoughts to the Directors at any time (more detail can be found in later sections about policy concerns and conflicts).

F. Health and Safety: The indoor and outdoor environments foster optimal growth and development, and the health and safety of each child and adult is protected and enhanced (more detail can be found in later sections).

G. Nutrition: The nutritional needs of children and adults are met in a manner that promotes physical, social, spiritual, emotional and cognitive development of children (more detail can be found in later sections).

H. Evaluation:

1. **Program:** Systematic assessment of the effectiveness of the program in meeting its goals for children, parents, and staff is conducted by the Leadership Team regularly to ensure quality care and education are provided and maintained.
2. **Children:** Developmental screenings/assessments are conducted at least twice a year along with thorough progress monitoring. Parents may request a meeting to discuss results.
3. **Staff:** All staff members are evaluated at least once a year, if not twice.

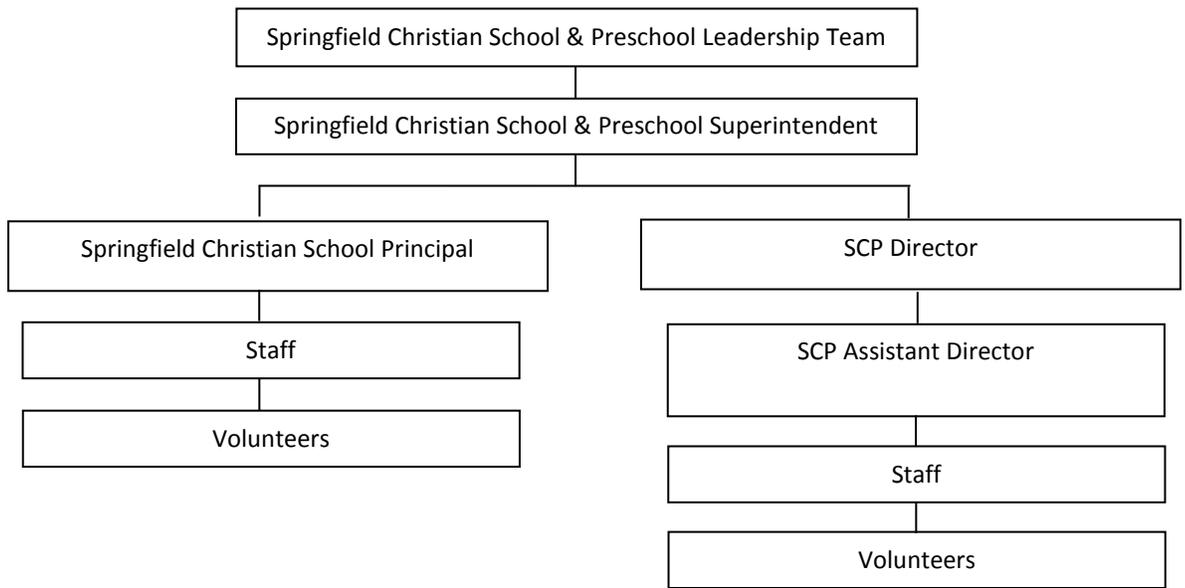
ADMINISTRATION AND AUTHORITY

SCP is not just a preschool; it is a ministry. Following the New Testament pattern for ministry, SCP operates under the authority of God and his authority on earth. Biblically, this authority is placed in the hands of the eldership of the local congregation. Therefore, SCP operates under the oversight of the elders of West Side Christian Church.

The elders have delegated responsibility to make and enforce reasonable policies to a Leadership Team which includes administration from the WSCC elder team, WSCC church staff, Springfield Christian School, and Springfield Christian Preschool. This Leadership Team reports to other church leadership regularly.

This Leadership Team, in turn, has delegated the responsibility of day-to-day administration to the Director of SCP which includes such things as curriculum, daily programming, staff and student placement, classroom oversight, hours or days of operation, discipline, and other instructional and operational decisions. The Director is the head of the preschool and has authority over all functions, administration and personnel. The Director is an ex-officio member of the Leadership Team who makes reports, renders judgments and helps in policy making.

