



## Parent Handbook

**\*Parents should read this handbook in its entirety but , for your convenience, you can also click on a subject to get to specific information more quickly**

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**Note:** Springfield Christian Preschool will also be referred to as “SCP”, "the preschool", or “the Preschool” 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. While this is available on our website's Family Portal section at all times, SCP will ensure that parents receive a link to the portal upon initial registration, at re-enrollment time, and prior to the start of each school year. 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 partner church, West Side Christian Church, is affiliated with the Independent Christian Churches, a loosely-associated group of congregations which emerged in the 1800s as part of the Restoration Movement which encouraged believers to practice simple, New Testament Christianity without denominational add-ons. Rather than blending or negotiating viewpoints based on our varied denominational experiences, we unite around the goal of following Christ and being as much like the New Testament church as possible.

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 (Deuteronomy 6:4, John 10:30, Ephesians 4:4-6).
- 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).
- Jesus Christ is both fully divine and fully human. He was born to a virgin and lived a sinless life. He was crucified, buried, 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, 1 Thessalonians 4:13-18).
- The Holy Spirit is God's presence in the world today (Ephesians 1:13).

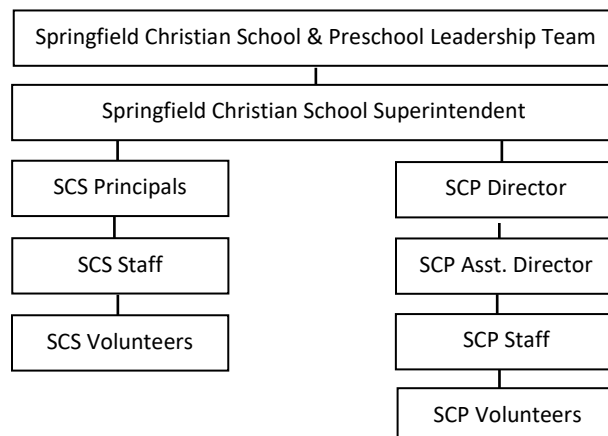
## ADMINISTRATION AND AUTHORITY

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 WSCC, 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 instructional and operational decisions, curriculum, daily programming, along with staff, student, and classroom oversight. 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.

West Side Christian Church, Springfield Christian School, and Springfield Christian Preschool are partner organizations and ministries. The three organizations have many operations and functions that are independent of one another but we do participate in collaboration and information-sharing. The SCS and SCP teams also work together regarding student assessment, observation, and problem-solving.



## 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 seeks to partner with parents to help meet the care and education needs of each child; it does not exist to relieve parents of the responsibility of raising and teaching their child(ren). Because we believe God also made clear that educating children across all domains is vital (Proverbs 4:1-27, 2 Timothy 3:15, Ephesians 6:4, Proverbs 2:6), we desire to supplement home teaching with high quality early education in a safe and joyful environment.

## MISSION, VISION, AND CORE VALUES

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

**Vision:** 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 (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 healthy relationships among: Staff members → Children; Staff members → Families; Children → Children; Staff member → Staff member (1 John 4:10-11).
- Right Approach: It is our goal to have a GREAT team using GREAT strategies in a GREAT environment, allowing us to have a GREAT impact on the lives of children (Colossians 3:23).

## DAILY PROGRAM

SCP is open Monday through Friday from 7:00 AM to 5:30 PM. Between 7:00 AM and 8:00 AM students may be in one of our opening rooms or in their own classroom. This is a time of exploration, reading, and settling in. Between 8:00 AM and 4:00 PM children will be following their classroom schedules. **We ask that all students arrive *before 9:00 AM (by 8:30 is best)*.** Our "end of day" time takes place between 4:00 PM and 5:30 PM during which time 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 weekly lesson plans to ensure learning goals across all domains are introduced and so engaging and effective classroom activities and teaching strategies are thoughtfully planned. The following is an outline of our program's goals:

- **Interaction between staff and children:** It is always our goal that interactions between children and staff provide opportunities 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.
- **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. We create our Curriculum Guide and make decisions about instructional goals, strategies, and daily activities based on our team's expertise & experience, early childhood best practice, the Illinois State Board of Education's Early Learning and Development Standards, and Teaching Strategies GOLD® Objectives for Learning and Development. We also utilize the Creative Curriculum® philosophy of classroom environments, engagement, and learning through play. We rely on 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 standards outlined by the Association of Christian Schools International.

