

St. Timothy's Christian Preschool



Parent/Guardian Handbook 2024-2025

"Start your children off on the way they should go,
and even when they are old, they will not depart from it."

Proverbs 22:6

Table of Contents

Welcome message from Director.....	3
Our Mission Statement & Philosophy.....	4
St. Timothy's Lutheran Church.....	4
Our Staff.....	4
Policies and Operational Procedures.....	4-7
Admissions	
Preschool License	
Preschool Hours	
Holiday & School Closure Days	
Tuition	
Fees	
Discounts	
Forms required to enroll & hold your child's spot	
Forms required before first day of school	
Late Enrollment	
Temporary Absences/Extended Leave	
Withdrawal from Preschool/Tuition Refund	
Change of Schedule Status	
Termination of Services	
Preschool Closure for Covid-19 or Similar Events	
Enrollment Details or Requirements.....	7
Preschool/Pre-K Programs (Ages 2-4)	
Transitional Kindergarten (Ages 4-6)	
Teacher/Student Ratios	
Drop Off & Pick Up Policy.....	8-9
Sign In & Out	
Attendance	
Early Pick-Ups	
Late Pick-Ups	
Full Day Plus Program (7:30am-6:00pm).....	9
Morning Care	
Extended Care	
Extra-Curricular Programs.....	9
Curriculum and Daily Activities.....	10-11
Snack/Lunch	
Napping/Resting Time	
Illness & Absence Policies.....	11-13
Illnesses or Absences	
Illness Guidelines	

- Doctors Notes
- Head Lice Policy
- Hand, Foot, Mouth Disease Policy
- Covid-19 Policy

Discipline Philosophy & Process.....	13-15
Discipline/Behavior Policies	
Discipline NOT Allowed/Personal Rights	
Biting	
Communication Between the School and Parents.....	15-16
Parent Communication	
Brightwheel App.	
-Notes to Office	
Communication to Parents	
Parent/Teacher Conferences	
Code of Conduct	
-Code of Conduct Principles	
Health, Safety & Emergency Procedures.....	16-19
Accident/Incident Reports	
Dental Emergency Plan	
Natural Disaster Emergency Plan	
-St. Timothy's plan if disaster occurs	
Allergy Plan	
Prescription Medications	
Over the Counter Medications	
Other Medications	
-Epipens	
-Nebulizer	
Storage	
Precautions	
Procedure for Emergency Administration of Medication	
Mandatory Child Abuse Reporting	
Potty Training Policies & Procedures.....	19-20
Individual Toilet-Training for our Toddlers.....	20-21
Classroom Rules & Policies.....	21-22
Clothing	
Toys from Home	
Birthday Snacks, Treats & Invitations	
Labeling/Lost & Found	
Bathroom	
Volunteers	
Parent/Guardian Handbook Agreement/Acknowledgement.....	23

A Welcome Message From Our Director:

This handbook will help acquaint you with our policies and procedures. Please read this handbook thoroughly and carefully.

St. Timothy's Christian Preschool extends a warm welcome to all parents and children. Thank you for trusting us with your most valued possession...your child.

Our goal is to provide a safe and supportive environment where each child can feel secure and thrive. We also strive to create an environment where you, the parent, will feel comfortable and confident about leaving your child in our care, knowing we will keep them safe and offer opportunities for your child to grow and mature. While we focus primarily on cognitive, social, emotional, and physical skills. We also make sure each child learns of God's love for him/her, and has a chance to explore God's wonderful world.

We look forward to sharing the experience of seeing your children grow spiritually, physically, socially, cognitively and emotionally this year!

"Train up a child in the way he should go;
Even when he is old he will not depart from it."

Proverbs 22:6

Blessings, Lori Thompson
Preschool Director
St. Timothy's Christian Preschool
408-265-0244 ext. 113
lori.thompson@stlcsj.org



Our Mission Statement & Philosophy:

St. Timothy's Christian Preschool is a nurturing Christian preschool committed to fostering holistic development, grounded in love, faith and academic excellence, while empowering young hearts and minds to flourish in God's light. At our preschool, we believe in providing a safe environment where every child is valued as a unique creation of God. We want to provide and encourage the development of a positive self-image and foster independence in each child. We want to encourage respect for self as well as for others. We want to provide opportunities to develop positive relationships with adults and help the children develop good health habits. Rooted in Christian principles, we strive to cultivate a love for learning, encourage spiritual growth and foster a sense of community. Through engaging experiences and meaningful relations, we aim to empower children to discover their God-given potential and embrace a life of love, kindness and service.

St Timothy's Lutheran Church:

All students and families are welcome to participate in the life of St. Timothy's Lutheran Church. You can check service times on our website www.stlcsj.org. The pastors welcome inquiries and are happy to meet with parents with any questions or who are looking for a church to call home. (408)264-3858 or (408)265-0244

- Pastor Jim Cords ext. 114
- Pastor Joe Hill ext. 138

Our Staff:

St Timothy's Christian Preschool Staff is a compassionate group gifted with energy, creativity and passion for guiding and teaching young children. Our staff holds current CPR and first aid certificates and meets the State of California requirements for preschool education. Our staff exemplifies their faith and love for God in their teaching and interactions with the children, parents and other staff members.

Policies and Operational Procedures:

Admissions:

St Timothy's Christian Preschool admits students of any race, color, religion, national or ethnic origin. St Timothy's is designed for **2 years old - TK (Transition Kindergarten)** age children who are developmentally prepared to attend school. If it is determined that our program is not benefiting your child, our school staff will work together with you to determine the best course of action for him/her.

