



**2018 - 2019**

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*Dear Pleasant Hill Preschool Parents,*

*On behalf of myself and the staff, I would like to say “Thank you” for choosing Pleasant Hill Preschool as your child’s preschool. A great preschool education has become the cornerstone to beginning a child’s educational path. The care and trust you have placed in the Pleasant Hill Presbyterian Church Preschool staff does not go unnoticed. Your child will benefit greatly from the expertise of well-trained teaching professionals and the strong foundation of a developmentally appropriate curriculum.*

*Each year, we are presented with many challenges, but the caring and compassion for young children will always be paramount. And now, with your child as a member of the PHP family, he/she will receive a strong church-based education. Please take the time to read and understand the Pleasant Hill Preschool Family Handbook very carefully. Please make sure you familiarize yourself with the school’s policies. As always should you ever have a question, please feel free to contact me or one of our staff, and we will take the time to meet with you and address any issues or concerns you may have. Once again, I would like to thank you for trusting us to love and educate your child at Pleasant Hill Preschool. We hope to have a wonderful year together!*

*Truly,*

*Mary Bynes*

*Director*

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## The Program

A preschool program housed in a church is expected to reflect the highest values and the best of care. In the church we have the opportunity to offer the finest in early childhood education and to direct attention to the Christian faith through value-based education.

Through value-based education, we recognize the importance of adults as role models of acceptable behavior for children. Adults reflect faith in God through the words they use and the way they relate to each child. Children begin to pattern their own ways of acting and reacting to others based on their role models, which include their teachers and their parents.

Through value-based education, we affirm each child's worth. We recognize and celebrate each child's joys and accomplishments. We explore the meaning of living together. We teach that each person has rights and that we value and respect the rights of others.

Through value-based education, we see the world as good. We marvel at creation and teach caring for our planet and all living things. We name the children's actions so they begin to know what sharing, love, and kindness means.

As in all quality preschool programs, we maintain the following beliefs about children:

- Learning is fun and play is the work of children
- The early years are optimal learning years
- Each child develops at his/her own individual rate
- Quality preschool programs have positive effects on children
- Children who feel good about themselves have a better learning experience

## **Pleasant Hill Preschool Philosophy**

Recognizing that a preschool experience is the child's first step into the world beyond the family, we strive to be accepting of a child as a unique individual, aware of his/her emotional and educational needs, and to provide a loving and supportive environment. Within this context, it is our goal to provide challenging new experiences, opportunities to build relationships with other children and adults, and a rich variety of activities leading to mastery of appropriate skills and overall school readiness. At Pleasant Hill Preschool it is our aim to provide the environment for optimal growth within a developmentally appropriate framework. We are committed to allowing each child the opportunity to learn at his/her own level and to experience success as mastery advances. It is our job to create the finest environment in which this can happen.

Children are actively involved in learning at their own pace in a neat, organized classroom. They will follow a daily routine guided by knowledgeable and nurturing staff members. Our teachers are professionals who are dedicated, caring and trained in Early Childhood Development. The Director is also experienced in meeting the needs of your child, communicating with parents, and management. At all times, there will be a person trained in CPR and First Aid at the center. All staff participates in in-service training and education in order to remain alert to the ever-changing needs of families and the current findings of early childhood education.

The teachers are committed to working with the children in small groups. This allows them to work closely with each child. This is the only way to not neglect the needs of any child. The classes are very busy and packed full of a wide and comprehensive variety of activities. The teachers do not in any way pressure or force a child. They share with the children lots of exciting things, and the children catch what they are ready for. This is a wholesome approach to preschool learning. The teachers are thrilled with all the things the children learn. The most important thing to the preschool is the way the children feel about themselves and the way they treat each other. The teachers work very hard to share positive attitudes with the children. This remains constant with each child's plan.

## **Goals of the Pleasant Hill Preschool Program**

We believe that all children share certain needs, both physical and emotional. In addition to providing a safe and healthy environment, children need to be loved, to feel special, to learn to trust, to develop a sense of who they are and to learn how to share and cooperate with other people.

Our goals are:

To develop the child's confidence and self-esteem so that they feel good about themselves and what they are able to do.

