

Willow Creek Preschool



Parent Handbook

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation.
If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Thick White, Green or Yellow Nasal Discharge:** Children will be sent home if they appear to have any thick white, green or yellow nasal discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment if needed.
- **Diarrhea:** Children will be sent home if they have diarrhea and must stay home the next day for observation. Before returning to school children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.

ABSENCE:

If your student is absent, please notify the front office via email or phone call. You may also notify the teacher in whatever way you wish (text, email).

If you know in advance of a trip or vacation, please let us know (via email or in writing) in advance of your travel plans.

together when discipline issues and concerns come up so the child is receiving consistent rules and consequences.

Many behaviors and/or struggles that children experience are necessary phases of a child's development. It is the responsibility of the adults involved in that child's life to teach them what behaviors are acceptable and what are unacceptable. The adults in a child's life are called to teach good moral values and problem solving skills with both words and actions. When children are given reasonable, age appropriate rules, they can be expected to follow them and when the rules are not obeyed children should be given logical consequences.

We believe that all discipline in life must ultimately come from within, not through external rewards or punishments. Our teachers use a positive approach to problem solving, redirection and if necessary a supervised time apart from the situation. The rules are consistent, clear and predictable at every age level. All students are treated with respect and dignity at all times. We believe that discipline is a loving act designed by God (Hebrews 12:6). To shy away from teaching a child what they need to learn is ultimately unfair to the child. We see discipline as a time of teaching, not punishment.

Here are some of the classroom techniques we use:

- ❖ Our behavior models what we ask them to do.
- ❖ We are consistent in enforcing rules
- ❖ We set age appropriate, reasonable expectations
- ❖ We become familiar with each child's individual needs
- ❖ We will redirect / distract to avoid confrontations
- ❖ We offer suggestions in problem solving (we call the children "problem solvers")
- ❖ Children are praised when they are able to solve problems, use their words and when good choices are made.
- ❖ We do not reward for expected behavior.
- ❖ We save our loud firm voice for dangerous situations.
- ❖ We strive to NEVER embarrass a child by singling them out before the group.

If a child has offended, hurt, or been unkind to another student, these are the steps we use:

- ❖ We come alongside them and talk it through, listening to both sides of the story. We have the offender apologize for what they did (not just "sorry"), say they were wrong, and then ask "will you forgive me?". The offended child will be asked to say "I forgive you". We will walk the students through this process until they are able to do it on their own.
- ❖ We lovingly offer them a cool down time if needed. NO TIME OUTS. If needed, they will sit beside the teacher and be able to calm down or think it through.
- ❖ We may need to remove the child from the classroom if the child is behaving in a way that is creating negative attention from others and/or behaving in a way that is disruptive and upsetting to other children.

Parents are given the huge responsibility of loving and caring for the precious gifts that God has given them. We encourage parents to reach out for help if needed. We are here to support you and help you if and when needed.

As Child Care providers, all Willow Creek Preschool staff are mandated by law to report suspicions of child abuse, neglect or abandonment to the state of Florida. All staff has been trained to be alert to physical and behavioral indicators of abuse and neglect. This includes physical, emotional and sexual abuse and physical and emotional neglect. Corporal punishment (any act causing deliberate physical pain or discomfort to a minor child) that results in harm will be reported as abuse. Examples of severe forms of corporal punishment include kicking, biting, scalding and burning. We also are also required to report the withholding of necessities to children, for example food, sleep, and rest.

LUNCH AND SNACKS:

Each family provides a snack and a lunch for their student every day. The lunch box will be stored in the classroom so a small ice pack in the lunch box is recommended. Teachers and students will all wash their hands thoroughly before eating, and teachers will wipe down the tables with disinfectant type spray before lunches are taken out. In order to limit the number of people handling your child's food, please provide, as much as possible, lunch boxes and containers which are easily opened by your child. All students also must bring a filled water bottle, containing only water, which can be refilled at school if necessary.

FOOD AND NUTRITION POLICY:

We are aware that children can be picky eaters, but as you prepare your child's lunches and snacks every day, we strongly suggest you make them as healthy as possible. Starting early with healthy food choices, and varied options is optimal for your child. We suggest you send foods that are rich in nutrients and low in sugars. Make sure they get foods from each group daily - Fruits, Vegetables, Grains, Protein Foods, and Dairy. We have seen the difference a good diet can make and ask that you make that choice! Please be aware of foods that are associated with young children's choking incidents (foods that are similar shape and size of the trachea / windpipe) and cut them to pieces $\frac{1}{2}$ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians.

CLOTHING / DRESS REQUIREMENTS

Students are to come to school each day ready to play and quite possibly get messy! Each class goes out every day even in HOT and COLD weather, so please dress your child

Each morning, parents will walk their child into the classroom door in the courtyard and sign their child in on the sign in sheet outside the room. This is an important time for teachers and caregivers to connect, but it is not a time for a "mini conference". Parents whose children have classrooms that open inside the building may also walk them to the door of their room. We ask that parents do not enter the classroom but say goodbye at the door.

Pick up is done in a similar way. Beginning at 12:50, parents may pick their child up at the door of their classroom.

Parents must complete a Permission for Dismissal Form. This form lists people who have permission to pick up their child at any time from school. NO ONE other than the listed people will be permitted to do so. Should an emergency arise and someone other than those on the approved list will be picking up the child, written permission will be given to the director of the preschool. (Phone calls will not be accepted).

EMERGENCY CONTACTS:

It is the parent's responsibility to keep emergency contacts current. Please notify the Director or Assistant Director if you wish to add, delete or change a name. We will always try to contact the parents first in an emergency. In our experience it is best to have 2-3 emergency contacts. This way, they could work together, or if one is unavailable, the other can take charge.

VOLUNTEERS/FAMILY INVOLVEMENT:

We do not require, but encourage family involvement in our program! We have many special days where parents are strongly encouraged to come, or to have a friend or family member come to be with their child. Check calendar insert for dates and times for this school year.

EMERGENCY PROCEDURES:

While we hope and pray no emergencies will happen in our area, we at Willow Creek Preschool want you to take comfort in the fact that we are prepared with written plans for many types of emergencies. Some of these we practice with the students, some without.

- Fire drills will be conducted and documented monthly. Every teacher is trained in using a fire extinguisher.
- Our entire staff is certified in CPR and First Aid. Parents will be notified of any minor injuries by Willow Creek Preschool's Boo Boo report. If we have any questions or concerns at all, parents will be called so they can make any further