Preschool License:

The state of California Department of Social Services Licenses our preschool. Our Facility Number is 430701997. Our preschool is licensed for a maximum of 85 children in attendance at any given time.

Preschool Hours:

Regular Preschool hours are:

- Half day, 8:45 am - 12:00 pm.
- Full day, 8:45 am - 3:00 pm.
- Full Day Plus Program, 7:30 am - 6:00 pm.
- Drop In Care: Drop in care is available for \$20.00/hour per child providing space is available. Please inquire at least 24 hours prior if you need drop in care unless it's an absolute emergency.
- Office hours 8:30am-4:00pm

Holiday and School Closure Days: (Refer to our annual school calendar for exact dates)

Labor Day	Parent/Teacher Conferences (1 Day)
Thanksgiving Break	Good Friday
Christmas/New Year Break	Easter Break
MLK Day	Memorial Day
Presidents Break	Teacher In-Service Days

Tuition:

See St. Timothy's Christian Preschool Tuition Schedule for current year's tuition cost and fees. St. Timothy's Christian Preschool enrolls your child with the expectation that your child will remain in the program for the entire school year.

Fees:

- There is a one-time, non-refundable, application fee of \$150 for all first-time applicants.
- There is a non-refundable tuition deposit of \$400 to hold your child's class spot.
- Refer to enrollment contract regarding returned checks or tuition charges.

****Discounts:** Members of St. Timothy's Lutheran Church receives a discount of 20% for eligible families (upon completion of the Church Member Discount Form). Once this form is turned in, it will have to be approved before the discount is applied. We also offer a sibling discount of 15%. (Only one discount can be applied per family).

Forms required to enroll and hold your child's spot:

- Application Form
- Enrollment Contract
- Deposit
- Completion of FACTS Account set-up

The following forms are required before your child's first day:

- CA State Licencing Forms
- Handbook Agreement
- Copy of Birth Certificate
- School Diaper Policy
- Covid-19 Parent Acknowledgment and Disclosure

Late Enrollment:

****Enrolling after July payments have been processed will require, in addition to tuition deposit, one month's tuition paid BEFORE a student's first day of school. This can be paid with cash, check or credit card in the office. A 3% processing fee will be added if using a credit card.**

****Tuition for students registering on or after the first day of school shall be calculated based on the full number of months remaining in the school year. If a child starts BEFORE the 15th of the month, a full month's tuition will be charged. If a child starts AFTER the 15th of the month, a half month's tuition will be charged.**

Temporary Absences/Extended Leave:

In the event a child is absent due to illness, personal vacation, personal holiday observance, or disciplinary dismissal, no portion of paid or outstanding tuition will be refunded, canceled or pro-rated.

Withdrawal from Preschool Program/Tuition Refund:

Withdrawal is accomplished by completing the following:

- 1) providing withdrawal notice to the Preschool Office via email or in writing.
- 2) paying a tuition charge as determined by the date the notice is received:

A.) Withdrawal prior to July 1st will not incur a tuition charge.

B.) Withdrawal after July 1st will require one month's tuition to be paid.

C.) Withdrawal after Orientation Day will require a 30-day notice to the Admissions Office during which your child may still attend school. An additional month's tuition will be charged upon completion of your 30-day period.

D.) Withdrawal after April 1st will require payment in full of the remaining tuition through the end of the school year.

Change of Schedule Status:

If a change of schedule for your child is necessary, a "Change of Status Request Form" must be picked up, filled out, signed and returned to the office.

- Your FACTS account will be charged \$25.00 for each child's schedule change.
- **Decreasing** your child's schedule (ie: M-F to MWF, FD to HD) **requires 14 days notice.** If no notice is given, the original tuition will still be charged for 14 days from the date of change.
- If you withdraw from school within 60 days of decreasing your child's schedule, your final monthly tuition payment will be based on the higher tuition amount.
- A change in status is not always guaranteed upon request. We must consider factors of availability, wait list, ratio, etc.
- While we strive to meet the request of families, you will be notified whether that change has been approved, denied or if we have to add you to the wait list for future available space.

Termination of Services:

St. Timothy's reserves the right to deny enrollment and may terminate services or withdraw a child from continued enrollment for any reason at the discretion of the school. Reasons for termination of services may include but are not limited to: 1-Falsifying information on admissions and enrollment paperwork; 2-Non-payment of services and/or non-compliance with St. Timothy's admissions and financial agreement/contract; 3- Non-compliance of parents/guardian to follow the policies as listed in the St. Timothy's Christian Preschool Parent/Guardian Handbook; 4- The continued enrollment of the child poses a risk to the health and/or safety of other students, parents or St. Timothy's staff; 5- Continued enrollment of the child constitutes an undue hardship or burden on St. Timothy's or 6- Any other reason as determined at the sole discretion of St. Timothy's Christian Preschool.

Preschool Closure for COVID-19 or Similar Events:

In the event of school closure for COVID-19 or similar situations, the school will endeavor to continue providing virtual programs to facilitate ongoing learning and student socialization (video conferencing, emailed activities and other outreach from teachers to your child).

Enrollment Details or Requirements:

We provide a variety of hands-on experiences through creative art, science discoveries, motor development, sensory activities and dramatic play. We want to expose the children to a variety of positive experiences that are developmentally appropriate. We will introduce activities that include materials that will foster the children's natural curiosity and growth.

All children, including those presently enrolled must reapply each school year. Our preschool program is offered from the mid of August to the beginning of June. We also offer a weekly summer camp program in June, July and August that is a separate enrollment process.