ORGANIZATIONAL CHART



LICENSING, INSURANCE and MANDATED REPORTING

SCP is fully licensed by the Illinois Department of Children and Family Services, pursuant to The Child Care Act of 1969 (Ill. Rev. Stat. 1981, ch. 23, pars 2211 et. seq.). SCP carries public liability insurance that meets the Illinois State Licensing Standards requirements. The student accident insurance policy provides **secondary** coverage; parents are required to carry primary insurance for their child. Parents are responsible for providing SCP with primary insurance information at the time of enrollment and within 45 days of an accident.

SCP is required by the State of Illinois to report any evidence of child abuse according to the Abuse and Neglected Child Reporting Act, as amended (Ill. Rev. Stat. 1982, ch. 23, pars 2051 et seq.). All staff and administration in child care are required to read about and sign to agree to be a mandated reporter before their employment begins at any child care center, including SCP. This is a requirement by both DCFS and SCP. What it means for our staff to be mandated reporters is that we are legally required to call the Child Abuse Hotline if we suspect that a child is being abused or neglected in any way, whether by parents, caregivers, a teacher, other family members or anyone else in his or her life. Our staff is not required to consult parents before or after a call is placed to the hotline.

ADMISSION

If an immediate spot is not available when families inquire, all families who want to be placed in the waiting pool must complete the online application at www.springfieldchristianpreschool.org/apply/ Future contact will take place **via email** regarding program information and future openings. **More specific waiting pool policies can be found on our website.**

The State of Illinois requires that each child have a medical report, with a current immunization record, filled out by a physician on admission and every two years thereafter. If this is not possible to accomplish when due, parent(s) will be required to give the doctor's name and the date of the scheduled appointment.

A non-refundable **registration fee** will be charged to all applicants at the time of registration and annually each fall. This annual fee covers student insurance, student field trip costs, and basic school supplies. If parents choose not to enroll their child at a later date, the registration fee is forfeited.

Although continued enrollment of current students is assumed, ALL families must complete re-enrollment documents for each fall enrollment period to re-commit to their spot. This re-enrollment process typically takes place in February.

SCP reserves the right to refuse admission/re-admission to any student.

NON-DISCRIMINATION POLICY

SCP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies.

WITHDRAWAL

One week's prior written notice is required before a child is withdrawn from the Preschool. A child withdrawn before the one week notice is liable for that week's tuition. After a child withdraws or leaves SCP for any reason, parents will be notified of any personal belongings left at SCP. After one week, if items are not picked up, SCP reserves the right to donate the items.

RE-ENROLLMENT

If a child is withdrawn for any reason and again desires admission to SCP, a new enrollment process and registration fee will be required. Re-enrollment can only take place if space in a program (days of the week) and classroom is available. If not, the child's name may be added to the waiting pool. If a family declines to take a position when it is made available to them, the child might be removed from the waiting pool.

SPECIAL NEEDS

SCP strives to meet the academic and behavioral needs of all our students and students' developmental level is taken into consideration when placing and teaching all children. Our team will make reasonable accommodations related to special academic needs, social/emotional needs, or physical disabilities but it is of primary importance to us that all children receive the type of care and education they need. If our team does not feel we can meet the specific needs of a child, SCP reserves the right to refuse admission and/or refuse continued enrollment.

BEHAVIORAL EXPECTATIONS/ GUIDANCE AND DISCIPLINE

SCP strives to create and maintain an atmosphere that is filled with joy and respect, keeps all children safe, and allows for teachers to focus on *all* of the children in their care. Our team wants children to begin realizing their identity in Christ and the positive behaviors and attitude that honor Him and benefits themselves and others. As early childhood educators, our team knows that students will assert their independence, have some days that are rougher than others and will require ongoing guidance and instruction to learn appropriate behavior. We believe it is a part of our job to teach appropriate behavior and our staff will utilize the following general methods related to discipline:

- Consistency in expectations and guidance
- Redirection
- Firm, positive statements about behavior
- Helping a child understand how his or her behavior negatively impacted him/herself or others
- Restitution (apologizing, fixing what was broken, completing the required task, etc.)
- In some cases, students will be asked to take a break from being with the group as a means of helping him/her regain control of their body and emotions. These times will not exceed one minute per year of age.
- Children will receive an explanation of the desired behavior and be involved as appropriate in problem-solving to develop self-control and assume responsibility for their actions.

