

# ***First Step Preschool***

*A mission of First Christian Church*

## ***Student Handbook***

### ***2024-2025***

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***Jaimie Simms, Director***

*First Step Preschool*

*A non-profit Mission of First Christian Church*

Thank you for choosing First Step Preschool. We are glad to have you here with us. Communication is VERY important to us, and I am sure it is to you as well. Please feel free to stop in, call, or email me anytime if you have questions, concerns, or comments about our school. I want to hear from you! In this handbook you will find policies and procedures for FSP. Thank you again for choosing FSP. We do know you have a choice in programs.

Yours in Christ,

Jaimie Simms, Director

## **Our Goals**

- To provide developmentally appropriate learning opportunities for learning for all children enrolled in our preschool program so that they may transition to kindergarten utilizing their full potential.
- To provide a nutritious breakfast, lunch & snack each day.
- To provide a clean, healthy, and safe environment.
- To provide opportunities for Christian learning.

## **Our Commitment**

- Our curriculum is anchored by the Missouri Early Learning Standards which are recognized and endorsed by the Department of Elementary and Secondary Education. This curriculum is theme based with developmentally appropriate activities designed for the preschool age child. We also offer smart boards as well as tablets as an extension of the learning curriculum.
- We recognize that the foundations for learning begin at the preschool level and to that end, our teachers provide ongoing assessment of each preschooler's developmental milestones through trained observation. This information is reported to parents through parent/teacher conferences twice yearly during the school calendar year.
- We provide parents with a schedule of the preschool day through weekly newsletters about our themes and activities. Parents are encouraged to utilize the Smartphone app called "Remind" for special notices, reminders about events, etc. Also, each teacher communicates with parents through the "DOJO" app.
- Because we are also regulated by the Missouri Department of Health and Senior Services, parents can feel comfortable knowing that our school passes rigorous standards as they apply to health and sanitation, fire safety, and low staff/child ratios.
- Our staff is provided ongoing opportunities for professional development.
- All staff members are background checked both through the Family Care Safety Registry as well as fingerprint background screened through the Missouri Department of Social Services Children's Division. The Preschool is housed within the First Christian Church, which is locked daily during preschool hours, with security cameras in place.

## **Enrollment Requirements**

- A child must be at least two years of age, and "almost fully toilet trained" and wearing "pull ups or underwear." We cannot accept children who are still in diapers, as state regulations do not allow us to do so.

- The first week's tuition is due in order to register for the FSP programs *each year*. This tuition will act as your first week's tuition upon beginning the program. However, this fee is non-refundable should the family decide not to use FSP.
- The parent or guardian must complete and return the following prior to the child beginning school:
  1. Enrollment Form
  2. Medical and Emergency Treatment Form
  3. Medical Examination Form (*signed by a doctor*)
  4. Immunization Records
  5. Personal Information Form
  6. Notice of Parental Responsibility Form
  7. FSP Photo Policy
  8. FSP Policy Agreement Form (Signed acknowledgment of Student Handbook)
  9. Pick up/Drop off Permission Form (Horizon Only)

It is the responsibility of the family to notify FSP and update forms if any of the information on these forms' changes during the child's enrollment.

### **Social Media**

Because not all parents want their child's picture posted on social media, students, teachers and parents are not to publicly post any original videos, pictures or audio recordings of students on their personal social media accounts. This includes, but is not limited to, online photo/media sharing on sites such as YouTube, Instagram, Snap Chat, Facebook, social media websites, and similar applications. However, all postings made by FSP will be in accordance with the media releases on file. If you have a question, please see the director.

### **Hours of Operation**

First Step Preschool will be open year-round Monday through Friday excluding holidays listed in the next section.

- The preschool day begins at 9:00a.m. and ends at 3:00 p.m.
- We open daily at 6:00 a.m.
- We close at 6:00 p.m.
- **Children should arrive no later than 8:45a.m.** The church and preschool entrance will be locked every day. Late arrivals must ring the bell at the preschool door and be "buzzed in" through our security system.
- Parents should notify the preschool by 8:45a.m if their child will not be attending that day.
- Any child arriving after 8:45a.m will need a late slip filled out by the parent.
- Children must be picked up no later than 6:00 p.m.