Preschool/Pre-K Programs (Ages 2-4.5):

In our preschool programs, children show significant physical, social, emotional and cognitive growth. Children's self-expression is encouraged through creative art, music and movement, physical and nature/science, gross and fine coordination skills, listening experiences, dramatic play, circle time, writing, manipulatives and hands-on sensory. Classrooms are rich with literacy and in numeracy, continually emphasizing preparation for upcoming school years.

Transitional Kindergarten: (Ages 4.5-6):

Our TK program offers the perfect opportunity for 4 to 6 year olds who do not meet the age requirement to attend Kindergarten. Our TK curriculum includes language, literature, mathematics, reading, science, artistic expression and appreciation, music and movement, handwriting, motor skill development, social skill development, health & safety and hands-on learning.

Teacher/Student Ratios:

Preschool/2's Program: Ages 2-3 (NOT potty trained) Teacher child ratio 1:6

Preschool/3's Program: Age 3 (must be potty trained) Teacher child ratio 1:12

Preschool/Pre-K: Ages 3-4 (must be potty trained) Teacher child ratio 1:12

Transitional Kindergarten/TK Program: Ages 4-6 Teacher child ratio 1:12

Drop Off & Pick Up Policy:

It is our goal to maintain a safe and secure campus at all times. All preschoolers **MUST** be signed in and out of Brightwheel upon arrival and departure.

Sign In/Out:

- It is against the law NOT to sign in/out the enrolled child of St. Timothy's Christian Preschool. There is a \$30.00 fine per occurrence when a child is not signed in and out properly. You will be given one friendly reminder when your child is not signed in or out. **After your first reminder, your FACTS account will be charged \$30.00 for any other time your child is not signed in or out.**
- Each parent and authorized individual on your drop off and pick up list must have a code to use for signing in and out on Brightwheel. Each person needs to use their designated code each time. If you forget your code, please contact Katy or Lori in the office. Codes are not to be shared with others. PLEASE do not allow your child to sign in and out on the ipad using the code, an adult must do it themselves at all times.
- If the internet is down, a paper sign in & out sheet will be available. Please sign your first and last name clearly, date and time.
- When entering and exiting the preschool building, close the gate between the parking lot and the preschool courtyard. The gate code is changed at the beginning of every school year. We ask you also NOT to share the gate code given to you.
- Drive SLOWLY!! Children sometimes get away from parents in the parking lot and it is hard to see if an adult is not by their side.

Attendance:

- Please be on time daily at 8:45am. If you arrive later than 9:00 am, classrooms will be locked and your child will be marked absent and therefore will need to go to the office to have the director or admin walk you and your child to their classroom.
- Children will only be released to parents and other authorized individuals, 18 years and older, listed on that child's emergency information form. Authorized individuals need to provide a picture ID until known by the staff. Please notify the office of any changes in authorization or emergency information. We do this for the protection of all children. The safety of all the children at St. Timothy's is our primary concern.
- NO child will be released to an individual who smells of alcohol OR who appears to be impaired in any way (at the discretion of school staff). In such a case, the child's next authorized pick-up will be contacted to transport the child.
- Families that pick up their child at 12:00pm & 3:00pm are asked to leave the campus within 15 minutes of their child's dismissal.

- The Department of Social Services requires that staff are present when the children are on the playground, therefore our playground is closed before/after school.

Early Pick-Ups:

If your child needs to be picked up early for medical appointments or any other personal reasons, the parent/guardian needs to notify the office and the child's teacher ahead of time. Regular sign out procedures must be followed during early pick up. Late pick up and drop off are discouraged during naptime (12:30pm-2:30pm). **Please pick up before or after naptime.**

Late Pick-Ups:

Please pick-up your students on time as teachers need to take breaks and our schedule is based on remaining within ratio. We offer a **10 minute grace period** at the 12:00pm and 3:00pm pick up before charging your FACTS account \$2.00 per min/per student after the grace period. If late pick-up continues, you will be charged accordingly \$5.00 a min after the grace period.

If there is an EMERGENCY and you are unable to pick up your child on time, please send a message on Brightwheel or call the office ASAP.

Full Day Plus Program (7:30am-6:00pm):

Morning Care:

Morning care is available for our students 7:30am-8:45am who have signed up for our Full Day Plus Program. At 8:45am the children who attend will be walked to their classroom by the teacher or teachers aide. Morning care is also available for emergencies or when given a 24 hour notice. The availability will also depend on ratio and space. The drop-in rate in Morning Care is \$25.00 and your FACTS account will be charged accordingly.

Extended Care:

Extended care is available for our students in the Full day Plus Program from 3:00pm-6:00pm. If you are late and pick up your child after 6:00pm, you will be charged \$2.00 per minute/per student. If you are going to be late, please send a message on Brightwheel ASAP. Extended Care is also available for emergencies or when given 24 hour notice. The availability will also depend on ratio and space. **Drop in extended is \$20.00 per hour.

Extra-Curricular Programs:

St. Timothy's Christian Preschool offers enrichment programs/activities throughout the year (ie: Gymsters, Soccer Shots, etc.) Parents can sign up for these programs for an additional cost.

St. Timothy's Christian Preschool ages 2 years -TK will have the opportunity to go on different field trips throughout the year. Parents are responsible for transportation to and from the location as well as supervising their child/children while away from school.