To help the children feel very good about being a part of the Pleasant Hill Preschool family.

To challenge the child's creativity.

To encourage the child's curiosity.

To realize that all that we have is a gift from God and that we must do our part to take care of each other and His world.

To learn to treat others with respect and kindness.

To work on many preschool skills, i.e., letters, colors, numbers, cutting, coloring, zipping, tying, etc.

To sing, laugh, share, and enjoy being in a Christian community.

To nurture in children a love of learning, a respect for one another and a joy for life.

To encourage parent involvement in their children's education.

To build friendship among children and families.

To build lifelong links among children, family, community and God.

To remain affordable for all families who believe in the cooperative approach.

These goals seem broad and all encompassing. But they have been carefully considered in the curriculum and in daily plans.

As we work on a theme-based curriculum, each week there is a special theme that will be introduced and the children will work on various skills within this framework. Our goal is to foster lifelong learners that will begin school with confidence.

## Meeting Our Goals

**Religious Concepts:** In the Gospel, Jesus declares, “Let the little children come to me, do not stop them; for it is to such as these that the Kingdom of God belongs”.

Pleasant Hill Presbyterian Church understands that a significant part of its ministry is to enable parents to provide for the spiritual growth and nurture of their children. Through our preschool program each child is encouraged to worship God, to practice prayer, to show respect in the Sanctuary, and to see the need to treat others as equals in God’s sight. The Pastor of Pleasant Hill Presbyterian Church assists the teachers in sharing Bible stories with the children.

**Education:** The classroom program is built on activities designed to encourage intellectual, social, emotional, and physical development. Students learn how to participate in groups, how to cooperate, and how to share. They are guided gently towards greater independence, creativity and responsibility in all areas of life. Classroom activities include:

- Teacher-led lessons and discussions
- Story reading and story telling
- Dramatic play
- Pre-math and pre-reading activities
- Music and dance
- Supervised free play
- Large and small motor activities
- Outdoor play

Classroom time is augmented by special activities that provide students with new experiences and help them learn about group behavior and respect for the world around them. Special activities include in-house field trips; holiday parties; visits from local officials; and programs put on by the children themselves.

## **Parent Involvement**

Parent involvement in a child's education is critical to children's success. We realize that many parents are pressed for time. Therefore, we offer a variety of opportunities for parents to tailor their participation to the needs of their family and child. For most parents, aiding is not an obligation but a pleasure and an opportunity. It is a chance to watch one's child bloom in a new environment and to gain an experienced teacher's insight into the child's development.

Parent/teacher conferences are scheduled once a year in the winter to provide a time for teachers to report on each child's progress. Parents are encouraged to speak to the teacher at any time about the concerns or important events in their child's life.

Parent visits are welcomed at any time. Parents are asked to arrange these visits in advance to prevent disruption of the class by too many visitors at one time. Parents may come to observe, to present a class activity, to describe their occupation or favorite hobby, or to share a custom or tradition from their home with the class. A parent newsletter is produced for the classroom by the teacher. This newsletter helps parents to stay informed about what is happening in their child's class and in the program as a whole. In addition, a monthly newsletter goes out to the parents from the director with a calendar informing them of upcoming events and important activities related to the preschool.

Fundraising is necessary as our program is only partially supported by tuition. A scholarship program and some physical improvements are funded through fundraising efforts. Your participation is greatly appreciated.

## **Pleasant Hill Presbyterian Preschool Council**

The Preschool Council consists of representatives from the church, parents, and staff. These individuals set policies and guidelines for the preschool under the advisement of the Preschool Director. Some of the duties of the Council include making decisions regarding school-wide policy, monitoring financial status of the preschool and making decisions regarding spending, as well as being a liaison for the teachers to the preschool and church governing bodies. They also coordinate and facilitate the preschool functions such as fundraisers, staff appreciation, and the end of year festival, to name a few. If interested in participating on the Preschool Council, a formal application is required. These are available in the Preschool office. If there are openings, the application is submitted to a vote by the council minus the Preschool Director. Council members may serve a maximum term of four consecutive years, with a year off between terms. A list of committee members may be obtained in the preschool office.