**Any child picked up after 6:00 p.m. will be assessed a late fee of \$1.00 per minute paid in cash to the staff person present.**

## Holidays

First Step Preschool will be open year-round, excluding the holidays listed below. It is possible that if a holiday falls on a weekend, we will close on the weekday before or after that particular holiday. Our only source of income is the tuition we receive from parents. **Therefore, tuition is still due in full on holiday weeks.**

Memorial Day	Monday, May 27 <sup>th</sup> , 2024
Independence Day	Thursday, July 4 <sup>th</sup> , 2024
Day after Independence Day	Friday, July 5 <sup>th</sup> , 2024
Labor Day	Monday, September 2 <sup>nd</sup> , 2024
Thanksgiving Day	Thursday, November 28 <sup>th</sup> , 2024
Day after Thanksgiving	Friday, November 29 <sup>th</sup> , 2024
Christmas Eve	Tuesday, December 24 <sup>th</sup> , 2024
Christmas Day	Wednesday, December 25 <sup>th</sup> , 2024
Day after Christmas	Thursday, December 26 <sup>th</sup> , 2024
New Year's Eve	Tuesday, December 31 <sup>st</sup> , 2024
New Year's Day	Wednesday, January 1 <sup>st</sup> , 2025
Good Friday	Friday, April 18 <sup>th</sup> , 2025

## Preschool Program

Our goal at First Step Preschool is for your child to learn in a loving and nurturing environment. As previously indicated, we follow the Missouri Early Learning Standards, and we will work with you to prepare your child with the skills he/she needs for kindergarten. Your child's developmental milestones are informally assessed upon entry to our program and reported to you at parent/teacher conferences which are held twice yearly, in the fall and spring. Children will advance to the next class in August each year.

To be accepted into the Three/Four's or Pre K program, a child must be fully potty trained and exhibiting the following:

1. Child asks to use the bathroom before having an accident and uses the bathroom independently.
2. Child can pull down their underwear (pull ups are not allowed) and pants and pull them back up without assistance.
3. Child can wipe themselves, flush and wash hands after using the bathroom. Teachers do not assist children with wiping except in a potty accident situation.

We recognize that even potty-trained children will have occasional accidents. We allow 2 weeks from the first day of school for your child to demonstrate the skill. A child will not be considered potty trained if the child continues to consistently have potty accidents after the first 2 weeks of school. Students who have multiple accidents, on average more than one a week based on a full-time week, may be asked to stay home from FSP to work on potty training until the child is ready to meet the requirements at school.

## Three/Four-year-old Preschool and Pre- K Tuition

Full Time	MTWRF	\$170 per week, per child
Part Time	MWF	\$113 per week, per child
Part Time	TR	\$76 per week, per child

## Two/Three-Year-Old Program

### Enrollment Requirements

A child must be at least 2 years of age, and "almost fully potty trained" and must be wearing pull ups. We cannot accept children still in diapers, as State requirements do not allow us to do so.

To be accepted into the 2-year-old program a child must present with the following readiness signs at home:

1. Child must have begun toilet training at home with success.
2. Child wakes up dry or stays dry for most of the day.
3. Child has fewer accidents within the past 3 months.
4. Child can communicate following 1 & 2 step directions.
5. Child's bowel movements are predictable, or his/her facial expressions tell you he/she is about to urinate or have a bowel movement.

In addition to the above signs at home, once a child is accepted into the 2's program he/she must continue to meet the following readiness sign:

1. Child must be willing to sit on or stand at the regular toilet without resistance.
2. Child, on average, must not have more than one accident per day based on the number of days they attend per week.

Although all parents are anxious for their children to become toilet trained, research shows that children who begin toilet training too early or get punished for having accidents will actually take longer and could be delayed in toilet training.

FSP reserves the decision to ask a family to take a break from preschool, if after 10 visits the teacher determines the child is not presenting the readiness signs listed above.