- **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 the Brightwheel® app and email.
- **Professional Development:** All staff members have regular opportunities to engage in continuing education and are expected to participate in, at 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.
- **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.
- **Health and Safety:** The indoor and outdoor environments are designed to foster student growth and development, and with the health and safety of each child and adult in mind.
- **Nutrition:** The nutritional needs of children and adults are met in a manner that promotes the development of children and meets the Child and Adult Care Food Program standards outlined by the State of Illinois.
- **Evaluation:**
  - Program: Systematic assessment of the effectiveness of the program in meeting its goals for children, parents, and staff is conducted via parent surveys and by the Leadership Team regularly to ensure quality care and education are provided and maintained.
  - Children:
    - Observational assessment is ongoing and happens throughout the year; more formal progress monitoring across all learning goals takes place at least twice each year; developmental screening/standardized assessments are conducted each Fall and Spring.
    - As needed, and especially when students are preparing to transition to SCS for kindergarten, the SCS team may observe in our classrooms. As noted earlier in this Handbook, the SCS and SCP teams do share information and work together regarding student assessment, observation, and problem-solving.
  - Staff: All staff members are evaluated at least once per year. The SCP Leadership Team may participate in this evaluation process as needed.

## **LICENSING REQUIREMENTS, INSURANCE, AND MANDATED REPORTING**

SCP is 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.

SCP has been required, by law, to have our facility tested for radon (and must do so every 3 years). SCP has been required, by law, to have our drinking water tested for lead. Currently, no radon mitigation or lead mitigation plans have been required for our facility as all results have been below actionable levels.

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 & education settings are required to read about and sign to agree to be a mandated reporter before their employment begins. 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.

## **HEARING AND VISION SCREENINGS**

As mandated by law, vision and hearing screenings will be done for all children at SCP ages 3 through 5. Families will be notified when the screening date approaches. These screenings are required by law but are not a substitute for a complete exam with an optometrist, ophthalmologist, or audiologist if the need exists.

## **ADMISSION & RE-ENROLLMENT**

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 initial registration and again each re-enrollment season (typically each February). 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 upcoming fall enrollment period to re-commit to their spot. This re-enrollment process typically takes place each February.

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

## **PART-TIME STUDENTS**

Students who are enrolled for our 2-day or 3-day programs will *not* be able to attend on days other than the days chosen at the time of enrollment if he or she misses a school day due to holidays, illness, school, or personal schedule. This policy is in place to maintain program stability and fairness for all families.

Sometimes classroom field trips or parties will fall on a day when a part-time student is not normally in attendance. In almost all of those circumstances, the part-time student is welcome to attend on the day of the activity (he or she may be dropped off for the activity time or for the whole day). If a classroom roster is already at legal capacity the day of a special activity, SCP will ask that an adult family member be present with the part-time child for the activity so licensing ratios are maintained.

## **SUMMER ENROLLMENT**

Due to the large number of families desiring to enroll in our program, SCP is unable to "hold" spots over the summer (June, July & early August) for students planning to return to SCP for the "school year" (late August-May). If a child is re-enrolling for the next school year, he or she must remain enrolled in their "school year" programming choice (2 days, 3 days, full time) during the summer or pay the equivalent. If a family chooses to withdraw for the summer but desires to return to SCP, the family must join the waiting pool again and a future spot is not guaranteed.

## **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 SCP. A child withdrawn before the one week notice is liable for that week's tuition. If a child is withdrawn for any reason and later desires admission to SCP, he or she must join the waiting pool. After a child withdraws or leaves SCP for any reason, parents should arrange to pick up any personal belongings left at SCP within a week. After one week, if the belongings are not picked up, SCP reserves the right to donate the items.

## DAYS OFF

SCP will be **CLOSED** on the days listed below.