## **Admissions Policy**

Pleasant Hill Preschool is open to all children who may benefit from our type of program. Admission is based on the order in which applications are received, with the following priorities:

- Members of Pleasant Hill Presbyterian Church
- Students presently enrolled in the program
- Siblings of children presently enrolled
- New applications

To be eligible for the Toddler, Two's, Three's and Four Year Old Classes, a child must be that age on or before August 31st of that school year. Each child is required to have a current health form signed by a physician before they may be allowed to enter the preschool. All immunizations required by North Carolina School laws are required for entrance into Pleasant Hill Preschool, with allowance for religious exemptions according to North Carolina law.

## **Inclusion**

Pleasant Hill Preschool believes that all children are created by God and are special. Therefore our preschool program is open to children with different abilities and ethnic backgrounds.

When a child with identified special needs applies for enrollment, the Director will interview the parents/guardians seeking information related to the child's development and special needs. Relevant evaluations from professionals may be requested. After the interviews and consultations with the child's parents, preschool teachers and other appropriate persons, a determination will be made as to whether or not the child's needs can be met by Pleasant Hill Preschool. Factors to be considered will include at least the following:

- The adequacy of the facilities
- The needs of the child as they relate to the amount of time needed by the staff
- The impact of the child's needs on the daily schedule/routine
- Professional evaluations and recommendations

Observations and informal evaluations will occur for several weeks, which will include input from the child's parents, his/her teachers, the Director, and possibly the Preschool Council. Periodic reviews will be conducted.

## Registration

Registration for each new school year will begin in February. A completed application form and a \$130.00 **Non-Refundable** registration fee must be received by the designated date of registration in order to secure a position for the following year. September tuition is due during May for the following school year in order to maintain your child's spot. September's tuition is also non-refundable.

## Tuition

The current tuition is listed as follows:

<b>3 days</b> (Tuesday, Wednesday, Thursday)	\$250.00 / per month
<b>4 days</b> (Monday - Thursday)	\$280.00 / per month

**Monthly fees are to be paid in full, regardless of absenteeism or vacations, because we operate on a very close budget.**

All tuition will be collected through a direct ACH or credit/debit charge and batched by the preschool. Cash or check payments are no longer accepted for tuition. Tuition will be auto-drafted the 10<sup>th</sup> of each month. A fee of \$25.00 will be charged for any payments that did not go through the system.

If payments fall a month behind due to insufficient funds or incorrect payment information, Pleasant Hill Preschool reserves the right to suspend the child from the preschool unless arrangements for payment are made.

**SNOW DAYS AND SCHOOL CLOSURES WILL NOT BE MADE UP, AND TUITION WILL NOT BE REFUNDED FOR THOSE DAYS.**

## Termination

If a child is having difficulty in Pleasant Hill Preschool, a plan of action will be developed and followed after consultation with the child's teacher(s), the Director, and the parents of the child(ren) involved in the preschool.

Termination is rare, but can occur for any reason listed below:

Failure to pay tuition or consistently late with tuition.

Refusal to cooperate with center policies and procedures by parent or child.

Child disruptive to the point of being a detriment to the other children.

Any problem that has been discussed with the director and continues to work against the good of the center, the child and other children.

## Withdrawals

Tuition and registration fees are non-refundable. The Director or the preschool must be notified in writing a month in advance of the withdrawal of a child. Tuition will be required for any month in which your child has attended preschool for one or more days.

## Adjustment to Preschool

A child with a strong, healthy attachment to his/her primary caregiver often needs gradual weaning to make the transition to preschool. On the way to preschool in the morning, talk about the exciting things your child will be doing during the day and the fun you will have together when you pick them up (If someone else is picking up, talk about the fun things they will do together). During drop off, gradually ease yourself away once your child becomes involved with the teacher(s) or in their social group. If your child is having trouble separating from you PLEASE refrain from carrying them into the school. If you “hand” your child over to their teacher this implies that the child did not come in of their own “means”.