To ensure a more successful potty-training experience, bottles and sippy cups are not allowed. Regular communication between teachers and parents will occur to discuss potty training progress.

When the time arrives to transition a child from a pull up to underwear, a discussion must take place between the teachers and the parents. A mutual understanding between parents and teachers that a child is ready to transition while at school will need to occur to ensure a positive transition.

A child must be fully potty trained and wearing underwear to re-enroll and advance to the 3/4-year-old classroom. A child may not re-enroll for an additional year in the 2/3's program unless the child turns three after July 31<sup>st</sup> of the year they are enrolling.

### Two/Three-Year-Old Tuition

Full Time	MTWRF	\$ 185 per week, per child
Part Time	MWF	\$ 116 per week, per child
Part Time	TR	\$ 78 per week, per child

## Horizon Program

FSP provides a daily before and after school program and a full-time summer program for school aged children. This program is designed to broaden children's horizons with many hands-on activities, Bible lessons, and field trips. During the school year, Horizon school age children are offered the opportunity to complete homework with a high school student of merit.

A child must be at least 5 years old and enrolled in kindergarten through age 11. A child's last day in Horizon will be in May, the end of his/her 5th grade year as it pertains to Troy R3 School District calendar.

FSP has a zero tolerance for bullying. We implemented a "3 strikes and you're out" policy for Horizon. If a child is bullying another or disrespecting staff, he or she will either be sent to the director's office or Pastor Jeff's office. A note will be written and given to the parent, as well as another placed in the child's file. If a child should obtain 3 of these notes, he or she will be asked to leave First Step Preschool. However, the director or Pastor Jeff does reserve the right to expel a child from care immediately if the child is determined to be a risk to him/herself or others.

We regret having to make this decision, but all the children who attend FSP have the right to come here and feel safe and comfortable. And you, as parents, have the right to know your children are in a safe and loving environment.

## Horizon Tuition (School Aged Children)

### Before and After School Rates

Before School      MTWRF      \$50 per week, per child

After School      MTWRF      \$50 per week, per child

Before and After      MTWRF      \$70 per week, per child

Full Day (no school)      Before/After program, add on \$20 a day.

Before OR After program, add on \$24 a day.

\* During school district breaks summer camp pricing applies instead of regular tuition.

## Horizon Summer Camp Program Rates (School Aged Children) (The activity fee includes field trips and special events throughout the summer camp)

Summer Program      MTWRF      \$170 per week      \$125 Summer Camp Activity Fee

Summer Program      MWF      \$113 per week      \$73 Summer Camp Activity Fee

Summer Program      TR      \$76 per week      \$52 Summer Camp Activity Fee

## Preschool and Horizon Programs

- Tuition must be paid on Mondays if your child attends on that day. If your child does not attend until Tuesday, tuition is due on Tuesdays. Tuition must be paid once a week but can be paid in advance. If you prefer to pay one time monthly, tuition is then due at the beginning of the month. Tuition is not refundable. You can pay monthly or bimonthly. Many people currently pay on Fridays for the upcoming week. This is perfectly acceptable and appreciated.

- There is a 10% family discount for families with more than one full time child enrolled in the preschool program. Full time summer Horizon Club students qualify for this discount. Active members of the First Christian Church also receive this discount. Horizon Club students in the before and after school program do not qualify for this discount.
- Checks need to be made payable to “FSP” or “First Step Preschool” and placed in the tuition box or given to a staff member at the check in station.
- Tuition fees are assessed based on your child's enrollment in our preschool or Horizon program. **Full tuition is due even when not in attendance and on a holiday week.**
- Please make every effort to stay current with tuition payments. FSP is a non-profit organization and a mission of the First Christian Church (Disciples of Christ). We count on tuition as our only source of income. Please speak with the director or the administrator if you have concerns about your tuition payments. *(Failure to remit payment for two weeks may result in your child not being allowed to attend FSP)*
- ***A late fee of \$10.00 will be assessed on Wednesday of each week that tuition is not paid.***
- A full 2-week written notice must be given if a child is leaving a program or when switching days (Ex: from 5 week program to a 2 or 3 day program). Payment for the notice period is due whether or not the child is brought to FSP during the notice period. No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal or dismissal.