GENERAL PRESCHOOL RULES

While specific behavioral expectations may be outlined each day and for each classroom, the general preschool rules are outlined below:

1. While we recognize that all of our families may come to SCP with a variety of beliefs and values, SCP is a Christ-centered program and we teach our students that respecting the authority of God, parents and teachers is vitally important. All families are asked to respect the values of SCP and reinforce our expectations.
2. Children and family members are to be respectful of the rights and property of others and display appropriate physical and verbal behavior at all times.
3. All children and family members should be respectful to all staff members at all times.
4. To prevent unnecessary injury, SCP does not allow students to engage in rough-play or wrestling.
5. SCP does not allow students to pretend to use guns.
6. Cursing is not permissible on the preschool premises or when communicating about preschool business.
7. Toys from home are not permissible unless they are brought for show and tell or are a small, soft item for rest time. Bottles and pacifiers are not allowed at SCP.
8. Good hygiene and safety is to be practiced at all times.
9. Children are to walk in the building except in the gross motor room.
10. Students will not be allowed to leave the classroom without permission from a staff member and should always be accompanied by an adult. At pick-up time, students will only be dismissed to a parent or other adult with permission to pick-up. Siblings under the age of 18 with a valid driver's license and appropriate car seat may pick a child up if he or she is on the pick-up list. ID may be requested by any SCP staff member at any time.
11. During naptime/rest time, children will be asked to sleep or rest quietly on their cots (while quiet items may be acceptable for older children who are not asleep after 60 minutes, students will not be permitted to get up and move about the room).
12. Disorderly conduct is not allowed by any person on the preschool grounds.

13. Tobacco products, alcoholic beverages, illegal drugs, and weapons are expressly prohibited on all of SCP's property including the parking lot. Violation of this policy by any family member may result in a child being expelled from the program by the Leadership Team.

PLAYGROUND RULES

1. No pushing, tackling, or wrestling is allowed in order to keep all children safe.
2. For the safety of students, no baseballs or other hard balls/objects not approved by the Director are allowed on the playground.
3. No throwing of dirt, rocks, snowballs, tire chips, etc.
4. Use equipment properly;
Slide: Children are to slide on their bottoms, feet first.; **Geodome:** No jumping from this piece of equipment;
Swings: Children are to be seated on the swings. Jumping off or walking behind the swings is prohibited;
Ladders: Only one child at a time is permitted on the ladders ; **Sand Box:** Socks, shoes, sandals, etc. should be removed prior to entering box. Throwing sand is not allowed.
5. No child should leave the playground without permission and must always be accompanied by an adult.
6. For safety reasons, flip-flop style sandals should not be worn during outside play as they make injuries and falls more likely. If your child wears sandals they should have a heel strap and closed toes.

*Nothing supersedes common sense and safety in regard to rules and supervision. Safety, children's welfare, and behavior that is conducive to learning is of the utmost importance.

BEHAVIORAL EXPECTATIONS CONT.

Parents are expected to be involved in the guidance and discipline of their child(ren) by addressing inappropriate behavior, cooperating with teachers in the construction of behavior modification strategies and meeting with the teachers and Directors as needed. If parents demonstrate disregard for the expectations set forth by SCP, their child's enrollment may be terminated. As stated previously, our goal is to create an environment that is conducive to joyful learning and that allows teachers to focus on *all* children. If the SCP team believes that a student requires more attention than the classroom teachers can provide while maintaining this atmosphere or if the student is continually harmful to his teachers or peers, the student may be asked to leave SCP.