Depending on the ages and stages of development, some children may “act out” their feelings in one or more of the following ways:

- Clinging to you and refusing to let you go
- Having a tantrum
- Forgetting their toilet training
- Not eating
- Waking up at night and/or having bad dreams
- Thumb sucking
- Bedwetting
- Expressing a desire to stay home rather than coming to preschool

Usually these problems are only temporary. If your child is treated lovingly, but firmly by you and the staff, this behavior usually passes quickly. If parents and significant others in the child’s life are enthusiastic and happy about the program, it is almost certain that your child will be content and happy to participate in everyday activities.

## Start of School Day

Class hours for all classes are 9:00am – 1:00pm except in the Jungle Buddies room. The toddler age Jungle Buddies attend school from 9:00 am to 12:30 pm. We ask for your cooperation in getting your child to school on time and calling for them promptly at 1:00p.m. Children will not be received before 8:50am. The teachers are out of the rooms for most of this time gathering supplies from storage rooms, preparing the snacks, etc. and cannot be responsible for your children. The double doors will be open for drop off between 8:50 - 9:05 am. When a child is late, it can be difficult for the child, teachers and rest of the class. He/she can also miss activities, which can be upsetting to your child. Any children who arrive after 9:05 am will be walked to their classroom by the

Director or Assistant Director to minimize disruption to the lesson/class activity in progress.

All children are to be signed in each day. There is a sheet at each classroom door. This is for your child's safety so you can be easily contacted if necessary due to illness or an emergency.

### **Dismissal and Late Pick-up Fee Policy**

**For the first week of school pick up will be in the classroom. During the second week of school and thereafter, carline will begin promptly at 12:50pm** from the gym doors. Children will be released to authorized persons only. For the Jungle Buddies, all children must be picked up between 12:20-12:30pm in the classroom. Late fees for Jungle Buddies occur after 12:35pm.

If you are going to be detained, please notify the school immediately so that we may reassure your child. Any parent that has not picked up their child by **1:05pm** will be considered late. A fee of \$5.00 for the first five minutes and \$1.00 a minute thereafter will be charged. The fee will be paid at the time it is incurred **in cash** to the Director, or added to your child's tuition invoice.

Teachers are expected to clean their rooms and prepare for the next day after the children depart. Needing to watch a child while waiting for a parent keeps the teachers from their classroom duties.

### **Parking and Carline**

All vehicles are to be parked in designated parking spots (between 2 white lines). Please do not park in the Fire Lane or other through lanes during drop off. Please also mind the directional arrows and Do Not Enter signs in the parking lot. Carline procedures will be distributed by the preschool. Cellphone usage is prohibited while carline is going.

### **School Closings and Holidays**

Pleasant Hill Preschool will observe the same holidays as Charlotte Mecklenburg Schools. On occasion, we will observe the same teacher workdays. When bad weather occurs, the closing of Charlotte Mecklenburg School Systems means our preschool will also be closed. This is usually announced on radio and/or television. If public school is delayed one hour or more, our school will be closed or delayed based on road conditions and the weather forecast. Delays are not guaranteed and are at the discretion of the Director. **We will not make up any days taken for bad weather, nor is tuition refunded for school closures.**

## Medical/Health Policies

Your child's health is a matter of major importance to us. It is requested that the parent/guardian will discuss any special needs of the child including medical/health and developmental needs or concerns.

Appropriate information will be documented on the child's enrollment application and medical form. Upon enrollment you must provide a health form completed and signed by a physician. We also require that each child have certain standard immunizations and a tuberculin clearance.

If a child has specific health needs or requirements, a health care plan will be developed by the parents and submitted to the preschool prior to the implementation of the plan. A health care plan should include written instructions from both the child's parent and the child's physician regarding management of the child's specific medical needs.

A written health care plan must be in place, for all enrollees with specific health needs/requirements prior to the child's first day of attendance at Pleasant Hill Preschool. Upon the diagnosis of a new condition, a health care plan must be in place prior to the child's resumption of activities in the Pleasant Hill Preschool program. Medical Care Plans must be reviewed periodically and revised according to the child's medical and developmental needs. **All allergies must be diagnosed and documented by a physician.**

Enrollment and/or continued placement of a child with special needs will be determined by factors which include severity of the child's condition, the type and amount of care needed, and any necessary precautions or adjustments to the preschool's program. If it is determined that Pleasant Hill Preschool can no longer meet a child's needs, the parent will be notified and asked to locate a program which can meet the child's needs.