#### ***NSF Charges***

- A charge of \$25.00 will be assessed for each returned check. In addition, the family will be expected to pay for all the expenses to the account resulting from the returned check. In the event of a second returned check, further payment will then need to be paid in cash.

#### **Tax Statements**

Tax statements will be provided each year automatically to all currently enrolled families. If your child is no longer attending FSP you will need to call and request a tax statement. Please allow 5 business days to process the request.

#### **Vacation Weeks**

- Each preschool aged child receives two weeks of vacation without payment of tuition each year (child may not be in attendance). Vacation time does not roll over to the next year if it is not used.
- One week of vacation may be used between August and January and the other week used between February and July.
- You must take a minimum of one week's vacation at a time.
- We cannot accommodate singular vacation days in our bookkeeping system.
- Vacation does not apply to the school age program.
- A Vacation Request form must be turned in for FSP to accept vacation requests.

#### **Arrival and Departure**

##### **Parking and Arrival**

All children must be dropped off in the foyer area and will walk to their designated areas. Teachers will escort a child who may need assistance. Morning drop off is the time that FSP is required by the *Missouri Department of Health* to look for signs of illness and contagious disease. It is possible that, if your child displays any symptoms, he/she will not be allowed to attend school that day.

**Sign In-** Children must be signed in using the sign in/out tablet immediately upon arrival.

**Sign Out-** Children must be signed out using the sign in/out tablet when leaving the preschool. Children will only be released to an adult 18 years of age and older. Identification may be required to pick up children at FSP. Exceptions can be made for siblings on the pickup age requirement if discussed and put in writing with the director.

Children will only be released to an authorized person unless notified in advance by the child's parent/guardian. Authorized persons should be listed in your child's file.

In the event of power outage or loss of water, FSP may need to call parents to pick up their children early. According to state regulations, we must be able to regulate our indoor temperature and have flushing toilets and running water.

### **Communication via DOJO and REMIND**

First Step Preschool uses both the DOJO(Teachers) and REMIND(Directors) apps to communicate information to and from parents. If you have an urgent inquiry or request, please call FSP at 636-528-5683. It is the parents' responsibility to join both apps to ensure parent notification of events and happenings at the preschool. Most events/happenings will also be posted on the entry foyer board.

### **Severe Weather**

If it is necessary for FSP to close due to severe weather, closing information will be posted on our Facebook page and our Remind app. We do our very best to be open but occasionally it is in the best interest of the children and staff to close. We appreciate your understanding during rare circumstances. **Regular tuition will be required even if we are closed for severe weather as tuition is our only source of income.** Thank you for your understanding.

### **Snow Days**

Occasionally, Troy R-3 closes (NO SCHOOL DAY or AMI DAY) due to severe weather, especially in the winter. It is the judgment of the Church that when Troy R3 closes on the first day of a winter storm, it is unsafe to travel on city streets and county highways and we will close as well. We have found that school may close for hazardous driving conditions on subsequent days because of bussing issues in the county but appear clear for safe travel for all other vehicles. If this is the case, FSP will be open on these subsequent days when school is closed. However, in the case of severe winter weather storms we may still need to close. Many factors are considered when making this decision. Please see the director if you have questions. Closing FSP will be at the discretion of the director and church pastor Please have alternative childcare arrangements planned ahead of time should this occur.

If public school closes early (before the end of their regular school day) or starts late for inclement weather, FSP could also dismiss early or start late. No school, late start and early dismissal will be posted on Facebook, REMIND, KSDK channel 5 as well as Fox 2 and News 11. FSP will not post when school is open regular hours, unless special weather circumstances arise, so please refer to this handbook.



## Emergencies/Natural Disasters

FSP has a planned procedure in case of fire, earthquake, severe weather or other situations. Drills in these procedures are held quarterly. The FSP Emergency and Evacuation Plan is located in each classroom and available for parents to review.