Curriculum and Daily Activities:

We believe that children learn through their experience with the outside world as they play. We want to expose them to a variety of positive, age-developmentally appropriate activities and materials. During play we want to foster their curiosity and growth. We hope to make learning fun and we believe that children learn best when allowed to explore and discover at their own rate of development. All of our classrooms contain the following learning/activity centers:

- **Circle Time (morning):** opening prayer, welcome song, calendar, weather and day of the week
- **Literacy:** Recognizing letters and letter sounds, vocabulary building, story telling, basic writing skills, and exposure to books and reading activities.
- **Math/Science/Sensory:** counting, sorting & classifying objects, recognizing numbers, basic addition/subtraction (using blocks or other manipulatives), shape recognition, understanding patterns, hands-on exploring, simple science projects, sensory, weather observations, scavenger hunts, measuring and cooking projects.
- **Creative Art:** finger painting, playdough, collage making, drawing, nature art, painting with different painting tools, open art cart, gluing, cutting, mirroring, coloring, and music & movement.
- **Outdoor/Physical Play:** playground time, running, jumping, climbing, obstacle courses, parachute games, sandbox and fun playground equipment such as cars, tricycles, hula hoops and bouncy balls.
- **Manipulative Play:** puzzles, games, beading, fine & gross motor skills
- **Free Play/Center Time:** child-directed playtime encouraging imagination and social interaction, role play, pretend play, dramatic play and puppets
- **Snack Time:** a nutritious snack and opportunity for socialization and conversation
- **Rest Time:** a period of rest or sleep with quiet music.
- **Closing Circle Time:** review of the day's activities, story reading, goodbye-song and prayer.
- **Social Development:** caring, sharing, kindness, honesty, taking turns, respecting friends and teachers, responsibility of becoming independent and self respect.
- **Conflict Resolution:** strategies for conflict, positive interactions and socialization, and problem solving.
- **Health & Wellness:** hand-washing and learning healthy habits.
- **Faith Curriculum:** Faith development is an integral part of our weekly schedule. This includes readings from the children's bible, weekly chapel, biblical arts and crafts, and singing songs.

Teachers will offer various stimulating activities, both indoors and outdoors. Diapers will be checked regularly and changed every two hours or as needed. Routines will also be followed at lunch and rest time if you are Full Day or Full Day Plus.

Snack/Lunch Time: * St. Timothy's Christian Preschool is a NUT-FREE school *

We will provide a nutritious morning snack every day consisting of two food groups that contain fruits, vegetables, dairy, whole grains and 1% milk or water.

Meals are not provided by our school. Children are required to bring their own healthy lunch that includes protein, fruits/vegetables and grains.

A small dessert is ok but children will be encouraged to eat other foods first.

Each class has a microwave to heat up lunch items that have already been prepared at home. Please provide utensils and napkins.

- Please **LABEL** all items in black sharpie with your child's name.
- Please bring a filled water bottle/container to school everyday.
- If your child is enrolled in our **Full Day Plus Program**, please include an extra snack for afternoon snack in Extended Care!!

Napping/Resting Time:

As per CCLD licensing requirements, children are required to have an undisturbed resting period. Rest/Nap times are provided every day for Full Day and Full Day Plus Program students. All students will be encouraged to rest quietly with soft music. For children who do not fall asleep after a period of rest time, they will be given a book to look at quietly. St. Timothy's does not offer other options for non-nappers.

Each child will be provided with a license approved nap mat, fitted sheet and blanket. These will be washed weekly and as needed. Nap mats are sanitized daily.

Illness & Absence Policies:

Illnesses or Absences:

Please notify the office (408) 265-0244 or your child's teacher on Brightwheel by 9:00am if your child is ill or will be absent for the day. You can also email the director at lori.thompson@stlcsj.org. Absences are not credited or refunded.

Illness Guidelines:

Our number one priority at St. Timothy's is to keep our students and staff healthy and safe. If your child is showing any of the following symptoms, please keep them home. If a child is showing any of these symptoms at school, they will be taken to the office and a parent or guardian will also be called. Your child will then need to be picked up if any symptoms have been observed:

- Fever of 99 or over
- Vomiting
- Diarrhea
- Green/Yellow runny nose
- Persistent coughing
- Rash/bumps of any kind
- Red, watery, or swollen eyes accompanied by discharge
- Signs of lethargy/malaise
- Parasites, i.e. nits, crabs, lice, etc.
- Covid symptoms
- Crying and irritability for a long period of time.
- ANY symptoms common to a highly contagious conditions such as hand, foot, mouth; strep throat; conjunctivitis; chicken pox; ringworm, etc).

****Your child may return to school when they have been free of any of the above symptoms for 24 hours and are feeling better.**

Doctors Note: If a child is seen by a doctor and the doctor says that the child is not contagious and may return to school, please bring a note from the doctor stating that. However, we will also adhere to our own sick policies here at St. Timothy's Christian Preschool. Children absent with a contagious illness cannot return without a signed physician's statement. At the Director's discretion, a doctor's note may be required for readmission after any illness. In such cases, you as a parent are responsible for scheduling the doctor's visit.

***PLEASE NOTE: Staff are NOT trained to diagnose a rash OR sickness. If symptoms are present, a Dr.'s note will be required to return to school**

Head Lice Policy:

St Timothy's Christian Preschool has a "no nit" policy. If St. Timothy's is notified of head lice exposure the following procedures will take place:

- The child that shows signs of head lice or nits will be sent home along with their personal belongings and an information sheet on how to treat head lice.
- A head lice check of all children and staff will be performed.
- Jackets and sweatshirts will be sent home for cleaning.
- All carpets, stuffed animals or toys will be cleaned and disinfected.
- After treatment the exposed child returning to school will be checked for nits or lice before being allowed back to class.

Hand, Foot, Mouth Disease Policy:

Please keep your child home if they particularly have any spots, bumps or rash on their feet, hands, buttocks, abdomen, face and/or mouth. Other symptoms that can appear first include sore throat, fever, headache followed by blister-like lesions.

