

# Pineview Christian Academy Preschool

## “Little Warriors”

### Handbook

2023-2024



*He took a little child whom he placed among them. Taking the child in his arms, he said to them, “whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.”*

Mark 9:36-37

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### Mission Statement:

Our Mission here at Pineview Preschool is to provide a play-based learning atmosphere in which children will grow physically, mentally, socially, emotionally, and spiritually.

Our Preschool is a ministry and serves children from 8 weeks to Pre-K. It is led by a caring and loving staff whose goal is to provide a Christian learning environment that is safe and fun. In addition, our program has strict security policies and procedures in place for the safety and protection of both your little ones, and our staff.

### Registration and Admission:

A registration fee of \$250 must be paid before the child is considered enrolled in the program. If you have any special needs or circumstances, please contact the director.

#### Records needed for enrollment include, but not limited to:

- |  |   |
|--|---|
| -Admission Application                   | -Social Security Card (copied and returned) |
| -Parent Handbook Agreement               | -Photo Release Form                         |
| -Medical Release Form                    | -Tuition Agreement                          |
| -Immunization Record (Blue Card)         | -Authorized Pick-Up List                    |
| -Birth Certificate (copied and returned) | -Exemption Affidavit                        |

Please note that if classes are full, you will be placed on a waiting list after filling out our online registration emailed to you by our director. All steps must be completed before your child can attend our program.

## **Monthly Tuition:**

Days Per Week:	2 days	3 days	5days
Cost:	\$270	\$405	\$675

Late Fee (After the 11<sup>th</sup>): \$25

NSF Check Charge: \$40

## **Withdrawals:**

We require that you give us 30 days written notice if you are planning to leave Pineview Christian Academy Preschool. Without a 30 days' notice, you will be charged for that month. The parent is responsible for payment of tuition for the period of the one month from the date the withdrawal notice is given. Pineview Preschool holds the right to turn away or dismiss a child from the program. The reasons for dismissal may include but are not limited to continually late pick-up, consistent violent behavior, unwarranted behavior towards staff, frequently late payments, etc.

## **Hours of Operation:**

7:00am-4:30pm

Drop off is from 7:00am-8:00am.

We ask that all children are dropped off during this hour, due to classroom routines and schedules.

Pick up is from 3:00pm-4:30pm.

Any child not picked up by 4:30 will be billed \$1 every minute until they are picked up.

## **First Aid:**

First aid will be provided for minor injuries such as scrapes, bruises, etc. A Permission to Treat Form and Emergency Authorization form must be filled out each year. Parents will be notified in the event of an accident or injury where medical attention is required. In the event of an emergency, one staff member will accompany the child, taking them with the Emergency Authorization Form so that medical personnel may begin treatment before the parent's arrival. Parents will be contacted to meet the ambulance at the hospital and the cost will be the responsibility of the parents.

## Illness Policy:

The health of your child is of the utmost importance to us. This includes excluding children from attending with symptoms outlined below. **Please notify the school when your child is out sick and if a specific diagnosis is confirmed. The school will notify families and staff about any illnesses.** An administrator or a staff member will ask parents at drop off how their child is feeling and if a child appears to be sick. Administrators or staff may ask a parent to take a child back home if the child is deemed not well enough to be at school.

Children who are sick must be taken home immediately or within one hour of being contacted as we do not have facilities to care for sick children. If neither parent can be reached, emergency contacts will be called. It is especially important that all telephone numbers and information be kept current, in case we need to call you. **Your child's exclusion and readmission to the program is subject to review by their receiving classroom staff and/or our admin team. If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with our admin team.**

<u>Symptoms/Diagnosis:</u>	<u>When child will be sent home or Excluded:</u>	<u>When child can return:</u>
Fever	If your child has a temperature of 100.0 or higher.	The child must be fever free for 24 hours without fever reducing medication before returning to school. (Ibuprofen/Motrin, Tylenol/Acetaminophen, Any natural/herbal fever reducers)
Respiratory Symptoms	If a child exhibits difficult or rapid, shallow breathing or severe coughing, the child shall be excluded from the program. If the child makes high pitched croup or barking sounds after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child shall be excluded from the program.	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and the child can cope with the routine activities of the program
Cold Symptoms: (Nasal Congestion, Sneezing, Watery eyes, Cough)	If accompanied by fever (see fever criteria above)	The child must be fever free for 24 hours without fever reducing medication before returning to school or with a doctor's note stating the child is not contagious
Diarrhea	After 2 occurrences within a ONE-hour period	When diarrhea subsides for 24 hours without medication or