2nd Friday in August for teacher work day (may be 3rd Friday some years) Labor Day  
Veteran's Day (for Parent-Teacher Conferences)  
Thanksgiving Day & the Friday after Thanksgiving  
Christmas Eve & Christmas Day (or 2 total school days if on or near a weekend)

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

## FINANCIAL POLICIES

**Account statements and current balances can be accessed via the Brightwheel app. If you have further account questions, please contact Mrs. Jacobson at [adriennej@wschurch.org](mailto:adriennej@wschurch.org)**

**When you completed your enrollment form, you agreed to all of SCP's Handbook policies including these financial obligations:**

- 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 may be assessed. A payment returned by the bank is considered to be non-payment. Weekly invoices and posted payments can be viewed on the Brightwheel app.
2. Payments must be in the form of automatic debit withdrawal (SCP's preferred method), personal check, or cash. Parents can also make payments with a debit/credit card or bank account via the Brightwheel app (**processing fees will apply**). If a cash payment is made, a paper receipt will be immediately provided. SCP does accept State payments for foster children. SCP does not currently accept CCAP.
- 3. Late pick-up fees:** If a child is picked up between 5:31 PM and 5:40 PM, a \$20.00 fee may be charged to your child's account. If a child is picked up after 5:40 PM, a \$50.00 fee may be charged. **After three late pick-ups, a child's enrollment may be terminated.**
- 4. All tuition charges are payable regardless of holidays, school closings, personal schedules, or sick days.** *For more information about policies related to school closures and "Act of God" days, please see page 12 of this Handbook.*
5. SCP has the right to enforce these financial policies at all times and modify our financial policies if necessary.
6. Families should expect a **rate increase effective at the start of each "school year" in late August** (rates for the upcoming year are announced each February at re-enrollment time)
- 7. Overdue accounts:**
  - a. After the first week that an account balance is not paid in full, a \$5.00 late fee may be added to the family's statement. After the second week that an account balance is not paid in full, a additional \$25.00 late feel may be added to the family's statement.
  - b. After the third week that an account balance is not paid in full, a child's enrollment may be 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 at that time. If tuition payments are delinquent more than three times during a year, the child's enrollment may be terminated.
  - c. 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 as additional income for the family that year.

## VACATION WEEKS

After a child has been enrolled for one school year (continuous enrollment August thru May) and if the family's tuition payments are up to date, he/she shall receive one (1) vacation week (no charge, as long as the child does not attend during that week). Thereafter, one (1) week per every six (6) months of enrollment will be allowed (these weeks must be taken 6 months apart). Unused vacation weeks *cannot* be accumulated or "rolled over". A written request is required for vacation weeks and the request should be made at least one week in advance.

## MATERNITY WEEKS

If a mother is on maternity leave and wishes to keep her enrolled child at home but hold a position at SCP, a \$25.00 per week fee (payable weekly) for up to six (6) consecutive weeks will be charged. These fees are non-refundable. Families are only eligible for maternity leave rates if their tuition payments are up to date.

## STUDENT SUPPORT

SCP strives to meet the academic and behavioral needs of all our students and each student's developmental level is taken into consideration when designing our instruction. Our team will make reasonable accommodations related to special academic needs, social/emotional needs, or physical disabilities. If needed, our team will complete a problem-solving process, meet with parents, and implement reasonable strategies to help a child be successful. It is of primary importance to SCP that *all* children receive the type of care and education they need. After our team completes the problem-solving process and has implemented individualized strategies we will determine if SCP can effectively meet the specific needs of a child. If we do not feel we can do so, SCP reserves the right to refuse a child's continued enrollment/refuse re-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 behavior and attitude that honor Him and are respectful of 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.
- 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.

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 or they are unable to participate in meetings in a healthy and respectful manner, 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 immediately.

If a student is physically aggressive, he or she may be dismissed from the preschool the day of the occurrence. Significant or ongoing 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 may be suspended for three (3) days. If, after returning to the preschool, the child bites another time, the child's services may be discontinued.

## 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 teacher our students that respecting the authority of God, parents, and teachers is 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 must display appropriate physical and verbal behavior at all times.
3. To prevent unnecessary injury, SCP does not allow students to engage in excessive rough-play.
4. SCP does not allow students to pretend to use guns.
5. Cursing is not permissible on the preschool premises or when communicating about preschool business.
6. Toys from home are not permissible unless they are brought for show and tell or are a small, soft item for rest time.



7. Bottles/sippy cups and pacifiers are not allowed at SCP.
8. Children are to walk in the building (running is permitted in the gross motor room and outside).
9. 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. We cannot release students to older siblings that are not yet 16 years of age. Photo ID may be requested by any SCP staff member at any time.
10. During naptime/rest time, children will be asked to sleep or rest quietly on their cots (while quiet items may be allowed for older children who are not asleep after 60 minutes, students will not be permitted to get up and move about the room).
11. Tobacco products, alcoholic beverages, illegal drugs, and non-law enforcement 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.