If these symptoms are observed at school, your child will be sent home immediately. An in-person doctor's visit must be done and the child can return to school once fever and rash/bump free 24 hrs.

Covid 19 Policy:

Our desire and goal at St. Timothy's Christian Preschool is to keep our students and staff healthy and safe at all times. We continue to practice Covid-19 safety protocols such as frequent hand washing, sanitizing and disinfecting.

Updated licensing procedures do not require the 5 day quarantine period any longer. However, if your child tests positive for the Covid-19 virus, St. Timothy Christian Preschool's policy is different. Our first priority is to stop the spread of any sickness because we may have students and/or staff with compromised health conditions. Therefore, if your child is sick and tests positive for Covid, we require families to keep them home til they are feeling better and Covid free. If you have any questions, please contact the Preschool Director.

***PLEASE NOTE: Regarding illness (such as common cold, flu, Covid or any of the above) we will always, at a minimum, adhere to all CA Licensing/County or State guidelines. HOWEVER, our school policy may be stricter than those above in order to prioritize the health of both our students and staff.**

****If your child is diagnosed with a communicable disease (i.e. Strep throat, Hand/Foot/Mouth, Scarlet fever, Chicken pox, Lice, Fifth disease, Impetigo, Pink eye, Covid-19) please notify the school office immediately so that an exposure notice may be sent to classmates.**

Discipline Philosophy & Process:

Discipline/Behavior Policies:

The children in our preschool range from age 2 to 6 years. They come to us at various stages of development. They are learning to share, to play well with others, to acquire new knowledge, to use their words rather than hands and feet to express how they feel, to be kind and respectful of others, and to love God. Here at St Timothy's, we approach discipline in a loving, positive, Christian manner. We model for the children what it means to be a Christian through words and deeds. We do our best to instill in them a sense of responsibility, kindness, gentleness and respect for self and others.

Encouraging positive behavior and healthy discipline begins with age-appropriate classroom management. Our teachers guide the children throughout the day while providing developmentally appropriate structure, healthy limitations, and engaging lessons. We believe that when children are actively involved in thoughtful learning activities, fewer behavior issues arise.

When children are given clear and firm limits, positive reinforcement, and an understanding of classroom routines and expectations, the need for discipline is far less.

However, as children learn to interact with one another, conflicts do and will arise. When conflicts occur, our preschool staff will begin by attempting to redirect a child to another activity whenever possible. Should redirection fail to achieve the desired or appropriate behavior, other discipline strategies will be utilized as outlined below. Every effort will be made to ensure a successful experience however there may be times a different learning environment may be a better fit for that child. The Director will observe the child, speak to the parents, and make suggestions on how to encourage or address the behaviors so the child can grow and develop in a positive way. Every child has the right to a happy, successful school experience.

The following methods are used for POSITIVE discipline:

- Explaining consistent, clear rules to children
- Using positive phrases to guide behavior
- Anticipating and eliminating potential problems
- Redirecting behavior
- Encouraging the children to use their words and offer suggestions on how to resolve the conflict
- Provide and foster a positive demeanor for our students to model from our teachers and staff with a Christ-like manner.

Occasionally, a child's behavior becomes too disruptive for the rest of the class. When this is the case, teachers are encouraged to bring the child to the office of the Director or Administrative Assistant for some time to 'hit the reset button'. Spending time in the office is not punitive, but can give the child a chance to calm, change their perspective or simply give

them the privacy they may need to express and get on top of their emotions.

Discipline NOT Allowed/Personal Rights:

In accordance with our beliefs, we do NOT administer any form of corporal punishment at St. Timothy's Christian Preschool.

As well, St. Timothy's Christian Preschool allows NO violation of personal rights of staff or students.

Communication between staff and parents is very important and valuable to a child's success.

We will work together with the families to help their child develop and promote positive behavior in a social environment. A child might be sent home for the day if their behavior remains unsafe after appropriate corrective procedures have been taken. In the event of any issues, behavioral or otherwise, we may schedule a meeting with parents to develop a unified approach we can all work on together.

Continued behavior that warrants quick action and immediate parent/teacher conference is the following:

- Biting (see below), kicking, or hitting another child, staff member, or volunteer
- Using disrespectful language
- Running away from a teacher

Biting:

Unfortunately, biting can be a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13m-30 months of age. The safety of the children at our school is our primary concern. Toddlers bite for many different reasons. A child might be teething or overtired/frustrated. He/she might be experimenting or trying to get the attention of an adult or his/her peers. Biting occurs primarily as a result of a child's inability to communicate. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for seemingly no apparent reason. Our goal is to help identify what is causing the biting and resolve the issue if possible. If the issue cannot be resolved, this policy serves to protect the child that is bitten.

The following steps will be taken if a biting incident occurs at our school:

- If observed, the biting will be interrupted with a firm "No, we don't bite people."
- Staff will stay calm and not overreact.
- The child bitten will be comforted.
- The biting child will be immediately removed from the situation and redirected under supervision.
- The wound of the child bitten shall be assessed, cleansed with soap and water and ice applied. (If skin is broken, the area should continue to be observed by parents and staff for signs of infection.)
- State regulations require that both the parents of the child biting and the parents of the child bitten be contacted.
- Names of the children involved are not shared with either family.
- An incident report will be completed and filed.