		doctor's note stating child is not contagious
Diaper Rash	If sores are oozing and leak body fluid	When exclusion criteria are resolved
Active Head Lice	When live nits/eggs are present	When exclusion criteria are resolved and 24-hrs after first treatment
Hand, Foot & Mouth Syndrome	When spots/bumps/lesions are noticed or present in the following areas: •Hands, feet & mouth •Diaper area •Thigh/legs	The child must be fever free for 24 hours without fever reducing medication before returning to school. All lesions are dried out, mouth sores healed
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate comfortably and safely	When child can participate comfortably in the routine activities of the program.
Appearance or Behavior Changes -Lethargy	If the child looks or acts differently, is lethargic, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation. If the child is not able to participate in the daily activities and routine of school, they should remain at home.	When exclusion criteria are resolved
Mouth Sores	When sores cause drooling (Not associated with teething.)	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Eye Discharge -Pink Eye (Conjunctivitis) - Allergies	<ul style="list-style-type: none"> <li>• Thick mucus or pus from eyes</li> <li>• When discharge is noticed</li> <li>• Pinkish/red swollen or irritated eyes</li> </ul>	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious <b>and</b> has taken medication for at least 24-48hrs
Rash – Skin/Scalp	When an unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> <li>• Behavior change.</li> <li>• Persistent itching</li> <li>• Fever</li> <li>• Has oozing/open wound/sores</li> <li>• Child is unable to participate</li> </ul>	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and return date
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days and doctor's return date
Vomiting	After one occurrence within a 24-hour period.	When vomiting subsides for 24 hours without medication and

	Gagging/minimal drool/spit-up due to excessive crying/anxiety does not constitute vomiting.	able to participate comfortably in the routine activities of the program.
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo, or Ringworm	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious

## Emergency Procedures

Pineview Preschool has an Emergency Action Plan for all emergencies concerning fire, severe weather, and intruders. We hold the required fire and tornado drills to prepare our children and teachers for such emergencies. In addition, we have tornado shelters that will be used in severe weather situations. In the case of such an emergency, all parents will be notified as soon as possible. Our top priority is making sure that the children and staff are safe.

## Communication

Communication is very important, it is for you as well as your child's best interest to read all newsletters, notes and other materials sent home. Most communication will be through both brightwheel Messages or email. Teachers and administrators can give real time updates on diaper changes, feedings, bathroom breaks, and class activities/work. Please know that teachers will update brightwheel as much as possible, but caring for the students will be the top priority. Please feel free to reach out to both teachers and/or our director at any point during the day to check on your little one!

Our director will always be glad to talk to you about any concerns or questions that you may have.

If for any reason our staff or administration must reach out during the day, and you are unable to respond due to work, or not having a phone near by that time, it happens, we understand. However, if it becomes a habit of being unable to reach you when you are needed to be communicated with, or to be asked to pick up your child who isn't feeling well. There will be a series of events that will take place.

First Time: Your child's teacher will make you aware of the missed communication.

Second Time: The director will talk with you about the importance of communication.

Third Time: A conference will be held to discuss a plan of action to make sure it doesn't happen again.

Fourth Time: The director will discuss possible dismissal from our program.

## Conferences

If you have any questions for the teachers, please feel free to schedule a conference after school hours. This will enable the teacher to lend their full attention to your concerns. It is not recommended that parents discuss behavior and sensitive issues about the children where others, especially other children, can overhear. Conferences may be held at the request of the parent, teacher, or director.

## **Child Abuse/Neglect:**

If there is any abuse or neglect suspected of any children in our care, we are required to report it.

Please be aware also that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child.

## **Discipline Policy:**

Pineview Preschool seeks to demonstrate positive guidance for children. There are a few simple rules and consistent reminders to children who tend to forget the rules. The staff will speak calmly to the child about their behavior. No physical punishment will be used at any time. If a behavior problem persists, then the child will be taken to the director and parents will be notified. If a child's behavior continually disrupts the class or poses a threat to anyone including themselves, the child may be dismissed from the program.

## **Updated Information:**

Please notify us as soon as possible of any changes regarding your address, phone number, custody agreements, etc. In doing so you are helping us best keep your child safe.