A daily health assessment will be given to each child by his/her teacher upon arrival. The person bringing the child must wait until the inspection is over before leaving the premises.

A child may be sent home if any symptoms of illness appear during the morning. In such cases, your child will be removed from the classroom and brought to the Director's office until they can be picked up.

## Allergies

Allergies and/or allergic reactions to food, insect bites or stings, etc. must be documented by a physician on each child's application form prior to enrollment in the preschool program. The child's parent or guardian is responsible for providing necessary information and instructions that should be followed if an allergic reaction occurs. This includes the provision of an Epi-pen or Auvi-Q, if required.

An Allergy Action Form including a recent photo of the child, will be kept in the child's folder in the preschool office and posted clearly in the classroom.

**The Preschool Council of Pleasant Hill Presbyterian Church Preschool has adopted a policy that the facility will be nut-aware. We request that no overt peanut products be brought in for lunches or snacks. Also no food items that have been processed in facilities with nuts will be allowed for snack. Additional**

**food allergies will be dealt with on a case by case basis. The parents of the children in that specific class will be notified of any additional allergies.**

Please Note: During preschool-wide celebrations involving food, the Preschool cannot ensure the safety of the foods that are brought in to the facility. Therefore, the child's parent must be responsible for verifying and ensuring the safety of the foods that his/her child has access to and/or ingests.

## **Accidents**

In case of minor injuries, first aid will be given at school by trained staff. In more serious injuries or illness, parents, or if needed, the emergency contact will be notified as soon as possible after assessing and stabilizing the medical needs of the child. If they are unavailable, the Director or designated teacher will make the decision for treatment based on her evaluation of your child, and may call the paramedics. An accident form will also be completed, signed by a teacher and the director with a copy placed in the child's file and a copy will go home in the child's folder.

## **Sick Policy**

Much of the success of the health of your child rests on parents' cooperation. Please do not send a child to school that shows signs of illness, or give them fever-reducing medicine and send them to school. For the protection of all the children and staff, and for the comfort of your child, we ask that children be kept home if they seem ill. Signs of illness include:

- Fever over 99°F when taken by mouth.
- A cold that is more than four days old.
- Significant cold symptoms, such as heavy, thick runny nose, severe cough, difficulty breathing, and fatigue.
- Diarrhea, vomiting, or an upset stomach.
- Undiagnosed rash or skin irritation.
- Eyes that are red or have a discharge.
- Needs to stay indoors- We cannot leave a child unsupervised while the remainder of the class goes outside.
- Symptoms of a possible communicable disease. Please report any communicable diseases to the Director immediately.

Because children often relapse after seeming to recover from an illness, **children must be kept home the next consecutive school day after being sent home AND until they are free of any of the listed symptoms for 24 hours. The child must be fever free without the use of fever-reducing medicine for 24 hours before he/she can return to class.** Please do not medicate your child in the morning and send them to school. This continues to spread the illness and does not allow your child the proper time to rest and recover.

Medications for children will only be administered by the child's parents or legal guardians.

Parents/guardians must provide a Medical Form that you as the child's parent have signed. In the event of serious illness or injury, we make an immediate attempt to contact the parent. If we cannot reach the parent, we call your emergency contact person, the child's physician and an ambulance or EMS (if necessary). Until the parent arrives, the Director or designee will be in charge. Please notify the office and your child's teachers when there is a change in phone numbers.

## **Attire**

Dress your child in clothing that is free of complicated fastenings so he/she can manage easily for his or her bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that your child will enjoy a busy and possibly dirty day at Pleasant Hill Preschool, so dress accordingly. Please label your child's possessions. For your child's safety, we recommend rubber soled shoes. Please, no flip flops or open-backed shoes/ sandals. Currently Croc's are very popular with children. Please consider your child's ability to keep them on and tolerance for mulch getting into their shoes before sending them in Croc's.