FSP will closely monitor severe weather in the area and is also equipped with a weather radio, fire alarm system and fire extinguishers.

In case of an emergency or natural disaster, school personnel will continue to care for the children until parents or authorized adults can come for them. Only the people designated on your emergency form will be able to pick up your child(ren). If an emergency arises and you or someone on your child (ren's) pick up list cannot pick up, please notify the director. Picture Identification of the person picking up will be checked prior to releasing the child(ren). However, it is important that FSP have a current emergency form on file for your child(ren).

## Health Policy

Each child must have a current health form and an up to date immunization history signed by a physician on file at FSP. Immunization exemptions of any kind will not be allowed for the protection of all children at FSP.

## Daily Sick Policy

**The daily health policy of FSP will be enforced to comply with state regulations.** If your child is ill do not bring him/her to FSP. We want to help prevent the spread of illness and disease. If your child arrives to FSP and is ill or has symptoms of a contagious disease, we reserve the right not to allow your child to stay for the day.

Unfortunately, FSP is not able to care for children that are ill. Sick children or children showing symptoms should not be brought to FSP for any reason. Should your child become sick while at FSP you will be notified and expected to make arrangements to have your child picked up within one hour of notification.

A child out for a contagious disease must bring a doctor's statement for readmission. This includes strep throat, ringworm, impetigo, etc. Parents are required by state regulations to notify the center director of any contagious disease so we may inform other parents that their child may have been exposed to it.

**A child with any of the following symptoms will not be permitted to attend FSP. The child must be free of all symptoms without the use of fever reducing medicine for a 24-hour period. These are the guidelines set forth by the Department of Health. Children sent home from FSP for an illness cannot return the next day. (Pandemic Procedures may adjust policy)**

- Diarrhea (*More than one loose stool within a 2-hour period.*)
- Severe Coughing (*If the child gets red in the face or has whooping sounds when coughing*)
- Difficulty breathing
- Pink Eye (*Tears or redness of the eyelid or lining, irritation, swelling, pus and/or discharge.*) *Children may not return (even with a doctor's note) until redness has improved and no goop is present.*

- Yellowish skin or eyes
- Unusual rash or spots
- Sore throat, severe headache, or stiff neck
- An infected area of skin
- Fever of 100.0 degrees or above (*Lower if other symptoms are present*)
- Vomiting (*More than once, unless other symptoms are present*)
- Severe itching of body or scalp (*This may be a sign of scabies or lice. FSP has a no nit policy. The child must be free of all nits prior to returning to FSP. If any child attending FSP is found to have lice or nits we will enforce a thirty-day head check on all children. The staff of FSP will check your child upon arrival. If any nits or lice are found the child will be sent home.*)

## Medication

We understand that there are times you may need us to administer medication. With the children's health and safety in mind our staff will only administer dated, labeled medication.

Please follow these procedures:

- Prescription medication must be in the original container and labeled with the child's name, instructions, including times and amounts for dosages, and the physician's name. We recommend placing medication in a Ziploc bag with the child's name and directions to administer. Our staff will document the date and time the dosage is administered on the medication form.
- All non-prescription medication shall be in the original container and labeled by the parent(s) with the child's name and instructions for administration, including times and amounts for dosages
- Medication containing a fever reducer cannot be administered.
- If a medication is to be given 2 times per day, those doses should be administered both before and after school unless specific times are noted on the prescription. If the medication should be given 3 times per day, we will gladly include it in our afternoon medications.
- Parents must complete a medicine form. These are located at the check in/out station. Forms must be completed including the child's first and last name, name of medication, dosage amounts, dates and times to be administered and any possible side effects. There must be a signature on the medicine form! Without a signature FSP will not administer the medication.
- All medication must be kept in the medicine cabinet or the refrigerator. **Absolutely no medicine is to be kept in your child's backpack.**
- All medication must be taken home weekly. We may dispose of any medication left at FSP after Friday.