## **General Schedule/Closings:**

We will follow the Academy in the event of any early releases, delayed openings, and closings due to inclement weather, and holidays.

## **Class Assignments:**

Children will be assigned to classes based on their age at the time of enrollment.

Three-year-olds must be potty trained before they can enroll in the three-year-old class.

## **Toys:**

No toys from home are to be brought to school. The only exception to this rule is if the teacher has specifically requested the child to bring something to school. (i.e Show and Tell).

We also ask that students in our program do not have any electronics brought from home.

## **Birthdays:**

Children may celebrate their birthday at school by sharing a treat with classmates during an approved time. Approval comes from the teacher. If you wish to invite children from your child's class to a party outside the preschool, invitations may be handed out at school, please be considerate and invite the entire class or hand invitations out in a private manner.

## **Clothing:**

Please dress your child in comfortable play clothes so that they may play freely. Your child's shoes must be appropriate and safe for play. Shoes must have a back on them to help keep them on your child's feet.

You are welcome to leave a pair of "play shoes" at the school if you would like.

Once potty trained, girls must wear shorts under their dresses to ensure modesty.

In warmer months please make sure your child has playground appropriate footwear. In colder months, we will not go outside if it is under 65°F, please make sure your child has a jacket to wear outside.

All children are required to bring in an extra change of clothes. Please be sure to mark the bag clearly with their name.

## **Meals:**

All meals are to be provided by the parents/guardians. All children will be encouraged to feed themselves, (except for infants.) Please provide food that is easy to handle. All lunch boxes, bottles, training cups, bibs, silverware, etc. must be labeled with the child's name. Baby food must have an expiration date on it. Lunch will not be heated, (except for bottles for the infants). All milk, juice, or water (NO SODA) should be sent in unbreakable/spill-proof bottles. Please notify your child's teacher of any food allergies. Notification of allergies in your child's class will be sent out at the beginning of the year.

Please be mindful of these allergies when packing your child's lunch.



## **Safety:**

A parent/Guardian/Authorized pickup person will have to check the child in and out every day.

Driver's license will be checked prior to the child being released to any unfamiliar persons.

We will not release any child with anyone NOT on their Pickup list.

## **Biting/Pushing/Hitting Policy:**

Biting, pushing and hitting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting/pushing/hitting can be harmful to other children and to staff. This biting/pushing/hitting policy has been developed with both of these ideas in mind. As a preschool, we understand that biting/pushing/hitting, unfortunately, is a part of a preschool setting. Our goal is to help identify what is causing the biting/pushing/hitting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten/pushed/hit. If a biting/pushing/hitting incident occurs, state regulations require that the parent of the child biting/pushing/hitting and the parent of the child who was bitten/pushed/hit be contacted.

Names of the children are not shared with either parent.

### **When Biting/pushing/hitting does occur:**

Our staff strongly disapproves of biting/pushing/hitting. The staff's job is to keep the children safe and help a child that bites/pushes/hits learn different, more appropriate behavior. We do not use techniques to hurt or frighten children. Physical harm as punishment will never be used.

We do, however, believe in time-out, or removal from the classroom to redirect a student's attention.

### **For the child that was bitten/pushed/hit:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

### **For the child that bit/pushed/hit:**

1. The teacher will firmly tell the child, "We do not bite/push/hit". And ask them to check on the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

Moving forward:

The child will be shadowed to help prevent any biting/pushing/hitting incidents. The child will be observed by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

When biting/pushing/hitting continues:

1. If a child inflicts 2 bites/pushes/hits in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark or if the act is consistent even without leaving a mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites/pushes/hits in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark or the acts are consistent even without leaving a mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites/pushes/hits in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, or the acts are consistent, the parents will be asked to make other day care arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting/pushes/hitting, we will go back to step one if the child bites/pushes/hits again.

**If a child bites/pushes/hits twice in a 1-hour period, the child will be required to be picked up from preschool for the remainder of the day.**

**Other Helpful Information:**

- Please make sure your child's name is on everything to ensure it goes home with them.
- When sending money, please place in an envelope and write your child's name, dollar amount, and purpose for the money on the front of the envelope.
- Please notify your child's teacher or the director of any absences by 9:00 the morning of.

**Please pray for our staff as they teach and care for your children.**

**Please note: Administration has final decision on any matter.**

**Administration can update and change policies as and if they see fit.**