We go outside unless it is raining or colder than 32 degrees; please send your child dressed appropriately for the weather conditions that day.

## **What To Send With Your Child**

Children will need at least one COMPLETE change of clothes in his/her cubby at all times that are seasonally appropriate. Please include underwear, pants, shirt and socks. Soiled clothing should be taken home and replaced with a clean/fresh set the next day of attendance. Children who are not potty trained must bring at least 3 disposable diapers along with one or more changes of clothes.

## **What NOT to Send With Your Child**

So your child will not be disappointed with a broken or a lost toy, it is better if your child plays with the toys provided at Pleasant Hill Preschool. Please leave all toys at home, or in your car, unless notified of a special occasion where your children should bring in a toy. Teachers will notify you if/when children can bring a toy that relates to the theme of study or for "Show and Tell".

Guns, war toys or other examples of destruction/aggression are not permitted in the preschool. We will help children express feelings of aggression with appropriate responses.

## Lunch

Pleasant Hill Preschool is a **nut-aware environment**. Parents should **not** send/bring any food items containing peanut butter or nuts of any variety. Any foods that have been processed in a facility that may contain traces of peanuts or tree nuts will be sent home, including store-bought cupcakes and the like.

Pleasant Hill Preschool staff will assist your child with their lunches each day. Please be sure to send food that your children can easily manage themselves. Please remember sandwiches, finger food, and fruit are suggested for all ages. The children will be encouraged to eat the main part of their lunch first and save the treat for last. Any uneaten portion, within reason will be repacked in the lunchbox and returned home with your child. Please also do not send carbonated drinks or drinks that are held in glass containers with their lunch. These items will be placed back in your child's lunch box and sent home. Lunch is a time that stresses healthy eating habits, so please plan your lunch menu appropriately.

For classrooms where there is a child with other life threatening allergies, parents in the classroom will be made aware of this for the purpose of providing safe snacks for the class, as well as for classroom events. Our teachers are very diligent when checking food items, but we need your help to keep our kids safe. Parents of children with allergies will sign off on all snacks.

## Snacks

Snacks will be provided each week by the students. Each class will have a snack rotation list created by the teachers. We ask that enough snack is provided for the entire week. Since we are a nut-aware school, please check the ingredient lists to make sure the snacks are nut free and not processed in a nut facility. These snacks will be checked by the teachers before they are given to the students.

## Birthdays

While birthday parties and gifts are not allowed at preschool, birthdays are special and children are encouraged to bring treats for their birthdays and other special days. Foods would include mini cupcakes, cookies, or ice cream cups, and birthday napkins and cups if you wish. **All treats must be nut free and store bought.** Please do not send goody bags. You are invited to attend the celebration and remain for a brief visit.

## **Pleasant Hill Preschool Classroom Discipline Philosophy**

As a team, the teachers at Pleasant Hill Preschool believe that consistent discipline is the key to maintaining a productive classroom environment. We want to teach our students to express their feelings and solve problems in an appropriate way, no matter what their age. The best way to do this, we believe, is to set clear limits of expected behavior from the time that the children enter our classrooms. Once these limits are established in the classrooms, we follow a five-step routine when inappropriate behavior occurs.

**1. Ignoring Inappropriate Behavior** - In cases where the behavior is not harmful to him/herself or another child, it is sometimes better not to respond to a behavior. This usually applies in the circumstance where the child is seeking attention through this unwanted behavior.

**2. Redirection/Distraction** - An unacceptable behavior is replaced with a more appropriate behavior by diverting the child's attention with something new or different.

**3. Active Problem Solving** - We let the children involved in a situation work together to solve their problem. The teacher is there to guide the discussion by asking open ended questions which let the children make the final decision as to how the problem will be solved.

**4. Time Out** - When a child is frustrated, angry, or out of control, it may become necessary to remove the child from a particular situation. The removal of the child allows him/her to regain control of him/herself. While the child is removed from the group, the teacher talks to the child about how he/she is feeling. Once calm, the child makes the decision as to when he/she will rejoin the group.

**5. Parent Involvement** - When we, as teachers, have tried each of the previous four steps consistently yet repetitively, and unacceptable behavior is still present in the classroom, we will request a parent/teacher conference. We believe that we are partners with parents in their children's education and often, family input will help provide more consistency for the children.