### PLAYGROUND & GROSS MOTOR ROOM RULES

1. Excessive rough-housing is not permitted 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, tire chips, etc.
4. Equipment must be used safely and properly
5. No child may leave play areas without permission and must always be accompanied by an adult.
6. For safety reasons, flip-flop style sandals should *not* be worn 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. SCP staff may outline other rules as needed and students will be expected to comply. Safe and kind behavior that is conducive to learning is expected.

### ARRIVAL AND DEPARTURE

In order for all students to participate in important learning activities and to minimize disruption to the classroom, **we request that all children to be dropped off by 9:00 AM (by 8:30 is best)**. Please note that lunch counts are completed by 9:00 AM so please notify us via Brightwheel or a phone call by 9:00 if you know your child will be absent. If your child has a morning appointment and will not be here before 11:45 AM, please feed them lunch before arriving.

For the safety of all children, parents are responsible for escorting their child(ren) to the classroom, and waiting to depart until the teacher acknowledges the child's presence. 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 may contact the police and the abuse hotline required by DCFS. 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 pick-up 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 food from home unless specifically requested by SCP staff (e.g. for a classroom party, etc.). If a child has specific dietary needs related to food allergies, a diagnosed medical condition, or religious observance, a medical doctor's note should be provided by the parent/guardian and SCP will work to provide appropriate alternatives and substitutions (parents may provide milk alternatives). SCP will notify parents if we are unable to provide appropriate food alternatives in a way that keeps the child safe and healthy or if a medical diagnosis/treatment requires a specific protocol item (e.g, liquid thickener, etc.).

### BIRTHDAY CELEBRATIONS & CLASSROOM PARTIES

As noted above, SCP does **not** allow outside food, including for birthday celebrations. All birthdays will be recognized and celebrated!

If your child's teachers request a certain food items for a classroom activity or party day **any food brought in must comply with other SCP policies and guidelines. All food brought into SCP must be store-bought and unopened (as packaged by the manufacturer) and be peanut & tree nut-free (and may not be processed in a factory that also processes nuts)**. Classroom teachers have a list of "safe snacks" and most packaged food includes allergen statements which can be helpful.

## ILLNESS & EXCLUSION POLICIES

If a child exhibits signs of illness as outlined below, he or she will be isolated as much as is practical and the child will need to be picked up immediately. Parents will be notified via Brightwheel and/or phone call and will be expected to make the necessary arrangements to pick the child up as soon as they are notified of the illness. Keeping a child at home when he or she is ill allows them to fully recover and helps to limit other children's exposure to the illness. **SCP may request a physician's clearance note before a child returns to SCP after signs of illness are present.**

**Policies regarding illnesses and exclusions are below.** Please note that this list is as thorough as possible but may not be exhaustive. Regardless of any exclusion time period listed, students must also be feeling well enough to participate fully in daily classroom activities before returning.

- **Elevated temperature:** A child that is found to have an elevated temperature of 100.4° 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 24 hours.
- **Diarrhea** (3 episodes or 2 episode with fever/other symptoms): excluded from the preschool until signs and symptoms are absent, without medicine, for 24 hours.
- **Vomiting:** excluded from preschool until signs and symptoms are absent for 24 hours.
- **Influenza:** excluded from preschool until they have been symptom-free and fever-free, without medicine, for 24 hours.
- **COVID-19:** excluded from preschool for five (5) calendar days. May return to school after five (5) days if they have been symptom-free and fever-free, without medicine, for 24 hours.
- **Strep throat, and/or scarlet fever:** excluded from preschool until 24 hours after starting antibiotics and the child is feeling well.
- **Pink eye:** excluded from preschool until 24 hours after starting antibiotics *and* drainage has disappeared.
- **Mouth sores** (associated with the child's inability to control his/her saliva): Requires a note from a physician stating that the sores/drooling is not a symptom of an illness and is not contagious. The child must be able to participate fully in the classroom routine including meal times.
- **Head lice:** excluded from preschool until 24 hours after a full lice treatment has been provided; nits must not be present and proof of treatment must be shown to SCP staff. Any further signs of nits or active lice will require further exclusion from the preschool until signs of lice are gone.
- **Impetigo, scabies, or other rash with fever or behavior change:** excluded from preschool until 24 hours after the first treatment has been initiated. If a physician concludes the rash is not a symptom of a contagious illness, the child may return to school with a clearance note from the physician as long as he/she has been fever and symptom-free for 24 hours and the rash does not inhibit he/she from fully participating in classroom activities.
- **Chicken pox:** excluded from preschool until all blisters have crusted (this is typically four (4) to seven (7) days after rash began).
- **Whooping cough:** excluded from preschool until five (5) days of antibiotic treatment has been completed.
- **Mumps:** excluded from preschool until nine (9) days after onset of parotid gland swelling; return also requires a physician's note stating the child is no longer contagious.
- **Measles:** excluded from preschool until four (4) days after disappearance of rash; return also requires a physician's note stating the child is no longer contagious.