If a student is physically aggressive, he or she may be dismissed from the preschool the day of the occurrence. Significant physical aggression or destruction of property may result in immediate dismissal from the program.

Biting Policy: The Department of Child and Family Services advises that childcare centers take immediate action following biting incidents. Therefore, after a child bites three (3) times; he/she will be suspended for three (3) days. If, after returning to the preschool, the child bites another time, the child's services will be discontinued.

FINANCIAL INFORMATION

1. All payments are due on Monday of the week the child attends (or the first day of a child's attendance each week). If payment is not received by the closing of Friday's business hours, a late payment charge will be assessed.
2. Payments must be in the form of automatic debit withdrawal (SCP's preferred method), personal check or money order, and debit or credit card. Cash can *only* be accepted by the Director, Assistant Director or a staff member designated by the Director and a receipt will be exchanged immediately for the cash payment.
3. After the first week that an account is delinquent, a statement will be provided informing parent(s) of any past due tuition and a \$5.00 late charge. After the second week that an account is delinquent, a statement will be provided informing parent(s) of the past due tuition, a \$25.00 late fee (in addition to the \$5.00 late charge) applicable for the second week, and the consequences for failing to pay the third week. It is at this point, and no later, that the parent or guardian should notify the Director/Assistant Director regarding causes of late payment, changing payment options, obstacles to current payment, etc.
4. After the third week that an account is delinquent, a third statement will be made available to parents informing them of any past due tuition and an additional \$25.00 late fee applicable to the third week. **Furthermore, the statement will inform the parents that the child's enrollment at SCP has been discontinued.** In this case, a student cannot return to SCP until the outstanding debt is paid in full and only if there is an available spot in our program.

5. If tuition payments are delinquent more than three times during a September through August school year, the child's enrollment may be terminated. If a family leaves SCP with an account balance, they are expected to continue making payments until the debt is paid. If a family's account balance remains above \$2,000 after 6 months, the issue will be brought to the Leadership Team for discussion and recommendations. The Leadership Team may decide to have the delinquent account in question turned over to a collection agency or the debt being forgiven and turned over to the IRS.
6. The receipt of a check returned by the bank because of insufficient funds is considered to be non-payment. A post-dated check is considered non-payment until it is eligible to be deposited. Therefore, late payment charges are due until payment is eligible for deposit.
7. If a child is picked up between 5:31 PM and 5:40 PM, a \$10.00 fee will be charged. If a child is picked up after 5:40 PM, a \$30.00 fee will be charged. After three late pick-ups, a child's enrollment may be terminated.
8. A printed statement will be given upon request and an annual statement will be prepared for income tax purposes.
9. All tuition charges are payable regardless of holidays, school closings, personal schedules, or sick days.

DAYS OFF

SCP is closed the following days each year:

2nd Friday in August (may be 3rd Friday some years)
 Labor Day
 Veteran's Day (for staff professional development)
 Thanksgiving Day & Friday after Thanksgiving
 Christmas Eve & Christmas Day

New Year's Day
 President's Day (for staff professional development)
 Good Friday
 Memorial Day
 Independence Day

PART-TIME STUDENTS

Students who are enrolled in SCP for our 2-day or 3-day programs will *not* be able to attend on days other than days chosen at the time of enrollment if he or she misses a day due to holidays, illness, school or personal schedule. This policy is in place to maintain program stability and fairness for all families. If a child enrolled in a 2-day or 3-day program wishes to *add* a day during the week and ratios allow it and permission from the Directors has been given, the child can attend and the additional daily rate will be charged.

VACATION TIME

Children who have attended SCP for one (1) calendar year, shall receive one (1) week no charge tuition (as long as the child does not attend during that week) beginning the second year based on the date of the child's enrollment. Thereafter, one (1) week per every six (6) months of enrollment will be allowed (these weeks must be taken 6 months apart unless the Director or Assistant Director permits otherwise). No charge vacation weeks cannot be accumulated or "rolled over". One week of notice is required for vacations. Families are only eligible for vacation weeks if their tuition payments are up to date.