## Medical Needs

Medicine slips must be completed for the following items as well: eye patches, removable casts, splints, shoe, leg, back braces, shoe inserts, weighted blankets, vests, sensory chew items, etc...

A statement must also be provided from the doctor or specialist explaining why the above is needed as well as proper administration.

## **Severe injury or accident**

If your child is involved in an accident while in our care, our staff will follow the outlined procedures to obtain medical care:

1. Call 911
2. Parent/guardian will be contacted
3. If parent is unable to be reached, authorized emergency contacts will be called.

## **Preschool Supplies**

Each child enrolled at FSP will receive a supply list from his/her teacher.

- All bedding materials must fit inside a backpack or draw string bag. (except the mat)
- All bedding and your child's nap bag should be taken home on your child last day each week and contents laundered and returned to school.
- A backpack for all your child's papers, folder, and information from his/her teacher. This will go home every night...and return in the morning.
- Backpacks need to be taken home each day
- All items must be clearly marked with child's full name.

## **Clothing:**

Each child should bring the following:

- Appropriate change of clothes kept in backpack (including socks and underwear.) Please label each article with his/her name.

In the case a child's clothes become soiled and the child does not have the required change of clothes at school, a parent may be called to bring items for the child to change.

## **PLEASE DO NOT BRING...**

We strongly discourage children from bringing toys from home because of potential loss or breakage. "Show & Tell" or "Sharing" items must be labeled and brought only on designated days. Please do not allow your child to bring movies for Show & Tell. **Under no circumstances will violent toys be brought to FSP** (ex: toy guns, knives, etc. Toys may be banned by FSP employee discretion.)

## **Dress Code**

- Each day children will participate in indoor and outdoor activity. Please dress your child in comfortable play clothes.
- Children should wear tennis shoes or soft, comfortable play shoes.
- Children may not wear outfits that hinder their independence. They may wear jeans or button pants if they are able to button and zip them with little to no assistance.

**We do not have alternative arrangements for children not suitably dressed for outdoor play. We will go outside all year long for short amounts of time when the weather is both hot and cold. Of course, when too hot, or too cold, we will remain indoors.**

## **Children's Files**

Information on your child's enrollment and tuition payments is confidential.

If any of the following changes occur, please notify the director, in writing, immediately:

- Change of home address, or home phone number
- Change of employment status
- Change of legal guardianship
- Updated vaccines, or immunizations
- Change in contacts
- If separation/ divorce occurs

## **Positive Behavior Support**

Research shows one of the biggest challenges in a preschool setting is supporting a child who has behavior problems beyond what is expected for his or her age. Some problem behaviors are “age appropriate” as children learn to use words instead of actions to resolve conflicts with other children or adults.

First Step Preschool will provide rules that are clear and easy for children to understand. Our well-structured preschool environment is conducive to learning! As early childhood educators, we know that children have an innate desire to learn, and our center-based learning structure fosters that desire. If children are unable to follow the rules, redirection is always our first action. On a rare occasion, a child may be removed from an activity and asked to sit away from the group. No child will sit in “Time Away” longer than one minute per years of age. The child’s teacher will talk to the child and explain why he/she has been removed from the group. This time allows the child to think about actions while learning what behavior is appropriate.

Biting is another challenge in a preschool setting. Biting causes more upset feelings than any other behavior in preschool programs. It is important for the teachers and parents to address this behavior immediately when it occurs. Children may bite for many different reasons, therefore a child that has shown the desire to bite will be watched carefully to try and determine any “triggers.” An Incident/Accident Report will be filled out and parents will be notified if their child bites or gets bitten. While we recognize that biting can be developmentally appropriate, we do follow a 3-biting incident policy for the protection of other students. Should a child bite 3 times (within a 3-month period) they will need to take a break from FSP.

Please keep in mind there is more than one child to care for and if all energy is spent on any one child that misbehaves, then the teachers are not able to give the kind of care the other children require.