A child may 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 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 outbreak known to affect students at SCP, the relevant parent(s) or guardian(s) will be made aware.

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. Children cannot be placed in another classroom or remain in the office during outside play or field trips.

## MEDICATIONS

If a child requires medication during the school day SCP staff will administer medication only when an SCP Medication Form is completed and staff will only give medication provided by the parent and if it is in its original container. Information on the form shall include the name of the child and doctor, prescription name, date, and specific instructions about amount and time to be administered. Medication will be stored in a locked cabinet and the same teacher or the Director will administer the medication when required and this will be recorded on the medication form.

## **INCIDENTS/ACCIDENTS**

If a child gets hurt when they are at SCP, basic first aid will be implemented and an incident report will be completed, signed by staff and parents, and kept on file. If a child is injured on the head/face or incurs a serious injury, parents will be notified immediately. In the event that a child needs the immediate services of a physician, we will contact emergency medical services and 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.

## **NAP/REST TIME**

SCP, in compliance with the Department of Children and Family Services statute, incorporates a rest period into the daily program. This supervised nap period will not exceed two hours. Older children who are unable to fall asleep in the first 60 minutes of rest time may be permitted to have a quiet item, such as a book or puzzle, at their cot during the second hour of rest time. If awake, students will not be permitted to move about the room for the safety of children and because it can be disruptive for children who *are* sleeping. Parents must provide items for resting including a roll-up nap mat or a fitted crib sheet, travel-sized blanket, and travel-sized pillow (to be taken home and laundered at the end of each week)

## **PERSONAL CARE AND HYGIENE**

Upon arrival, parents shall have the child wash his/her hands. The child's hands shall be washed before and after meals, after toileting, and before and after playground/gross motor room use.

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.

Each parent is asked to bring certain personal care and hygiene supplies:

1. A complete change of clothing with the child's name on each item for identification (extra outfits should be traded out seasonally so they are weather-appropriate). More changes of clothing will be requested 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 and wipes (if applicable)

## **OUTDOOR PLAY**

Typically, SCP students will have outdoor play time when the "*feels like*" temperature is between 32 degrees and 92 degrees. In the winter, if the "*feels like*" temperature is slightly under 32 degrees, SCP administration may approve brief walks outside so the students can get fresh air. In the summer, if the "*feels like*" temperature is above 92 degrees, classes may still be permitted to engage in their water play times. Parents are responsible for dressing their students appropriately for the weather, bringing appropriate outdoor gear in the winter, and sending a water bottle and sunscreen for their child to use in the summer.

## **FIELD TRIPS**

Off-site field trips are planned and communicated with parents in advance and permission slips for each trip are required to be signed by a parent/guardian. 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.

## **WATER DAYS**

During the summer months, students will participate in "water" mornings which includes students playing in wading pools or engaging in other water-related play with teacher supervision. Students do not have to play in the water if they do not want to but all students will go outside during their classroom's water days. All parents will need to send swimming suits/trunks, a towel, and sunscreen on water days and will take the wet items home to launder.

## INCLEMENT WEATHER DAYS

When severe weather or dangerous road conditions makes the safety of staff, families, and children a concern, the preschool might close. When Springfield Christian School closes SCP will also close. 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 weather-related closings are provided via an automated call, Brightwheel, and the WICS website (News Channel 20).