MATERNITY LEAVE OF ABSENSE

If a mother is on maternity leave and wishes to keep her enrolled child at home with her but hold a position at SCP a \$25.00 per week fee (payable weekly) for a total of six (6) consecutive weeks will be charged. Two additional weeks are allowed at \$50.00 per week. Beyond eight (8) weeks the parent must pay the full tuition rate. These fees are non-refundable. Families are only eligible for maternity leave rates if their tuition payments are up to date.

ARRIVAL AND DEPARTURE

In order for all students to participate in important learning activities and to minimize disruption to the classroom, we encourage all children to be dropped off by 9:00 AM. Please note that lunch counts are completed by 9:00 AM and lunch service begins at 11:20 and most classrooms are done eating by 12:00 so if your child is not going to be here by 11:45, please feed them before arriving.

For the safety of all children, parents are responsible for checking their child in, escorting him/her to the classroom, and waiting to depart until the teacher acknowledges the child's presence. The parent, or an adult listed on the parental consent form, is responsible for checking the child out. Identification is required for anyone new picking up the child and staff may request to see identification from anyone picking up the child at any time.

When a child has not been picked up by 5:30 PM SCP will call the parents and emergency contacts at least one time. After exhausting all efforts to connect with parents, the preschool will keep the child ten (10) minutes before contacting the abuse hotline and police. To avoid this extreme measure, it is recommended that parents who know they are running late call the preschool to inform them. Regardless of prior notice of a late pick-up, a late fee will still be assessed if a child is picked up after 5:30 PM (details can be found in the "Financial Policies" section).

NUTRITION

State-approved lunches and snacks are provided for all students. Students are not allowed to bring their own snacks or lunches from home without a medical doctor's written directive related to food allergies, diagnosed medical condition, or specific religious reasons. In these instances, parents will be given a form for their doctor or clergy to complete.

Children may bring food to celebrate a birthday or a holiday but these foods will only be permitted if they are store-bought and unopened (as packaged by the bakery or manufacturer).

It is a parent's responsibility to inform the preschool of any food allergies their child(ren) suffers from and to provide appropriate food if requested. It is preferable that parents of children with food allergies provide teachers with a small number of special treats that the child can enjoy on "party days" so no allergen is inadvertently given to a student who suffers from a food allergy.

NAP/REST TIME

SCP, in compliance with the Department of Children and Family Services' regulatory agency, incorporates a nap period into the daily program. This supervised nap period will not exceed two hours. Older children who are unable to fall asleep after 60 minutes may have a quiet item, such as a book or puzzle, at their cot. Students will not be permitted to move about the room as this affects the staff to child ratio requirements as mandated by the Department of Child and Family Services for the safety of children and is disruptive for children who are sleeping.

PERSONAL CARE AND HYGIENE

Each parent is asked to bring certain supplies:

1. A complete change of clothing for all children, with the child's name on each item for identification. Two changes of clothing is recommended for children still potty-training. (Clothing is to be kept in the child's book bag or designated spot in the classroom.)
2. Disposable diapers/pull-ups (if applicable) and wipes;
3. A fitted crib sheet, blanket and a small travel-size pillow for rest time (to be taken home and laundered at the end of each week).

Upon arrival the parents shall have the child wash his/her hands. The child's hands shall be washed before and after meals and after toileting.

A child's wet or soiled clothing will be changed immediately. Federal health and safety standards state that soiled laundry shall not be sorted or rinsed by employees. Due to this policy, soiled clothing will be placed in a plastic bag and sent home with the child.

ACCIDENT/ILLNESS

Staff will complete a daily health check upon the child's arrival. It is our policy to isolate children who are ill and call the parent(s), guardian or emergency person listed on the enrollment form and request that the responsible adult pick up the child **immediately**. Keeping a child who is ill at home allows them to fully recover and helps to limit other children's exposure to the illness.