Parents will be notified when their child does not behave in a socially acceptable manner or is exceptionally aggressive toward other children. A plan of action will be discussed with the parents and inclusive steps will be taken in the classroom to assist the child in a more successful day. These steps may include, but are not limited to, a conference with the parents to better define what behavior is occurring during school and at home. Parent input is useful in planning inclusion in the classroom. Together a plan will be developed and implemented to help the child find success in the program. FSP utilizes several outside resources such as, but not limited to;

United 4 Children, Crider Center and the local school district. It may take some time to find the best possible answer, but our teachers have a commitment to each child's individuality. However, if inappropriate behavior continues and does not improve in a reasonable amount of time, parents will be asked to make arrangements for their child to receive care elsewhere.

A parent may be called immediately to pick up in an instance where a child is a "flight risk" or a danger to himself/herself or others. We will work together with the family if possible so that a child can show more positive behaviors. In some cases, the family may need to find care elsewhere effective immediately.

### **Incident/Accident Reports**

An Incident/Accident Report is completed for those children who do not follow the guidelines and rules established by FSP and the teachers, as well as for any incidents or injuries that might have occurred while at FSP. This report is given to the parent as a notice of inappropriate behavior or injury and must be signed by the parent and kept on file. Examples of unacceptable behavior that can result in an Incident/Accident Report include, but are not limited to: inappropriate behavior, such as, hurting another child, not following rules or directions, disrespect of materials and/ lack of respect toward teachers. This report will specify what occurred, what the child(ren) and teacher(s) were doing and what the teacher(s) tried to do to assist the child to make positive choices. Staff members may only apply simple first aid (wash with soap and water) for minor injuries such as cuts or scrapes. If an incident/accident is caused by or involves another child, the other child's name cannot be given out and will not appear on the Incident/Accident Report. Families will be notified immediately if a child receives any injury that is not minor.

The consequence of multiple notifications to report behavior through an Incident/Accident Report, will result in a conference between the teacher and/or director and the parent, or could result in immediate suspension. If a conference is held and it is determined the child may return, the child will return on a probationary period. If at any time during the probationary time the child has difficulty, the parent will be called, and the child will be asked to leave the FSP.

*Please see additional information under the Horizon Program section for issues that arise specifically with school aged children.*

### **Volunteers**

FSP welcomes volunteers.

It is mandatory that anyone who volunteers must have a background check completed at his/her own expense, through the Family Care Safety Registry to participate in preschool activities. Those who would like to volunteer on Field Trips will also need a fingerprint-based background check a his/her own expense through the Department of Social Services.

The background check and/or fingerprint screening must be completed prior to the event and remain on file in the FSP office.

We hope you understand this formality is for the best interest and the safety of our children.

## **Parent or Guardian Concerns/ Code of Conduct**

It is essential that the adults in the community model the cooperative, compassionate communication we want our children to imitate. We are aware that toxic relationships can result from negative communication in person or via apps or social media. Therefore, FSP asks that you bring concerns to the teachers and the director in a respectful manner, so we can move through concerns toward a resolution.

Making disparaging comments regarding the school staff or school policies and procedures will not be tolerated and may result in immediate withdrawal of the family.

## **Field Trips/ Transportation**

Children enrolled at First Step Preschool attend Field Trips and are transported on the FSP/FCC busses. If you do not want your child to attend field trips, please understand that if a field trip is planned on your child's attendance day, FSP is unable to provide care for your child on that day.

## **Special Needs**

Unfortunately, we are not equipped to adequately care for children with excessive physical, mental, emotional, or developmental disabilities, or what we consider to be excessive behavior problems. If you believe your child has a special need, please discuss this with the director. We reserve the right to dismiss any child after entering FSP if he or she seems unprepared for group experiences or is unable to adjust in any way. We will do everything we can to help children and families in difficult situations.