In the event a child has used excessive or repeated force or violence, they will be sent home immediately. Based on the severity and amount of incidents, a child can be terminated from the program.

### **Biting Policy**

Pleasant Hill Preschool recognizes that biting is, unfortunately, not unexpected when young children are in a group setting. We are always upset when children are bitten in our preschool and we recognize how upsetting such an incident is for parents. While we

feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our preschool does **not** focus on punishment for biting but on effective techniques that address the specific reason for biting. When biting occurs, we have three main responses:

- Care for the child who was bitten
- Help the child who did the biting learn other more appropriate behaviors
- Examine the preschool program to find other ways of preventing biting

A child biting in the classroom is a serious matter. Our staff works to keep children safe and to help the child who bites to learn different or appropriate behavior. If there are episodes of ongoing biting, we develop a plan of specific strategies, techniques and time lines to address the situation(s). A written plan is shared with all parents in the classroom. We do not and will not use any responses that harm a child or are known to be ineffective.

We give immediate attention and, if necessary first aid to the child bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If a child is bitten and the skin is broken, we recommend that the child be seen by his/her health care provider. When children bite, their parents are informed personally and privately. When children are bitten, their parents are informed personally and given a written copy of the incident report.

Biting is always documented on our standard report form. It is completed and signed by a teacher and Director. One copy is given to the parents and another copy is placed in the child's file in the preschool office.

We keep the name of the child who did the biting **confidential**. This action is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on preventing the biting. We feel that **confidentiality** is the "cornerstone of professionalism" in early childhood education.

Teachers are provided training on biting including current sources (books, pamphlets, videos, etc.). We encourage parents to bring their concerns and frustrations directly to the teachers, Director and/or council members, privately. Communication between parents and the school staff is necessary to provide and ensure a quality early childhood education.

Biting can result in a child being sent home for the day. If it is determined that Pleasant Hill Preschool is unable to meet the child's needs, the parents will be notified of this decision.

## **Is Your Child Ready For Kindergarten?**

Children learn and grow at an individual pace. On occasion, a child may not be ready for kindergarten because he/she is immature physically, socially, emotionally, or cognitively. Referral for an extra year of preschool is made by the teacher with input from the Director, and possibly other Preschool staff. This referral will not be based solely on cognitive assessment. Equally important and critical to the child's success in elementary school is his/her:

Ability to feel emotionally secure

Ability to socially interact with other individuals in the classroom

Ability to have the physical stamina to function for the duration of the school day

Pleasant Hill Preschool teachers will consider all these factors when making individual recommendations for kindergarten. At the beginning of the school year, teachers will record the individual needs of children in their classes and work accordingly to meet those needs. Parents will be updated of their child's progress throughout the year. Only parents of children who need further assessment will have a phone or in-person conference in May.

## **School Safety**

At Pleasant Hill Preschool, the safety of your child and our staff is our top priority. During the beginning of the school year, and throughout the year, we practice fire, tornado and lockdown drills. We want everyone to be prepared in the event of a true emergency.

With a CMS school nearby, we will be working in conjunction with their principal and staff, as well as the CMPD, to be on alert in the event of a lockdown at Palisades Park Elementary School. If PPES is put on lockdown, for any reason whether it be police activity in the area or something happening at the school, we will also be on lockdown. Only emergency responders will be allowed to enter or exit the preschool building. As we want to make sure our first responders are able to do their jobs without additional traffic in the area, we ask that you stay home until such time as you hear that we have been cleared by CMPD to re-open. We also want you, the parents, to be safe! We will inform parents via email with a message letting you know that we have been told by CMPD that our area is safe and when you can pick up your child.

In the event of a fire, tornado or other weather-related event, we will do our best to stay in communication with you once we know our staff and children are safe. If a true emergency were to happen, please know we will do everything we can to keep our precious little ones out of harm's way.

## **In Closing**

Thank you for taking the time to read through our policies and procedures. We are looking forward to a great year full of love and learning! We are here if you have any questions or concerns.