Regulations for illnesses include:

- **Elevated Temperature:** A child that is found to have an elevated temperature of 100.5° or higher while attending SCP will need to be picked up immediately and may not return to SCP until their temperature has been normal without medicine for twenty-four hours.

- **Head Lice:** may return to school twenty-four (24) hours after being treated; nits must not be present and proof of treatment must be shown to SCP staff.
- **Diarrhea (2 episodes or 1 episode with fever or other symptoms):** excluded from the preschool until signs and symptoms are absent for twenty-four (24) hours. If your child's doctor believes that diarrhea is caused by something other than illness, the child may be permitted to return to SCP with a doctor's note which will be good for one week.
- **Vomiting :** excluded from the preschool until signs and symptoms are absent for twenty-four (24) hours.
- **Streptococcal, sore throat and scarlet fever:** exclusion from preschool until twenty-four (24) hours after first treatment of antibiotic **and** the child is feeling well enough to participating in daily programming.
- **Pink Eye:** exclusion from preschool until twenty-four (24) hours after first treatment of antibiotic and drainage disappears and redness begin to fade.
- **Impetigo:** excluded from preschool until 24 hours after the treatment has been initiated.
- **Scabies:** excluded from preschool until the morning after the first treatment.
- **Chicken Pox:** excluded from preschool until all pock marks are scabbed over.
- **Whooping Cough:** excluded from preschool until five (5) days of antibiotic treatment have been completed.
- **Mumps:** excluded from preschool until nine (9) days after onset of parotid gland swelling.
- **Measles:** excluded from preschool until four (4) days after disappearance of the rash.
- **Rash with unclear cause or worrisome features:** Requires a note from a physician stating that the rash/illness is not contagious
- **Rash with a fever or behavior change:** excluded from preschool until temperature has been normal for twenty-four (24) hours and/or a note from the physician stating the rash/illness is not contagious.
- **Mouth sores** (associated with the child's inability to control his/her saliva): excluded from preschool until the child's physician states the child is not infectious.

A child will also be sent home from SCP if **unusual lethargy, irritability, persistent crying, difficulty in breathing, symptoms that inhibit students from participating normally in preschool activities, or other signs of possible severe illness** are present. This also includes symptoms, which may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code. In the event of any communicable disease being known to have affected any child enrolled at SCP, the parent(s) or guardian(s) will be made aware of the fact through Preschool to parent communication methods.

Please note: Children present at SCP will be expected to participate in all the activities of the school that day, including field trips and outside play. There is no guarantee that your child can be placed in another classroom or remain in the office during outside play or field trips. For the safety of all children, a child who does not appear to be fully recovered from an illness shall not be readmitted to SCP unless there is a statement by an attending physician that the child is able to return and participate in the activities of the Preschool (such as with a rash or red eyes that the doctor identifies as non-contagious). Regardless of a physician statement, if fever, diarrhea, or vomiting is still present the child will be sent home.

The parent is required to sign a medical treatment consent form upon enrollment of the child. The staff will administer medication only when a written request from the parent(s) is submitted to the Director and only with medication provided by the parent. Information on the request shall include name of the child, doctor, prescription number, date, and specific instructions about amount and time to be administered.

Incident reports will be completed and maintained on file for accidents that occur at SCP. If your child is injured on the head/face or incurs another serious injury, parents will be notified immediately. In the event that a child needs the prompt services of a physician and hospitalization, we will contact emergency medical services immediately then notify the parent/guardian. If the parent(s)/guardian(s) are not available at the time, we will leave a message and attempt to call emergency contacts.

FIELD TRIPS

Special excursions, such as walks within the general area of the Preschool, may be spontaneous depending on weather conditions. Off-site field trips are planned and communicated with parents in advance. If parent(s) are unable to attend a field trip, they are asked to leave their car seat that day and authorize their child to ride as a passenger in another parent's vehicle (all vehicles used must have proof of insurance and smoking is not allowed in any vehicles). The child will be supervised and all health and safety precautions will be taken. Because of classroom ratios and programming, a child may not "sit out" for a field trip and join another classroom. If a parent does not want their child to attend a field trip, he or she must make other arrangements for their child during field trip time.