## **Nutritional Breakfast, Lunch and Snack**

Each day your child will be offered a nutritional breakfast, well-balanced lunch, and an afternoon snack. *State regulations prohibit homemade snacks.* If you want your child to eat a morning snack, he/she needs to arrive in time to eat with his/her class. If your child needs breakfast, he/she must arrive in time to eat with his/her class. Breakfast is served at 8:25 a.m. to our 2/3's and 3/4s classes. Breakfast is served at 8:50a.m. to our Pre-K classes. We do allow children who arrive between 6:00 and 8:00 am to bring in a breakfast food and drink. If a breakfast food/snack is brought in late, we will place it in the child's cubby to go home.

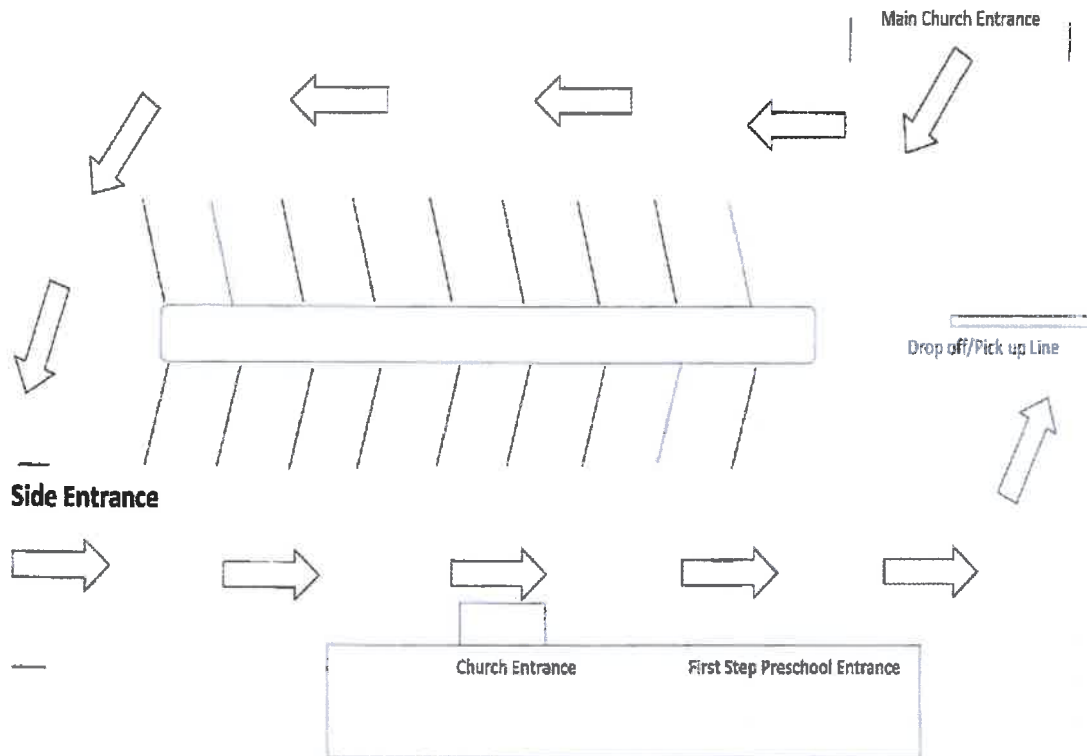
Diet restrictions will only be followed with written doctor's orders. Please talk with the director about any food allergies or diet restrictions your child may have. FSP will provide alternatives to meet a child's dietary restrictions in accordance with CACFP guidelines. If a parent chooses to provide meals for their child while at FSP, the meals must be premade and ready to eat.

## **Nut Free Policy**

To keep all children safe, FSP aims to eliminate peanuts and tree nuts in our preschool. We cannot guarantee a completely nut-free environment since other activities and programs occur at FSP outside of school hours. We will, however, maintain a nut free environment in our classrooms during preschool hours. FSP will not provide meals or snacks that contain nuts or are manufactured in a plant using nuts. Meals or snacks brought for your child or those snacks that are brought in and shared with the class, must also be consistent with this policy.

## Drop off and pick up Instructions

Parents will pull in either the main entrance or side entrance of the church. Please follow the arrows located on the map below. All parents need to pull up to the drop off/pick up line.



*Thank you for choosing First Step Preschool.  
We are so happy to have your family here!*