## "ACTS OF GOD" & UNIQUE/EXTREME CIRCUMSTANCE DAYS

By enrolling your child at SCP, you accept that there may be natural disasters (e.g. tornadoes, etc.) or other emergency events (e.g. loss of power, public health emergencies, etc.) which affect the preschool's programming. In these instances, SCP will make every effort to communicate with families regarding the crisis and how it affects SCP students and families. In the event that such a situation requires SCP to close one or all of our classrooms or implement exclusion protocol for students, SCP's financial policies (page 7) remain in effect unless families are notified otherwise, including policy # 9: "*All tuition charges are payable regardless of holidays, school closings, personal schedules, or sick days*". Enrolled families also accept that a crisis may require SCP to modify its policies related to finances, enrollment/attendance, health and hygiene, and other practices as needed. SCP reserves the right to implement stricter policies than those required by regulatory agencies. Where and when regulatory agencies are silent in these matters, SCP also reserves the right to implement policies we feel are best for SCP.

## 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 communicate with all families via Brightwheel messaging or a phone call.
4. 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 an SCP staff member. Identification may be 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.

## CONCERNS OR CONFLICTS/POTENTIAL CONFLICTS

SCP has established policies in order to effectively serve all enrolled students. And while our staff members are not perfect, they do their best to meet the expectations of being a part of the SCP team. Occasionally, something about an SCP practice/policy, a classroom practice, or person-to-person interaction becomes a concern for a parent. There are several clear principles that Jesus taught in solving people-to-people conflicts. **These principles are insisted upon in handling conflicts at SCP and failure to do so could result in dismissal from our program.**

### STEP ONE: THINK FIRST AND DO NOT INVOLVE OTHERS

1. Pray about it. Think about it. Keep proper perspective. We always welcome parents to bring a concern to the appropriate person in the appropriate way but we ask that the parent *thinks* about their concern first so that second step in the process (requesting a meeting with the individual involved) can be as respectful and productive as possible. As parents are thinking, they might ask themselves some of the following questions:
  - a. Does my concern have mostly to do with my *preference* as an adult/parent?
  - b. Even if I disagree, can I understand why SCP might have that policy in place?
  - c. Even if I don't fully understand a classroom practice or I don't prefer a teacher's style of instruction or interaction, is there overall evidence that my child is being treated with respect, that he/she is having their needs met during the day, that my child is content at school, that my child is being introduced to appropriate learning concepts in an appropriate learning environment? Or is there evidence to the contrary?
  - d. With regard to my specific concern or issue, is there an underlying misunderstanding involved or is there anything I have done to play a role in the current conflict/issue?

2. Never stir up dissension or involve others families. Parents are asked to show a partnership with and respect for SCP leadership and teachers and should not engage in stirring up dissension amongst other parents, on social media, or by complaining to teachers and families about others. These habits do a disservice to the SCP community and often lead to gossip or further misunderstandings instead of clarity and/or restored relationships. 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.

#### **STEP TWO: DISCUSS THE ISSUE WITH THE OTHER INDIVIDUAL INVOLVED**

1. Keep the matter confidential- only discussing it in the appropriate way and at the appropriate time. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. Concerns related to policies, practices or personnel can be brought forward via email or phone call but scheduling an in-person meeting will be the best next step.
2. 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 individuals to set up an appropriate time for a face-to-face dialogue. For concerns related to a teacher or classroom practice, parents should set up a time to meet with the teacher(s) (a Director may be present to help with the dialogue). The concern or conflict may not be discussed with other parents or staff members as it can create further problems and does not show respect to the other party involved. Parents will not be allowed to interrupt teaching time to address conflicts and will not be permitted to contact teachers on their personal time.
  - For questions related to a preschool-wide policy or practice, an email to the Director may be appropriate and then, if the parent does not feel the concern is fully resolved, a meeting may be requested. For a more significant concern related to a preschool-wide policy or practice, an email dialogue may not be as appropriate and a parent is encouraged to request a meeting with the Director.
3. The goal of any face-to-face meeting should be to discuss the concern in an honorable way, seek compromise or resolution if it can be found, and to maintain a healthy relationship. All adults involved should understand that the result of a meeting may not be an immediate solution that they prefer.
4. If the matter remains unresolved, the parent, teacher, and Director should agree on appropriate next steps.

#### **PARENT ACKNOWLEDGMENT**

**When you completed your online enrollment process, you acknowledged that you have read, understand, and agree to support all practices and policies outlined in the SCP Parent Handbook** including financial policies, guidance and discipline policies, accident and illness policies, and failure to pick up policy.

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 in these circumstances.