INCLEMENT WEATHER DAYS

When severe weather makes safety of staff, families, and children a concern, the preschool might close. When our parent school, Springfield Christian School closes for adverse weather, SCP might close as well. We will always try to limit the days the preschool is closed due to the weather but SCP reserves the right to close at our discretion.

Notifications of closings are provided via an automated call, group email, the preschool Facebook page, and WICS (News Channel 20).

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency where SCP needs to evacuate to another facility, the procedures listed below will be followed.

1. Evacuate to off site location: Calvary Academy, West Side Christian Church, or South Side Christian Church.
2. Children will be transported in SCP, SCS & WSCC staff vehicles and/or West Side/ South Side Christian Church vehicles when possible. In an extreme emergency, walking to Calvary Academy might occur when it is the safest and most efficient option.
3. SCP staff will call each of the preschool families either by automated phone message or individually.

Parents will be expected to pick up their children within an hour of the notice at the evacuation site. No child will be released prior to arrival at the evacuation site and no child will be released without being signed out by a parent. Identification is required for anyone picking up the child. When a child has not been picked up in compliance with this policy, the facility will contact the authorities for assistance after exhausting efforts to reach parents.

POLICY CONCERNS/CONFLICTS

SCP has established policies in order to effectively serve each child enrolled. Occasionally a policy may be unclear or may appear rigid but is typically to maintain the safety and well-being of all students and staff and to abide by the law. Sometimes a parent becomes concerned with a policy or something has caused a misunderstanding. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems.

There are several clear principles that Jesus taught in solving people-to-people conflicts. These are insisted upon in handling conflicts at SCP.

1. Pray about it. Think about it. Never stir up dissension or involve others unnecessarily. Parents are asked to show a partnership with and respect for SCP leadership and should not engage in stirring up dissension on social media, amongst other parents, or by complaining to teachers or other staff. Threatening staff, negative attacks on social media, or a pattern of disrespect for SCP staff, leadership, or other families could result in immediate dismissal from our program.
2. KEEP THE MATTER CONFIDENTIAL. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. Concerns related to policies, practices or personnel should be discussed via phone call, email or private meeting.
3. KEEP THE CIRCLE SMALL. The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. At SCP, if a parent wants to solve a conflict/potential conflict with a teacher (excluding daily questions or concerns), they may request a meeting with the Director and the teacher. Parents will not be allowed to interrupt teaching time to address conflicts and will not be permitted to contact teachers on their personal time.
4. IF THE MATTER REMAINS UNRESOLVED, the parent, teacher, and Director should agree to share the matter with a member of the Leadership Team. The Leadership Team will decide how to proceed.
5. Depending on the complexity of the problem, it may be appropriate for the Superintendent to request that all persons involved be present at a Leadership meeting. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also willing to submit to reproof and correction if needed.

The goal of such a high-level meeting is:

- A) a clear understanding of the problem;
- B) solving the problem;
- C) reproof and correction if necessary; and
- D) forgiveness and wholehearted restoration of those who have made amends.

(Source: The Matthew 18 Principle for Solving School Problems, by Dr. Paul A Kienel.)

Failure on the part of the student or any family member to comply with any or all of the SCP policies and requests in this handbook or otherwise mandated by SCP Administration may result in the child being discharged from the Preschool. The preschool is not required to give advanced notice of discontinuation of services.

Please sign and return this page to the preschool upon enrollment.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received and read the SCP Parent Handbook, including the financial policies, the discipline policy, accident and illness policy and failure to pick up policy. I agree to abide by SCP's rules and regulations as stipulated in the Parent Handbook. I will notify SCP of any changes that will impact my child's care and education.

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____