****Note:** If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services.

If biting continues:

- The child will be temporarily shadowed to help prevent any future biting incidents AND to help determine what is causing the child to bite (teething, communication, frustration/anger, etc.)
- Staff will be mindful of children who indicate a tendency to bite and attempt to head off biting situations BEFORE they occur.
- Staff will emphasize non-biting responses to situations and reinforce appropriate behavior.
- A conference will be held with parents of the biting child to develop a written plan of action.
- Staff will meet with the Director for advice, support and strategy planning.
- Staff will work as partners with the parents of both biting children and frequent victims to keep all informed and work towards resolution.
- If biting incidents become excessive, a student may be asked to temporarily stay home until behavior subsides.

Communications Between the School and Parents:

Parent Communication:

It is important that parents and staff work together at this crucial stage of development. We need to be able to communicate freely with each other. Each day many things affect you and your child at home and away from the center. We like to know the reasons for his/her excitement or excessive fussiness or moodiness. Please let us know what may be the reason for any changes in your child's daily routine. The Brightwheel App is our primary means of communication during the day. If you wish a more in-depth conference, please ask to schedule an appointment so that we can sit down and talk together.

The Brightwheel App:

The teachers use the app to log diapers, naps, incidents, etc during the day, and you will receive a notification with each item logged. There is also a messaging portion of the app that you and the teachers can use to communicate while your child is in school. Please note, however, that our teachers have been asked not to respond to messages when they are off the clock. Please respect their personal time by not messaging over the weekend or in the evening unless it's an emergency or the teacher gives permission.

Notes to the Office: All messages that concern you or your child at school should be in writing . It is best to use email for communications, not in lunches, bags, or in cubbies. We appreciate your help in keeping us informed.

Communications to Parents:

Your child's teacher will provide a monthly newsletter, calendar and snack menu that is sent out each month. This will either be on Brightwheel or a hard copy will be sent home. The Director and Admin will also provide important information and friendly reminders on Brightwheel or a hard copy to be sent home. **We encourage you to check Brightwheel frequently since it is St. Timothy's most common way of communication.**

Parent/Teacher Conferences:

Parent/Teacher conferences are held once a year in March. However, when Fall Progress Reports go out, if a conference needs to be scheduled, your child's teacher will notify you. If at any time a parent/guardian wishes to schedule a meeting with their child's teacher or preschool director, please feel free to contact us. Parents and teachers working together fosters the child's opportunity for positive growth and development throughout the year.

Code of Conduct:

St. Timothy's Christian Preschool emphasizes individual growth for all children by promoting a safe, healthy and caring learning environment through its dedication to the family and community. We strive to provide a safe, caring learning environment for all staff, children and families. We believe in equality and respect diversity of all people.

St. Timothy's expects that all adults and children within our school be treated with dignity and respect. This includes directors, administrative staff, all other employees, children, parents, guardians, caregivers, and family members of children enrolled.

Code of Conduct Principles:

- **BE RESPECTFUL**- We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We solve our problems by talking and listening to each other respectfully to find a solution. We are respectful of the environment, equipment and materials.
- **BE RESPONSIBLE**- We are responsible for our own actions and words. When problems arise, we use problem solving techniques to try to resolve the issue in a positive way.
- **BE SAFE**- We work and play safely to help keep ourselves and others from getting hurt.
- **BE SUPPORTIVE OF LEARNING**- We learn to the best of our abilities and support the learning of others.

Health, Safety & Emergency Procedures:

Accident/Incident Reports:

All accidents are reported daily with a written and verbal notification. Any incident will also be sent through Brightwheel. If the child has a head bump or an accident that needs immediate notification the director or school office will contact the parents. An incident that results in an injury or chronic disciplinary problem will be recorded as an incident report with the department of Social Services.

In the event of an injury, staff will evaluate and treat as necessary. Basic first aid protocol will be followed and parents will be contacted if necessary. In case of apparent injury to head, face or bleeding that cannot be stopped, 911 will be contacted immediately.

Natural Disaster Emergency Plan:

St Timothy's does have a formal emergency plan should a natural disaster or declared emergency take place. All students and staff will be evacuated to a safe area and the emergency plan implemented. Students will only be released to person's with proper identification who are listed on the child's emergency form.

St Timothy's Christian Preschool has taken the following steps to prepare if a disaster occurs:

- All Staff are First Aid and CPR certified and Health and Safety Trained.
- Scheduled school wide earthquake, fire drill and code red drills.
- Each room is equipped with a backpack containing emergency supplies.
- We also have an on campus storage which holds the emergency supply kits of first aid, food and water.
- Prepared detailed maps of the church and school, identifying evacuation routes and utility locations are posted around campus.

Allergy Plan:

At St. Timothy's we strive to ensure the safety of every child entrusted to us. The most common food allergens we have observed in students have been peanuts, tree nuts, wheat and gluten, citrus, and dairy products, just to name a few. Reactions to food allergens in some students may be life threatening. This is why at St Timothy's Christian Preschool we are **a NUT-FREE School**. Nut products such as peanut butter, whole nuts, and food containing nuts should not be brought to school for lunch or special events. Sunflower or Soy butter are great alternatives.

Prescription Medications:

A completed and signed Parent Consent for Administration of Medications and Medication Chart (LIC9221) must be provided by the parent, along with the prescription container. Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label, as well as the child's name, a current date, and any special instructions. The medication can only be administered in accordance with the label directions. If a change in dosage, frequency, or specific directions on how to administer occurs, a new label must be obtained. Staff will record on the Parent Consent form each dose administered with date, time, and staff signature. Consent forms will be placed in the child's file upon completion of the treatment, and a copy will be provided to the parent.

Over the Counter Medications:

OTC medications will be administered only if the medication is in its original container. OTC medicine also requires a signed Parent Consent for Administration of Medications and Medication Chart (LIC9221) must be provided by the parent along with the original container that states the appropriate dose. (Forms can be obtained from the school office.)

****Sunscreen, diaper cream, and other skin creams are now ruled as an over the counter drug product by the USFDA, and licensing form LIC9221 with parents/guardians consent must be completed, signed, and turned in to the office with the cream.**

Other Medications:

Regarding Epi Pens, Inhalers, and Nebulizers: **It is the parent's responsibility to obtain training materials for the child care staff, either directly from the physician or a written referral from the physician to a website. The record of medication service (LIC9221) with the date, staff signature, and time that medication was administered will be kept in the child's file and a copy provided to parents at pick-up time, at the conclusion of the treatment(s).**

In addition, the parent will provide written instructions from the child's doctor. These written instructions must include:

- Specific indications (such as symptoms) for administering the medication in accordance with the prescription.
- Potential side effects and expected response.
- Dose form, amount to be administered and schedule if more than one treatment.
- Actions to be taken in the event of side effects or incomplete treatment response including what actions to take in an emergency.
- Instructions for proper storage of the medication.
- The telephone number and address of the child's physician.
- Picture of the child

EpiPens:

EpiPens require an allergy list, with a list of reactions to look for, that is to be kept in a child's file and in the class emergency backpack. If an Epi-Pen is administered, 911 and parents will be called immediately. Used Epi-pens will be returned to their original case and packaging, placed in a sealed plastic bag and returned to the locked first aid cabinet. When the parent arrives for pick-up, staff will return the used Epi-pen to the child's parent for sanitation/disposal. The parent will then be required to return replace the used device with a new one.the clean device on the child's next day of attendance.

Nebulizer:

If a child is known to need a nebulizer, there are two forms to complete. The Nebulizer Care Consent/ Verification Child Care Facilities form (LIC9166) must be completed by a parent or legal guardian upon enrollment, or at the beginning of the school year, and kept on file. This form gives permission to specifically named staff members who will be authorized to administer inhaled medications to the child. Each time a nebulizer is brought to school for a new series of treatments, a completed and signed Parent Consent for Administration of Medications and Medication Chart (LIC9221) and specific written instructions from the child's physician on letterhead must be provided, including indications for administering the medication or the daily schedule for administering the treatments with start and end dates, potential side effects, dose form and amount to be administered, actions to be taken in the event of side effects, instructions for proper storage of the medication, and the date, telephone number, and address of the child's physician.

****LIC forms must be updated and signed by the child's parent annually or as needed.**

****Please notify the school administrator if your child has ever experienced an anaphylactic allergic reaction, and describe the circumstances in detail.**

Storage:

Storage of prescription medication containers will be in a lockbox kept in the office. Medications that require refrigeration will be kept in the refrigerator. Epi-pens will be kept in locked pouches in the classroom emergency backpack under adult supervision and inaccessible to children. It is the parents' responsibility to collect medications at the end of the year. We will keep one Epi-Pen for the child at school. Additional Epi-Pens brought to school must be kept in a locked storage container which will be inaccessible to the children and in the office.

Precautions:

Gloves will be worn while administering medication, to insure no potential exposure to blood or body fluids. Hands will be washed immediately after removal and disposal of gloves, and disposal of used instruments will be in approved containers.

Procedure for Emergency Administration of Medication:

If a child requires emergency administration of any Medication Services, the following procedures will be followed: 911 will be called immediately and the child's parent or authorized representative will be notified by telephone immediately following the treatment. The parent will be provided with a copy of the LIC9221 which shows the date, time, and administering staff member information, which will be completed at the time of administration. An "Unusual Incident Report" (LIC 624) will be completed with a description of the medical event that triggered the need for the administration of the medication. A copy of this form will be provided to the parent at the time of pick up on the day of the incident, and a copy kept in the child's file.

Mandatory Child Abuse Reporting:

All CDA preschool program staff are mandatory child abuse reporters. This means if we have reason to suspect abuse or mistreatment or are told by a child they have been abused in any way, we are required by law to call and report this to Child Protective Services (CPS). We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish the fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the Preschool Director.

Potty Training Policies & Procedures:

Children at the age of 2 years old-3 years old and in diapers will either be accepted into our 2's program or 2-3's program. Parents will be responsible for supplying their child with, but not limited to diapers and wipes (any ointments needing to be applied require a signed LIC9221 form and to be placed in the child's file). Children should arrive in a clean diaper and will be changed every two hours or as needed. Potty training will be a TEAM EFFORT between the teacher and the parent.

Self-sufficiency is the primary goal of being potty trained!

Here at St. Timothy's, we will be using the following guideline to decide if children are showing readiness:

1. If your child can notify his/her teacher WHEN they have to go potty by using his or her words, they are ready. During this time they can be in a pull-up or in underwear.
2. If your child can NOT recognize WHEN they need to go potty AND use his/her words to notify their teacher then they must stay in diapers til they are ready.

When your child **recognizes** and is **able to communicate that he or she needs to use the restroom**, **THEN** St Timothy's will assist with the potty-training process.

****Children will be considered fully potty trained (outside of the home as well as at home) after they have been in underwear for three consecutive weeks at school without any accidents (naptime excluded). At the beginning of each month, the child will be reviewed to determine if they have met the criteria for toilet training.****

****Children that are entering St Timothy's Pre-3's program are expected and must be potty trained.** This means, the majority of the time they are successful but may have that occasional accident. Potty training can be a stressful time for both you and your little one, but we believe that with clear communication and consistency between home and school, your child will be successful.

****At St. Timothy's all children entering into our Pre K/TK programs must be fully potty trained.** This implies:

- Child is able to use the bathroom successfully on a regular basis.
- Child is able to independently fasten and unfasten his/her clothing.
- Child is able to wipe sufficiently after using the toilet.

We understand that children do have accidents on occasions. We recommend that all of our preschoolers wear clothing that they can manipulate easily. Please provide an extra set of clothing for your child that can be kept at school. If an accident does occur, our preschool staff will guide your child as they change into fresh clothing. Each child will be treated in a kind manner.

***Soiled bedding, we will wash. Soiled clothing is sent home to be washed.**

****If a child is entering our Pre-3's program and is not potty trained, it is the parents' responsibility to notify the school at least 10 days prior to the first day of school.**

Potty Training in the 2's classes

When you begin potty training at home, THEN, with patience and understanding, the staff will help guide your child through the following steps of toilet training:

Introduce the toilet areas and/or potty chairs.

- Assist children with taking off and putting on clothes.
- Encourage confidence with patience.
- Show them how to flush the toilet.
- Instruct how to wash hands with soap and water properly.

It is also our policy that: -

- Children will be supervised while using the potty.
- Children may look at appropriate books while sitting on toilets.
- All wet clothes will be sent home at the end of the day to be laundered.
- No child will be forced to sit on or use a toilet.
- Children who are ready for toilet training will wear training pants/underwear rather than diapers or pull-ups.

We hope you as parents/guardians understand the toilet-training procedures that your child will be taught at our school. We encourage you to use the same techniques at home for consistency while your child is toilet-training. If you have any questions, please feel free to talk with your child's teacher. Again, teachers assist in potty training once parents are officially attempting at home, but are not required to train them.

Classroom Rules & Policies:

Clothing:

Clothing for preschoolers should be comfortable, washable, sturdy, and manageable for the child. Please dress your child comfortably for active, messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, painting, working with clay, water, glue, and sliding, climbing and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitates the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible. **Please send your child in appropriate closed toed play shoes.** For the protection of your child, shoes must tie or have Velcro.

- Girls should wear shorts under their dresses.
- Flip flops, boots or fancy dress shoes limit your child's safety and should not be worn.
- Please label all your child's belongings with their first and last name.
- Please bring a change of clothes in a zip lock bag with the child's name on it just in case your child has an accident.

Toys from Home:

Each one of our classrooms at St. Timothy's is equipped with age-appropriate manipulatives and toys. Toys from home are not allowed as they can be easily lost or damaged. If toys are brought to school, they will be put in the student's bag/cubby and given back at the end of the day. Exceptions may include a small stuffy or blanky for naptime. However, these items will be kept in your child's cubby or backpack throughout the day.

Birthday Snacks & Treats:

For school birthday snacks as well as homemade treats for special events, all parents will be asked to provide only NUT-FREE snacks or treats. If a nut-related snack is sent to school with a child, it will not be served or passed out. Parents with children who have food allergies are also asked to bring in allergen free cookies or mini cupcakes for their child to be stored in the freezer.

** For special events when treats are served, the child with the food allergy would be given something special from their supply of treats provided by the parent. Please plan with the teacher in advance to make sure there are no food allergies in the classroom before bringing outside food into the classroom.

Birthday Invitations:

Please refrain from using the cubbies for distributing party invitations unless all members of the class are invited. This will avoid hurt feelings among the children and families.

Labeling/Lost & Found:

Please label all clothing, backpacks, lunch carriers and water bottles. Students can have many matching items, so this will help distinguish what belongs to whom. All unidentified clothing/belongings may be retrieved from the lost & found in the office. Any items not retrieved within a month will be used for extra clothing for students and placed in our extra clothing bins.

Bathroom:

There will be designated times to use the potty. However, we encourage your child to use his/her words to tell the teacher when they need to go to the bathroom.

Before and after school, if you or your child needs to use the bathroom, PLEASE USE THE BATHROOMS INSIDE THE FELLOWSHIP HALL. Parents are NOT ALLOWED IN THE STUDENTS' BATHROOM due to licensing laws.

Volunteers:

We don't ask for volunteers within the classroom because it usually ends with tears and confusion when it's time to leave. However, you can always volunteer your help at special events and/or ask your child's teacher if there's anything at home you can do.

Parent/Guardian Handbook Agreement Acknowledgement

I have received and read the St. Timothy's Preschool Handbook. Please sign your initials stating you have read each section of Policies and Procedures.

- _____ Mission/ Philosophy/Admissions Operational Policies
- _____ Drop Off & Pick Up
- _____ Illness & Absence Policies
- _____ Disciplinary Process
- _____ Health, Safety & Emergency Procedures
- _____ Potty Training Policies and Procedures
- _____ Classroom Rules & Policies

Does your child have any allergies or medical conditions? If so, please list them here:

_____ Due to my child's severe allergy/allergies, I will supply snacks for my child.

_____ My child DOES NOT have any food or environmental allergies at this time, therefore I give permission for St. Timothy's Christian Preschool to provide snacks for my child.

Permissions Statements & Initials:

1. Do you give permission for St. Timothy's Christian Preschool staff to take photos of your child to be displayed for the enjoyment of all parents on bulletin boards?

_____ YES _____ NO

2. Do you give permission for your child's photo to be used on Brightwheel, emails, newsletters, and social media (St. Timothy's Facebook, Instagram and school website)? (No names are ever posted with photos).

_____ YES _____ NO

I have read and understand St. Timothy's Christian Preschool's Parent/Guardian Handbook. I fully agree and comply with any and all policies hereby stated in this handbook. I understand that violating these policies will jeopardize my child's enrollment at St. Timothy's Christian Preschool.

Parent/ Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

